THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

WEDNESDAY, FEBRUARY 19, 2025 10:35 AM
Kathleen C. Wright Building
600 Southeast Third Avenue, Board Room
Fort Lauderdale, Florida 33301

AGENDA FOR REGULAR SCHOOL BOARD MEETING

REGULAR SCHOOL BOARD MEETING CAN BE VIEWED VIA LIVE STREAM OVER THE INTERNET ON THE DISTRICT'S WEBSITE (www.browardschools.com).

Update 2/14/25 - Supplemental - 2/12/24

School Board meetings will be held with Board Members being physically present and via electronic communication. This advertised Regular School Board Meeting will be accessible virtually. **Public Written Agenda Comments- Members of the public may submit public written comments by visiting the District's webpage at www.browardschools.com/ publicparticipation. Public Written Agenda Comments must be submitted no later than 1:00 p.m. the day before the published date of the School Board Meeting or Workshop. Anonymous comments will not be accepted; therefore, written comments must include the person's name, city of residence, and zip code. Written agenda comments may not exceed a maximum of twenty-two hundred and fifty (2250) characters.** Pursuant to School Board Policy 1020, the public may speak a total of fifteen (15) minutes during any single meeting, not including committee reports. Additionally, in the event a large group of individuals (ten (10) or more) sign-up to speak on any one agenda item, the Board Chair has the authority to adjust the time limit for each speaker to speak less than the three (3) minutes usually permitted or limit the overall time speakers will be heard on that item.

Free guest parking is available at the southeast 3rd Avenue parking lot on all School Board meeting dates.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

MINUTES FOR APPROVAL

Minutes
November 13, 2024 - Regular School Board Meeting
November 19, 2024 - Annual Organizational Meeting (ADDED)
December 10, 2024 - Special School Board Meeting (ADDED)
January 22, 2025 - Special - Expulsions

11-13-24 RSBM Min.pdf
11-19-24 Annual Org Min-ADDED.pdf

12-10-24 SSBM Min-ADDED.pdf

ADDED / CHANGED ITEMS

February 14, 2025

ITEMS
F-2. Budget Reports for the Period Ended December 31, 2024 (ADDITIONAL INFORMATION)
BB-4. Board Member Lori Alhadeff to attend Broward Days/FSBA Legislative Days (WITHDRAWN)
BB-11. 2025 Federal Legislative Platform (SPECIAL ORDER 3:30 P.M.)
FF-2. Annual Comprehensive Financial Report for the year ended June 30, 2024 (ADDED)
JJ-10. Change Order #9 - Piper HS (REVISED)
LL-2. Denial of Requests for Rule Development Workshop (ADDED)

SPEAKERS
5. Debra Llamas (ADDED)

February 12, 2025

MINUTES
November 19, 2024 - Annual Organizational Meeting (ADDED)
December 10, 2024 - Special School Board Meeting (ADDED)

ITEMS
H-1. Appointments, Leaves, and Separations of Employment (REVISED)
H-2. Employee Discipline/Corrective Action (REVISED)
S-1 - Renaming of Deerfield Beach Aquatic Center (SPECIAL ORDER - 3:00 P.M.)
HH-1. Proposed Three (3) Revised Job Descriptions for the Student Svcs. Init. Dept. (ADDED)
BB-6. Board Member Brenda Fam to attend Broward Days/FSBA Days in Legislature (REVISED)
BB-7. Board Member Nora Rupert to attend Broward Days/FSBA Legislative Days (REVISED)
BB-11. 2025 Federal Legislative Platform (ADDED)
BB-12. Board Appointment to the Solid Waste Authority of Broward County (ADDED)
BB-13. SY25-26 School Calendar Early Release (ER) Days (ADDED)
OO-12. AGR25-149 – Maximo Application Suite Implementation (ADDED)
OO-13. AGR25-060 - The Chancellor, Masters, Scholars of The University of Cambridge (ADDED)
OO-14. RFP-FY23-002 - Occupational-Physical Therapy Services - Additional Spending (ADDED)
PP-2. School Board Policy 6600 (formerly Policy 5300); Bus Transportation (ADDED)

SPEAKERS
1. Mayra Viera (A.M.) (ADDED)
2. Trudy Jermanovich (A.M.) (ADDED)
3. Latrisha Greaves (ADDED)
4. Mae Smith (A.M.) (ADDED)

CLOSE AGENDA

IN MEMORIAM

Cillia Clark	Bus Operator Pupil Transportation -N	Born: April 30, 1967 Deceased: January 1, 2025
Bonnie McLamore	Leave Position Lloyd Estates Elementary	Born: August 14, 1968 Deceased: January 2, 2025
Kai Burford	Boyd H. Anderson Teacher – Mathematics High	Born: 08/06/1990 Deceased: 1/10/2025
Alfrenece Glasper	Clerical Assistant IV Physical Plant Operations	Born: July 17, 1979 Deceased: January 17, 2025
Angela Windsor	Leave Position Deerfield Park - Food Service	Born: April 22, 1970 Deceased: January 22, 2025
Brittany Chatman	Campus Monitor SSEP IZones - Coral Glades & Stoneman Douglas H.S.	Born: March 25, 1995 Deceased: January 23, 2025
Carolyn Spann	Classroom Assistant Seagull School	Born: July 30, 1976 Deceased January 30, 2025

SPEAKERS

1. Mayra Viera (ADDED)
2. Trudy Jermanovich (ADDED)
3. Latrisha Greaves (ADDED)
4. Mae Smith (A.M.) (ADDED)
5. Debra Llamas (ADDED)

***** CONSENT AGENDA *****

AGENDA COMMENTS

ITEMS

Consent agenda items will be noted by a single letter, and open agenda items will be noted by double letters in accordance with Policy 1020.

H. HUMAN RESOURCES & EQUITY (CONSENT)

H-1. Appointments, Leaves, and Separations of Employment
REVISED

Approve the appointments, leaves of absence, and separations of employment. District wide.

Executive Summary.pdf
Appointments Leaves and Separation of Employment.pdf

Memo to Revise.pdf

H-2. Employee Discipline/Corrective Action
REVISED

Approve employee discipline and corrective actions. District-wide.

Executive Summary.pdf
Board Separation-Discipline.pdf
Memo to Revise.pdf
H-2 Response.pdf

H-3. Supplemental Pay Position 7
Approve supplemental pay positions for the 2024-2025 school/fiscal year. District-wide.

Executive Summary.pdf
Supplemental Pay.pdf
H-3 Response.pdf

A. ACADEMICS (CONSENT)

A-1. Agreement with University of St. Augustine (USA)
Approve the agreement between University of St. Augustine and The School Board of Broward County, Florida. District-wide.

Executive Summary.pdf
USA Agreement.pdf

A-2. Agreement with Lynn University
Approve the agreement between Lynn University and The School Board of Broward County, Florida. District-wide.

Executive Summary.pdf
Lynn University Agreement.pdf

A-3. Agreement with Teach-Now, Inc. d/b/a Moreland University (MU)
Approve the agreement between Teach-Now, Inc. d/b/a Moreland University and The School Board of Broward County, Florida. District-wide.

Executive Summary.pdf
Teach-Now, Inc. d/b/a MU.pdf

B. BOARD MEMBERS (CONSENT)

C. OFFICE OF THE SUPERINTENDENT (CONSENT)

C-1. Administrative Complaint Carol Nissen
Adopt the Superintendent's recommendation to suspend the Assistant Principal, Carol Nissen, for three (3) days without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely requests a

hearing. District 6.

Executive Summary.pdf
Notice of Board Meeting.pdf
Administrative Complaint.pdf
Affidavit of Service.pdf

C-2. Administrative Complaint Myrlande Francois
Adopt the Superintendent's recommendation to suspend the teacher, Myrlande Francois, for three (3) days without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely requests a hearing. District 7.

Executive Summary.pdf
Amended Notice Of Board Meeting.pdf
Administrative Complaint.pdf
Affidavit of Service.pdf

C-3. Administrative Complaint Shelly Ripper
Adopt the Superintendent's recommendation to suspend the teacher, Shelly Ripper, for three (3) days without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely request a hearing. District 3.

Executive Summary.pdf
Notice of Board Meeting.pdf
Administrative Complaint.pdf
Affidavit of Service.pdf

C-4. Final Order on Broward County School Board vs. Kervin Dalencour
Approve the Final Order adopting the Recommended Order entered on December 4, 2024, by June C. McKinney, Administrative Law Judge, in the matter of Broward County School Board vs. Kervin Dalencour, Case No. 23-4782TTS, before the State of Florida Division of Administrative Hearings. District 3.

Executive Summary.pdf
Proposed Final Order.pdf

E. SAFETY, SECURITY, & EMERGENCY PREPAREDNESS (CONSENT)

F. FINANCIAL MANAGEMENT (CONSENT)

F-1. Surplus of Tangible Personal Property for the Period Ended December 31, 2024
Approve the Surplus of Tangible Personal Property for the Period Ended December 31, 2024. District-wide.

Executive Summary.pdf
Surplus Report December 2024.pdf

F-2. Budget Reports for the Period Ended December 31, 2024

ADDITIONAL INFORMATION

Approve the Budget Reports for the period ended December 31, 2024. District-wide.

Executive Summary.pdf
December 2024 Budget Reports.pdf
Additional Information Memo.pdf

G. GENERAL COUNSEL (CONSENT)

I. STUDENT SUPPORT INITIATIVES & RECOVERY (CONSENT)

J. CAPITAL PROGRAMS (CONSENT)

J-1. Amended and Restated Utility Easement

Approve the Amended and Restated Utility Easement between The School Board of Broward County, Florida and the District Board of Trustees of Broward College. District-wide.

Executive Summary.pdf
Amended and Restated Easement.pdf

J-2. Approval of Fire Sprinkler Scope Changes

Approve the changes to the SMART Program fire sprinkler scopes of work for Forest Glen MS (P.001865), Tropical ES (P.001904), and Village ES (P.001952) as indicated in the Executive Summary. Districts 4, 5, and 6.

Executive Summary.pdf
ADEFP.pdf
J-1 - 10-15-24.pdf
Descope Review Memo.pdf

J-3. Easement Agreement

Approve the Easement Agreement to grant a perpetual easement to the City of Miramar, Florida (City), to allow the City to construct and maintain a public road at Henry D. Perry Education Center. District 2.

Executive Summary.pdf
Easement Agreement.pdf
Attachment 1.pdf

J-4. Maintenance and Use Agreement

Approve the Maintenance and Use Agreement between The School Board of Broward County, Florida (SBBC) and the City of Weston, Florida (City) to allow for the City's on-going maintenance of the athletic fields at Cypress Bay High School and the City's use of the basketball and tennis courts, track, and parking lots. District 6.

Executive Summary.pdf
Maintenance and Use Agreement.pdf

L. COMMUNICATIONS & LEGISLATIVE AFFAIRS (CONSENT)

M. STRATEGY & INNOVATION (CONSENT)

O. OPERATIONS & FACILITIES (CONSENT)

O-1. Superintendent's Recommendations for Pre-Qualification Certification
Approve the Recommendation of the Qualification, Selection, and Evaluation Committee (QSEC) Meeting on December 19, 2024. District-wide.

Executive Summary.pdf
Superintendent Recommendations.pdf
Pre-Qualification Report.pdf

O-2. SDOP Summary of Progress Report - October 1, 2024 - December 31, 2024
Receive SDOP Summary of Progress for the October 1, 2024 - December 31, 2024 Reporting Period. District-wide.

Executive Summary.pdf
Summary of Progress.pdf

O-3. RFP-FY23-002 - Occupational and Physical Therapy Services - Termination
Approve the termination of the Agreement, without cause, between The School Board of Broward County, Florida (SBBC), and Pediatric OT, Inc. regarding RFP-FY23-002 - Occupational and Physical Therapy Services that commenced on July 1, 2022, and expires on June 30, 2025 (Agreement); and delegate authority to the Superintendent to send a thirty (30) calendar day written notice to Pediatric OT, Inc., of the termination without cause of same Agreement. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Termination Letter.pdf
O-3 Response.pdf

S. SCHOOLS (LEARNING COMMUNITIES) (CONSENT)

S-1. Renaming of Deerfield Beach Aquatic Center
SPECIAL ORDER - 3:00 P.M.

Approve renaming the Deerfield Beach Aquatic Center in honor of Mayor Peggy Noland for her years of dedication towards the establishment of the Deerfield Beach Aquatics Complex. It is requested that the official name of the Deerfield Beach Aquatic Center be changed to "Peggy Noland Aquatics Complex". District 7

Executive Summary.pdf
Renaming Deerfield Beach Aquatic Center.pdf

T. INFORMATION TECHNOLOGY (CONSENT)

***** END OF CONSENT AGENDA *****

COMMITTEE REPORTS

(Committee Reports listed on the Regular School Board Meeting agenda will be heard immediately following the Consent Agenda.)

Audit Committee
Broward County Association of Student Councils and Student Advisor to the Board
Broward County Council PTAs/PTSAs
Broward Education Foundation
District Advisory Council
Diversity Committee
Employee Unions/Groups
ESE Advisory Council
ESOL Leadership Council
Facilities Task Force
Gifted Advisory Council
Human Relations Committee
Multilingual Advisory Committee
Parent Community Involvement Task Force
Small Business Advisory Committee
Technology Advisory Committee

SUPERINTENDENT'S REPORT

***** REGULAR/OPEN AGENDA *****

HH. HUMAN RESOURCES & EQUITY (OPEN)

HH-1. Proposed Three (3) Revised Job Descriptions for the Student Svcs. Init. Dept. ADDED

Approved the proposed three (3) revised job descriptions Family Counselor, Supervisor Family Counseling Services, Supervisor School Counseling for the Student Services Initiatives Department. Academics. District-wide.

Executive Summary.pdf
Family Counselor.pdf
Supervisor Family Counseling Svcs.pdf
Supervisor School Counseling.pdf

AA. ACADEMICS (OPEN)

BB. BOARD MEMBERS (OPEN)

BB-1. Board Member Hixon to attend Day in the Legislature Conference
Approve Debra Hixon's travel expense to attend 38th Annual Day in the Legislature Conference for official School Board business, which complies with the rules of the State Board of Education. (Hixon)

Hixon TDA.pdf

BB-2. Board Member Bulman to attend Annual Day in the Legislature Conference
Approve Maura McCarthy Bulman's travel expense to attend 38th Annual Day in the Legislature Conference for official school board business, which complies with the rules of the State Board of Education. (Bulman)

Bulman TDA.pdf

BB-3. Board Member Thompson to attend 38th Annual Day in the Legislature Conference
Approve Rebecca Thompson's travel expenses to attend the 38th Annual Day in the Legislature conference for official School Board business, which complies with the rules of the State Board of Education (Thompson)

Thompson TDA.pdf

BB-4. Board Member Lori Alhadeff to attend Broward Days/FSBA Legislative Days WITHDRAWN

School Board confirmation that Mrs. Alhadeff's travel to attend these events March 18 to March 20, 2025 is for official School Board business and that it complies with the rules of the State Board of Education. (Alhadeff)

Alhadeff TDA.pdf
Memo to Withdraw.pdf

BB-5. Board Member Dr. Jeff Holness to attend 38th Annual Day in the Legislature
Approve School Board Member Dr. Jeff Holness' travel to attend the events from March 18 to March 20, 2025, for official School Board business and that it complies with the rules of the State Board of Education. (Holness)

Holness TDA.pdf

BB-6. Board Member Brenda Fam to attend Broward Days/FSBA Days in Legislature
REVISED

Approve School Board member Brenda Fam's travel to attend Broward Days/FSBA/Days in Legislature from March 17 to March 21, 2025, for official School Board business and that it complies with the rules of the State Board of Education. (Fam)

Fam TDA.pdf
Memo to Revise.pdf

BB-7. Board Member Nora Rupert to attend Broward Days/FSBA Legislative Days REVISED

School Board confirms the travel for Nora Rupert to attend Broward Days/FSBA Legislative Days from ~~January 17 to January 21, 2025,~~ March 17, 2025 to March 21, 2025, is for official School Board business and that it complies with the rules of the State Board of Education. (Rupert)

Rupert TDA.pdf
Memo to Revise.pdf

BB-8. Nora Rupert to attend the Greater Florida Consortium of School Boards
School Board confirms the travel for Nora Rupert to attend the Greater Florida Consortium of School Boards Legislative Meetings from April 2 to April 4, 2025 is for official School Board business and that it complies with the rules of the State Board of Education. (Rupert)

Rupert TDA.pdf

BB-9. Dr. Allen Zeman to attend the Rally to Tally
School Board confirms the travel for Dr. Allen Zeman to attend the Rally to Tally for official School Board business and that it complies with the rules of the State Board Education. (Zeman)

DrZemanTDA.pdf

BB-10. Computer and Internet Access for All Students
Direct the Superintendent to ensure that all Broward County Public School students have computer and internet access at school and home by August 11th. (Holness)

Executive Summary.pdf
BB-10 Response.pdf

BB-11. 2025 Federal Legislative Platform
SPECIAL ORDER - 3:30 P.M. / ADDED

Amend the 119th Congress Federal Legislative Priorities. (Alhadeff)

Executive Summary.pdf
EAGLES ACT of 2025.pdf

BB-12. Board Appointment to the Solid Waste Authority of Broward County
ADDED

Appoint a School Board Liaison to the Solid Waste Authority of Broward County (SWABC) Executive Committee. (Hixon)

Executive Summary.pdf

BB-13. SY25-26 School Calendar Early Release (ER) Days
ADDED

Direct the Superintendent to engage in discussions with the BTU to determine if a reasonable agreement can be achieved to extend the current Early Release Days MOU in place for this school year (SY 24-25) to the next school year (SY 25-26). The objective of these discussions is to establish one Early Release Day (February 14) in the SY 25-26 calendar.

Executive Summary.pdf

CC. OFFICE OF THE SUPERINTENDENT (OPEN)

DD. CHIEF AUDITOR (OPEN)

DD-1. CRI- Second Follow Up Forensic Analysis Caps & Gowns
SPECIAL ORDER - 1:00 P.M.

Receive CRI - Second Follow-up Forensic Analysis of Agreements 16-052N (Caps, Gowns and Announcements) and FY 22-204 (Caps, Gowns and Diplomas). District-wide

Executive Summary.pdf
CRI Second Follow-up Caps & Gowns.pdf
Supplement_Herff Jones.pdf
01-16-25 AC Minute Excerpts.pdf

DD-2. Internal Audit Report - Audit of the Internal Funds of Selected Schools
Receive Internal Audit Report - Audit of the Internal Funds of Selected Schools. District-wide

Executive Summary.pdf
OCA Internal Funds - ONLINE.pdf
01-16-25 AC Minute Excerpts.pdf
DD-2 Response.pdf

DD-3. Internal Audit Report - BTA Student Support Management Plans SY 23-24, Q4
Receive Internal Audit Report - Behavioral Threat Assessment Student Support Management Plan for SY 2023-2024, Q4. District-wide

Executive Summary.pdf
BTM SSMP SY 23-24 Qtr 4.pdf
01-16-25 AC Minute Excerpts.pdf

DD-4. Internal Audit Report - BTM Process for School Year 2023-2024
Receive Internal Audit Report - Behavioral Threat Management Process. Review related Audit Committee Excerpts. District-wide

Executive Summary.pdf
BTM Process Audit SY 23-24.pdf
01-16-25 AC Minute Excerpts.pdf

EE. SAFETY, SECURITY, & EMERGENCY PREPAREDNESS (OPEN)

FF. FINANCIAL MANAGEMENT (OPEN)

FF-1. Grant Applications - Pre & Post-Submission
Approve the submission of the following grant applications. District-wide.

Executive Summaries.pdf

FF-2. Annual Comprehensive Financial Report for the year ended June 30, 2024 ADDED

Approve the audited Annual Comprehensive Financial Report for the year ended June 30, 2024.

Executive Summary.pdf
ACFR 2024.pdf

GG. GENERAL COUNSEL (OPEN)

GG-1. Settlement Agreement – T&G Constructors – Dillard 6-12
Approve the Settlement Agreement between The School Board of Broward County, Florida and T&G Corporation, D/B/A T&G Constructors. District 5.

Executive Summary.pdf
Settlement Agreement.pdf

GG-2. Authorization to Initiate Litigation
Authorize the General Counsel, through its Cadre Counsel, to initiate litigation and assert all appropriate claims against M. C. Harry and Associates, Inc., and CSA Central, Inc. Districts 4 and 6.

Executive Summary.pdf

II. STUDENT SUPPORT INITIATIVES & RECOVERY (OPEN)

JJ. CAPITAL PROGRAMS (OPEN)

JJ-1. Change Order #1 - Oriole ES
Approve Change Order #1 in the amount of $211,085 granting 82 additional calendar days. District 5.

Executive Summary.pdf
Change Order.pdf
Time Impact Analysis (TIA).pdf
Approved COI Log.pdf
Collaboration Form.pdf

JJ-2. Change Order #1 - Peters ES
Approve Change Order #1 granting 211 additional calendar days. District 5.

Executive Summary.pdf
Change Order.pdf
Time Impact Analysis (TIA).pdf
Approved COI Log.pdf
Collaboration Form.pdf

JJ-3. Change Order #2 - Margate ES

Approve Change Order #2 granting 70 additional calendar days. District 7.

Executive Summary.pdf
Change Order.pdf
Time Impact Analysis (TIA).pdf
Approved COI Log.pdf
Collaboration Form.pdf

JJ-4. Change Order #2 - Nova Blanche Forman ES
Approve Change Order #2 in the amount of $159,266. District 6.

Executive Summary.pdf
Change Order.pdf
Approved COI Log.pdf
Collaboration Form.pdf

JJ-5. Change Order #3 - Lloyd Estates ES
Approve additional funding in the amount of $389,975 and approve Change Order #3 in the amount of $389,974.27. District 3.

Executive Summary.pdf
Change Order.pdf
Approved COI Log.pdf
Collaboration Form.pdf

JJ-6. Change Order #4 - Broadview ES
Approve Change Order #4 in the amount of $30,291.41, granting 598 additional calendar days. District 4.

Executive Summary.pdf
Change Order.pdf
Time Impact Analysis (TIA).pdf
Approved COI Log.pdf
Collaboration Form.pdf

JJ-7. Change Order #4 - Harbordale ES
Approve additional funding and approve Change Order #4 in the amount of $9,603, granting 109 additional calendar days. District 3.

Executive Summary.pdf
Change Order.pdf
Time Impact Analysis (TIA).pdf
Approved COI Log.pdf
Collaboration Form.pdf

JJ-8. Change Order #5 - Coral Springs MS
Approve additional funding in the amount of $52,000 and approve Change Order #5 in the amount of $64,583.86. District 4.

Executive Summary.pdf
Change Order.pdf

Approved COI Log.pdf
Collaboration Form.pdf

JJ-9. Change Order #7 - C. Robert Markham ES
Approve Change Order #7 in the amount of $51,179.27 granting 520 additional calendar days. District 7.

Executive Summary.pdf
Change Order.pdf
Time Impact Analysis (TIA).pdf
Approved COI Log.pdf
Collaboration Form.pdf

JJ-10. Change Order #9 - Piper HS
REVISED

Approve additional funding in the amount of $14,464 and approve Change Order #9 in the amount of $14,463.39. District 5.

Financial Impact was revised. Increasing the project budget from ~~$20,491,400 to $20,505,864~~ to $20,540,345 to $20,554,809.

Executive Summary.pdf
Change Order.pdf
Approved COI Log.pdf
Collaboration Form.pdf
Memo to Revise.pdf

JJ-11. Change Order #13 - South Broward HS
Approve Change Order #13 in the amount of $259,439.72. District 1.

Executive Summary.pdf
Change Order.pdf
Approved COI Log.pdf
Collaboration Form.pdf

JJ-12. Additional Funding Request - William E. Dandy MS
Approve the additional funding request of $170,400 to complete the fire sprinkler scope of work as a separate Construction Services Minor Project at William E. Dandy Middle School. District 5.

Executive Summary.pdf
ADEFP.pdf
Collaboration Form.pdf

JJ-13. Final Acceptance, Release of Retainage - Morrow ES
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 48 days to Substantial Completion, and a time extension of 170 days between Substantial and Final Completion. District 4.

Executive Summary.pdf

GG-3 - 12-17-24.pdf
Closeout Documents.pdf
Collaboration Form.pdf

JJ-14. Final Acceptance, Release of Retainage - North Andrews Gardens ES
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 239 days to Substantial Completion, and a time extension of 3 days between Substantial and Final Completion. District 3.

Executive Summary.pdf
Closeout Documents.pdf
Collaboration Form.pdf

JJ-15. Final Acceptance, Release of Retainage - Park Ridge ES
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 265 days to Substantial Completion, and a time extension of 4 days between Substantial and Final Completion. District 7.

Executive Summary.pdf
Closeout Documents.pdf
Collaboration Form.pdf

JJ-16. Final Acceptance, Release of Retainage - Tamarac ES
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 1,147 days to Substantial Completion, and a time extension of 37 days between Substantial and Final Completion. District 4.

Executive Summary.pdf
GG-3 - 12-17-24.pdf
Closeout Documents.pdf
Collaboration Form.pdf

JJ-17. Final Acceptance, Release of Retainage - Thurgood Marshall ES
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 299 days to Substantial Completion, and a time extension of 82 days between Substantial and Final Completion. District 5.

Executive Summary.pdf
Closeout Documents.pdf
Collaboration Form.pdf

JJ-18. Fourth Amendment to PSA - Lakeside ES
Approve the Fourth Amendment to the Professional Services Agreement between The School Board of Broward County, Florida, and Rodriguez Architects, Inc. District 2.

Executive Summary.pdf
Fourth Amendment.pdf
Collaboration Form.pdf

JJ-19. Fourth Amendment to PSA - Northeast HS New Addition

Approve the Fourth Amendment to the Professional Services Agreement between The School Board of Broward County, Florida, and Zyscovich, LLC. District 3.

Executive Summary.pdf
Fourth Amendment.pdf
Collaboration Form.pdf

LL. COMMUNICATIONS & LEGISLATIVE AFFAIRS (OPEN)

LL-1. Advisory and Committee Group Recommendations

Receive the recommendations submitted by the various Advisory and Committee groups and direct the appropriate direct report(s) to the School Board with the appropriate action(s). District-wide.

Executive Summary.pdf

LL-2. Denial of Requests for Rule Development Workshop ADDED

Approve the denial of the requests submitted by Dr. Nathalie Lynch-Walsh and Ms. Narnike Pierre-Grant for a rule development workshop as unnecessary concerning School Board Policy 1020 – School Board Meetings and Rules of Order. This action is taken pursuant to Section 120.54(2)(c), Florida Statutes. District-wide

Executive Summary.pdf

MM. STRATEGY & INNOVATION (OPEN)

OO. OPERATIONS & FACILITIES (OPEN)

OO-1. FY21-138 - Program Manager – Cost and Program Controls

Approve the Second Amendment and Second Renewal of the Agreement between The School Board of Broward County, Florida, (SBBC), and AtkinsRealis USA, Inc. formerly known as Atkins North America, Inc. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Second Amendment.pdf
Renewal Letter.pdf

OO-2. FY24-083 - School Resource Officer Agreement 2023-2026 City of Hallandale Bch

Approve the School Resource Officer (SRO) First Amendment to the Agreement between The School Board of Broward County, Florida (SBBC), and the City of Hallandale Beach, Florida (Hallandale). District-1.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
First Amendment.pdf

OO-3. ITB25-091 - Pressure Cleaning Services for Small Businesses ONLY
Approve the Award of Invitation to Bid (ITB) ITB25-091 - Pressure Cleaning Services for Small Businesses ONLY for following seven (7) Vendors: 1) Blue Edonis LLC; 2) Bright & Clear Soft and Pressure Washing LLC; 3) Evergreen Cleaning Services, Inc.; 4) Knolys Johnson Inc.; 5) MJJ Pressure Washing LLC; 6) MTD Painting and Construction Corp.; and 7) Pressure Cleaning Service Enterprise Inc. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Award Recommendation.pdf

OO-4. ITB25-103 - Stage Curtain Cleaning and Fire-Retardant Treatment
Approve the Award of Invitation to Bid (ITB) ITB25-103 - Stage Curtain Cleaning and Fire-Retardant Treatment for the following Vendor: On-Site Services. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Award Recommendation.pdf

OO-5. ITB25-109 - Environmental Sample Analysis
Approve the Award of Invitation to Bid (ITB) ITB25-109 – Environmental Sample Analysis for the following four (4) Vendors: 1) Professional Service Industries, Inc. d/b/a PSI, Intertek-PSI; 2) Pace Analytical Services, LLC; 3) EMSL Analytical, Inc.; and 4) Florida-Spectrum Environmental Services, Inc. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Revised Award Recommendation.pdf

OO-6. ITB-FY21-113 - Furnish and Install Stage Draperies
Approve the Additional Spending of $302,000 for Invitation to Bid (ITB) ITB-FY21-113 – Furnish and Install Stage Draperies awarded to the following Vendor: Loxout Products. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf

OO-7. ITB-FY22-046 - Mechanical Insulation Services
Approve the Additional Spending of $650,000 for Invitation to Bid (ITB) ITB-FY22-046 – Mechanical Insulation Services awarded to the following (2) Vendors: 1) Thermal Concepts, Inc. 2) Blizzard Air Conditioning LLC. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf

OO-8. ITB-FY22-253 - Calibrate and Repair of Diagnostic Audiological Equipment
Approve the extension of the term of the award of Invitation to Bid FY22-253 Calibrate and Repair of Diagnostic Audiological Equipment with Alpha-CAL,

LLC for a term that commences on May 1, 2025 and concludes on April 30, 2026; and approve the Additional Spending Authority of $50,000 for ITB FY22-253. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Renewal Letter.pdf
Evaluation.pdf

OO-9. ITB-FY23-193 - Overhead and Automatic Door Repair And Maintenance
Approve Additional Spending of $172,000 for the Invitation to Bid (ITB) ITB-FY23-193 - Overhead And Automatic Door Repair And Maintenance to the following Vendor: Coast to Coast Garage Door, LLC. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf

OO-10. RFP-FY21-188 - Structured Cabling & Enterprise Networking (E-rate)
Approve the Additional Spending Authority of $3,500,000 for the Agreements between The School Board of Broward County Florida (SBBC), and the following three (3) Vendors: 1) TheIPGuys.net d/b/a OneNet Global; 2) United Data Technologies; and 3) Universal Cabling Systems Inc. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf

OO-11. RFP25-093 - Demolition Services
Approve the Agreements for Award of Request for Proposal (RFP) RFP25-093 - Demolition Services with the following two (2) Vendors: 1) S3S Construction, Inc.; 2) The BG Group, LLC. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Agreements-2.pdf
Award Recommendation.pdf

OO-12. AGR25-149 - Maximo Application Suite Implementation
ADDED

Approve the Agreement between The School Board of Broward County, Florida, (SBBC), and International Business Machines (IBM) Corporation. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Agreement.pdf

OO-13. AGR25-060 - The Chancellor, Masters, Scholars of The University of Cambridge
Approve the Agreement between The School Board of Broward County, Florida (SBBC), and The Chancellor, Masters, and Scholars of The University of Cambridge. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Agreement-ONLINE.pdf

OO-14. RFP-FY23-002 - Occupational-Physical Therapy Services - Additional Spending
ADDED

Approve the Additional Spending Authority of $2,400,000 for the forty (40) Agreements between The School Board of Broward County, Florida (SBBC), listed in the Recommended Action of the Executive Summary. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Recommendation Tabulation.PDF

PP. POLICIES (OPEN)

PP-1. School Board Policy 1020: School Board Meetings and Rules of Order
Approve the amendments to School Board Policy 1020, School Board Meetings and Rules of Order. District-wide.

Executive Summary.pdf
Policy 1020 Clean.pdf
Policy 1020 Redline.pdf
Sign-In Sheets.pdf

PP-2. School Board Policy 6600 (formerly Policy 5300); Bus Transportation
ADDED

Adopt the proposed revisions to School Board Policy 6600 (formerly 5300). District-wide.

Executive Summary.pdf
Policy 6600_Redline.pdf
Policy 6600_Clean.pdf

RR. RESOLUTIONS (OPEN)

SS. SCHOOLS (LEARNING COMMUNITIES) (OPEN)

TT. INFORMATION TECHNOLOGY (OPEN)

SPEAKERS 4:00 P.M.

(Public Speakers for the Regular School Board Meeting will be heard at 4 p.m. or immediately following the meeting, whichever is earliest.)

BOARD MEMBER DISCUSSION(S)

CLOSED DOOR - None scheduled for this meeting.

ATTORNEY CLIENT SESSION(S) - Scheduled for 1:45 P.M.

The General Counsel's Office has requested attorney-client sessions for this School Board meeting. The private sessions have been scheduled for 1:45 p.m. to discuss settlement negotiations and/or strategy relative to the following pending litigation:

First Session: Lunacon Engineering Group, Inc. v. The School Board of Broward County, Case Numbers: 24-006018, 24-006019, 24-006021, 24-006025, 24-006026, and 24-006970, pending before the 17th Judicial Circuit in and for Broward County, Florida.
The following persons will attend this attorney-client session: School Board Members: Debra Hixon, Chair; Sarah Leonardi, Vice Chair; Lori Alhadeff; Maura McCarthy Bulman; Brenda Fam, Esq.; Dr. Jeff Holness; Nora Rupert; Rebecca Thompson; Dr. Allen Zeman; Dr. Howard Hepburn, Superintendent of Schools; Oscar E. Soto, Esq.; Thomas C. Cooney, Esq.; and Marylin C. Batista, Esq., B.C.S.

Second Session: Burke Construction Group, Inc. v. The School Board of Broward County, Case No: 24-004568 CACE (13), pending before the 17th Judicial Circuit in and for Broward County, Florida. The following persons will attend this attorney-client session: School Board Members: Debra Hixon, Chair; Sarah Leonardi, Vice Chair; Lori Alhadeff; Maura McCarthy Bulman; Brenda Fam, Esq.; Dr. Jeff Holness; Nora Rupert; Rebecca Thompson; Dr. Allen Zeman; Dr. Howard Hepburn, Superintendent of Schools; Thomas C. Cooney, Esq.; and Marylin C. Batista, Esq., B.C.S.

ADJOURNMENT

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com. Language Interpretation/Translation Services are available for the public upon request to the Bilingual/ESOL Department by emailing ESOLRequests@browardschools.com.

Any person who decides to appeal any decision made at a meeting(s) announced by this Notice with respect to any matter considered at such meeting(s) will need a record of the proceedings and for such purpose may need that a verbatim record of the proceeding is made, which records testimony and evidence upon which the appeal is to be based.

Telephone conferencing or other telecommunications technology may be used in conducting this public meeting to permit absent Board Members to participate in discussions, to be heard by other School Board Members and the public, and to hear discussions taking place during the meeting.

Notice is hereby given that two or more Board Members of The School Board of Broward County, Florida, may be participating.

Status:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	
DEPARTMENT:	Official School Board Records

Agenda Item Number:	
Consent or Open Item:	Minutes
Special Order:	NO
Time for Special Order:	

TITLE:

Minutes

REQUESTED ACTION:

November 13, 2024 - Regular School Board Meeting
November 19, 2024 - Annual Organizational Meeting (ADDED)
December 10, 2024 - Special School Board Meeting (ADDED)
January 22, 2025 - Special - Expulsions

RATIONALE:

EXHIBITS:

FINANCIAL IMPACT:

STRATEGIC PLAN ALIGNMENT:
Student Focus Outcomes

OR **Business Operations**

BOARD ACTION:
(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Phone:
Name:	Phone:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Signature

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: _____

By: _____
School Board Chair

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

November 13, 2024
Wednesday, 8:45 a.m.

MINUTES OF REGULAR MEETING

The School Board of Broward County, Florida, met in special session at 8:48 a.m. in the Board Room of the Kathleen C. Wright Administrative Center, 600 Southeast Third Avenue, Fort Lauderdale, Florida. Present were: School Board Members Lori Alhadeff, Chair (telephonically); Debra Hixon, Vice Chair; Torey Alston; Brenda Fam, Esq.; Daniel Foganholi (absent); Dr. Jeff Holness; Sarah Leonardi; Nora Rupert; Dr. Allen Zeman; Dr. Howard Hepburn, Superintendent of Schools; and Marylin Batista, General Counsel.

Call to Order The Chair called the meeting to order and Board Member Leonardi introduced the Northeast High School JROTC students who presented the colors and led the Pledge of Allegiance to the Flag of the United States of America.

Moment of Silence was held for Dylon Grove, a 10th grade student from Monarch High School.

Minutes for Approval Motion was made by Mrs. Leonardi, seconded by Dr. Zeman and carried, to approve the official Minutes for the following Board Meetings:
Mr. Foganholi was absent. Mrs. Alhadeff, Mr. Alston, and Mrs. Rupert were absent for the vote. (5-0 vote)
•September 4, 2024 - Special School Board Meeting
•September 10, 2024 - Regular School Board Meeting
•September 10, 2024 - Second Public Hearing - Budget
•October 15, 2024 - Special - Expulsions

Added / Changed Items The Superintendent released a revised agenda with certain changes (see below) for this meeting and published it on the school District's website on October 30, 2024, November 8, 2024, and November 12, 2024.
•Added: BB-7 through BB-10, CC-1 through CC-4, GG-1, JJ-20, JJ-21, OO-14, OO-15, SS-1
•Added Minutes: September 10, 2024 – RSBM, September 10, 2024 – Second PH – Budget
•Added Speakers: Ronald B. Barish, Nathalie Lynch-Walsh, Paul Volan, Trudy Jermanovich, Corie Pinero, Ernesto Rubi, Carolyn Khron
•Additional Information: DD-1 through DD-4
•Revised: H-4
•Revised/Added: OO-16
•Second Revision: H-3
•Withdrawn: B-2, J-3, RR-1

Superintendent Hepburn revised Agenda Item H-2 from the dais. Recommendation Instructional Suspension/Termination/Dismissed During Probationary Period Revised: One (1) name, Brittanee Brown-Casseus, was removed.

The Chair finds pursuant to Section 120.525, Florida Statues, that good cause exists for such changes and accepts the revised agenda.

Close Agenda Upon motion by Dr. Zeman, seconded by acclamation of the Board and carried, the Agenda was approved and declared closed.
Mr. Foganholi was absent. Mrs. Alhadeff, Mr. Alston, and Mrs. Rupert were absent for the vote.
(5-0 vote)

Committee Reports (Committee Reports listed on the Regular School Board Meeting agenda will be heard immediately following the Superintendent's Report.)
•Audit Committee - Nathalie Lynch – Walsh, Chair
•Broward County Association of Student Councils and Student Advisor to the Board – Landyn Spellberg, Student Advisor
•District Advisory Council - Nathalie Lynch – Walsh, Chair
•Diversity Committee - Narnike Pierre Grant, Chair
•ESE Advisory Council - Jacqui Luscombe, Chair
•Facilities Task Force - Kimberly Mohorne, Chair

These reports may be viewed in their entirety at: https://www.browardschools.com/meetingagendas
(Click on School Board Meeting November 13, 2024.)

In Memoriam

Jessica Woller	Clerk Typist II Westglades Middle	Born: May 5, 1976 Deceased: October 2, 2024
Lisa Gould	Teacher - Social Sciences Pompano Beach High School	Born: July 18, 1962 Deceased: October 10, 2024
Jeffrey Wright	Job Coach Atlantic Technical College	Born: January 29, 1967 Deceased: October 16, 2024
Theodore Clark	Leadman HV AC Physical Plant Operations	Born: November 15, 1958 Deceased: October 29, 2024

Speaker(s)
1. Ronald B. Barish
2. Nathalie Lynch - Walsh
3. Paul Volan
4. Corie Pinero

Consent Agenda Following identification of those items Board Members and members of the public indicated they would like considered separately, motion was made by Dr. Zeman, seconded by Dr. Holness and carried, to approve the Consent Agenda for the remaining items **(identified by *)**.
Mr. Foganholi was absent. Mrs. Alhadeff, Mr. Alston, and Mrs. Rupert were absent for the vote.
(5-0 vote)

Open Agenda Following identification of those items Board Members and members of the public indicated they would like considered separately, motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Open Items that were not indicated to be pulled for discussion.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Board Member Alston inquired about the handling of the $800,000 allocated for the Office of the Inspector General (OIG) funding, which was approved at the September 10, 2024, Regular School Board Meeting (RSBM). Superintendent Hepburn explained that while the allocation was originally intended to cover the entire year, services would not commence until the second semester, and the District had sufficient funds available.

General Counsel clarified that although the contract had been fully negotiated, the specific funding amount was missing and would be presented at the December RSBM. The County had already approved the contract, allowing it to move forward. Additionally, the District would need to meet with the County and the OIG Office to determine whether the remaining $400,000 would be sufficient. The anticipated start date for services would be following approval at the December Regular School Board Meeting.

***** CONSENT AGENDA *****

Items
(Consent agenda items will be noted by a single letter, and open agenda items will be noted by double letters in accordance with Policy 1020.)

H. HUMAN RESOURCES & EQUITY (CONSENT)

***H-1. Instructional Appointments and Leaves 2024-2025 (Approved)**
Approved the instructional appointments, substitute teachers, and instructional leaves of absence. District-wide.

H-2. Instructional Separation of Employment or Discipline 2024-2025 (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve instructional separations of employment or terminations/disciplines. District-wide.
Mr. Foganholi was absent. Mrs. Alhadeff, Mr. Alson, and Mrs. Fam were absent for the vote. (5-0 vote)

Congratulations were given on those retiring.

A vote was taken on this item.

H-3. Non-Instructional Appointments and Leaves 2024-2025 (Approved)

Motion was made by Dr. Zeman, seconded by Dr. Holness and carried, to approve non-instructional appointments and non-instructional leaves of absence as listed on the attached list respectively. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

A suggestion was made to include both current and previous work calendar days to provide the public with better clarity and understanding.

A vote was taken on this item.

(Following a vote on this item, newly appointed District personnel were recognized and congratulated by the Board.)

H-4. Non-Instructional Separation of Employment or Discipline 2024-2025 (Approved/Postponed one (1) name)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve non-instructional separation of employment or terminations/disciplines as listed on the attached list respectively. District-wide.
Mr. Foganholi was absent. (8-0 vote)

The Chair received public comments.

Board discussion included, but was not limited to, staff provided clarification of the process when there was a recommendation for consequences for an employee and reviewed the disciplinary process timeline.

Congratulations were given on those retiring. An inquiry was made regarding the information requested by the employee and whether it was provided.

Motion to Separate/Postpone (Carried)
Motion was made by Dr. Holness, seconded by Mrs. Rupert and carried, to separate Liana Alford from Agenda Item H-4 and postpone to the next Regular School Board Meeting.
Mr. Foganholi was absent. Mrs. Alhadeff voted no. (7-1 vote)

The Chair received public comments.

Discussion continued regarding a request to review the background information of the employee's file; staff reviewed the employee file pertaining to the specific progressive steps in addressing the attendance concerns which began in February 2023; and clarification on the investigative process which was staff driven.

A vote was taken on the Motion to Separate/Postpone.

A vote was taken on this item.

H-5. Supplemental Pay Position 4 (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve supplemental pay positions for the 2024-2025 school/fiscal year. District-wide.
Mr. Foganholi was absent. Mrs. Fam voted no. (7-1 vote)

Board discussion included, but was not limited to, the need to recognize staff who provide extracurricular academic functions; neither the spending on supplements nor the teacher pay was reduced for this year; compared to last year, supplements increased for security personnel; and the District was working with the Broward Teacher's Union (BTU) to move the athletic supplements out of the contract.

A vote was taken on this item.

A. ACADEMICS (CONSENT)

***A-1. Agreements with BU and EC (Approved)**

Approved the agreement between Barry University (BU), Emerson College (EC), and The School Board of Broward County, Florida. District-wide.

B. BOARD MEMBERS (CONSENT)

B-1. Initiate Rulemaking and Develop Discipline Manual (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to direct the Superintendent of Schools to initiate rulemaking for the appropriate policy and develop a discipline procedural manual that includes an action legend, in accordance with collective bargaining agreements and meet-and-confer employee groups. (Holness)
Mr. Foganholi was absent. Mrs. Fam voted no. (7-1 vote)

The Chair received public comments.

Comments included, but were not limited to, a procedural manual would provide consistency to the process for site supervisors who implemented corrective action, procedures from direction of the Board through a workshop to determine appropriate consequences not mandated by state statute in administrating discipline; explained how a procedural manual would support Policy 4.9; staff shared the findings of researching other school districts; and the need to have the procedural manual outsourced.

A vote was taken on this item.

B-2. Initiate Rulemaking for Policy 2010 Metal Detectors on School Board Property (Withdrawn)

C. OFFICE OF THE SUPERINTENDENT (CONSENT)

E. SAFETY, SECURITY, & EMERGENCY PREPAREDNESS (CONSENT)

F. FINANCIAL MANAGEMENT (CONSENT)

***F-1. Surplus of Tangible Personal Property for the Period Ended September 30, 2024 (Approved)**
Approved the Surplus of Tangible Personal Property for the Period Ended September 30, 2024. District-wide.

G. GENERAL COUNSEL (CONSENT)

I. STUDENT SUPPORT INITIATIVES & RECOVERY (CONSENT)

J. CAPITAL PROGRAMS (CONSENT)

***J-1. Utility Easement Agreement - Seminole MS (Approved)**
Approved the Utility Easement Agreement between The School Board of Broward County, Florida and the City of Plantation for Seminole Middle School; District 6.

J-2. Lease Agreement with Community Based Connections, Inc. (Approved)
Motion was made by Mrs. Rupert, seconded by Dr. Zeman and carried to approve the Lease Agreement between the School Board of Broward County, Florida (SBBC) and Community Based Connections, Inc. (CBCI), to allow CBCI to lease Building No. 21 at Blanche Ely High School, and Building No. 19 at William Dandy Middle School, and to use the Buildings, which were constructed as Clinical facilities, to provide services delineated in the Agreement. District 5 and District 7.
Mr. Foganholi was absent. (8-0 vote)

The Chair received public comments.

Community Based Connections, Inc., was congratulated and thanked for their partnership.

A vote was taken on this item.

J-3. Clarification of Fire Sprinkler Scope Changes (Withdrawn)

L. COMMUNICATIONS & LEGISLATIVE AFFAIRS (CONSENT)

L-1. Advisory and Committee Group Recommendations (Received)
Motion was made by Mrs. Rupert, seconded by Dr. Holness and carried, to receive the advice and recommendations submitted by the various Advisory and Committee groups. District-wide.
Mr. Foganholi was absent. Mrs. Fam was absent for the vote. (7-0 vote)

Motion to Reconsider (Carried)
Motion was made by Mrs. Rupert, seconded by Dr. Holness and carried, to reconsider Agenda Item L-1.
Mr. Foganholi was absent. Mrs. Fam was absent for the vote. (7-0 vote)

A vote was taken on the Motion to Reconsider.

The Chair received public comments.

No discussion was held, and a vote was taken on this item.

M. STRATEGY & INNOVATION (CONSENT)

O. OPERATIONS & FACILITIES (CONSENT)

***O-1. Superintendent's Recommendations a Certification (Approved)**
Approved the Recommendation of the Qualification, Selection, and Evaluation Committee (QSEC) Meeting on October 17, 2024. District-wide.

***O-2. RFP24-257 - Electronic Door Access Control Installation & Repair Services (Approved)**
Approved the Rejection of all Bids received for Request for Proposal (RFP) RFP24-257 - Electronic Door Access Control Installation & Repair Services; District-wide.

O-3. SDOP Summary of Progress Report - July 1, 2024 – September 30, 2024 (Received)
Motion was made by Dr. Zeman, seconded by Dr. Holness and carried, to receive SDOP Summary of Progress for the July 1, 2024 – September 30, 2024 Reporting Period. District-wide.
Mr. Foganholi was absent. Mr. Alston was absent for the vote. (7-0 vote)

A comment was made regarding the procurement policy the county utilizes for hiring certified interns.

A vote was taken on this item.

S. SCHOOLS (LEARNING COMMUNITIES) (CONSENT)

T. INFORMATION TECHNOLOGY (CONSENT)

***** END OF CONSENT AGENDA *****

***** REGULAR/OPEN AGENDA *****

HH. HUMAN RESOURCES & EQUITY (OPEN)

AA. ACADEMICS (OPEN)

AA-1. Amendment with FAU FY22-25 Turnaround Leadership (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve the amendment between Florida Atlantic University (FAU) and The School Board of Broward County, Florida. District-wide.
Mr. Foganholi was absent. Mr. Alston was absent for the vote. Mrs. Fam voted no. (6-1 vote)

A brief comment was made on this item.

A vote was taken on this item.

BB. BOARD MEMBERS (OPEN)

BB-1. Dr. Allen Zeman to attend the FSBA conference (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve School Board confirms the travel for Dr. Allen Zeman to attend the 79th annual Florida School Boards Association Conference is for official School Board business and that it complies with the rules of the state Board of Education. (Zeman)
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

BB-2. Board Member Nora Rupert to attend FSBA Conference (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Ms. Rupert's travel to attend the Florida School Boards Association 79th Annual Joint Conference from December 2 to December 7, 2024. This travel is for official School Board business and it complies with the rules of the State Board of Education. (Rupert)
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

BB-3. Board Member Debra Hixon to attend FSBA/FADSS Annual Joint Conference (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve Board Member Hixon's travel to attend the FSBA/FADSS Annual Joint Conference December 3-6, 2024, which is for Official School Board business and complies with the rules of the State Board of Education. (Hixon)
Mr. Foganholi was absent. Mr. Alston was absent for the vote. (7-0 vote)

A brief remark was made emphasizing the importance of Board Members maintaining greater awareness and oversight of travel-related expenditures.

A vote was taken on this item.

BB-4. Board Member Brenda Fam to attend FSBA/FADSS Annual Joint Conference (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Board member Fam's travel to attend the FSBA/FADSS Annual Joint conference from December 3-6, 2024, which is for Official School Board business and complies with the rules of the State Board of Education. (Fam)
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

BB-5. Dr. Allen Zeman Professional Development from CGCS conference (Received)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to share some key insights from Dr. Zeman's participation in the 68th Annual Council of the Great City Schools Conference. This event provided valuable perspectives that align with the guidelines set forth by the state Board of Education. (Dr. Zeman)
Mr. Foganholi was absent. Mr. Alston and Mrs. Rupert voted no. (6-2 vote)

Board Member Zeman shared information from the conference regarding the five (5) taskforce meetings that other school districts were centered around. He stated the keynote speakers, breakout sessions, and the student town hall meeting were all remarkable.

A vote was taken on this item.

BB-6. Board Member Dr. Jeff Holness to attend FSBA/FADSS Annual Joint Conference (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Board Member Holness' travel to attend the FSBA/FADSS Annual Joint Conference December 3-6, 2024, which is for Official School Board business and complies with the rules of the State Board of Education. (Holness)
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

BB-7. Proclamations Sponsored by School Board Members (Received)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to receive the proclamations sponsored by School Board Members in the month of November. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

BB-8. Board Member-Elect Thompson to attend FSBA Annual Conference (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to receive School Board Confirmation that Mrs. Thompson's travel to attend the FSBA Annual Conference December 2 to December 6, 2024 is for official School Board business and that it complies with the rules of the State Board of Education. Mrs. Thompson is a Board Member elect, and this is pending swearing-in. District-2.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

BB-9. Board Member-Elect Bulman to attend FSBA Annual Joint Conference (Received)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to receive School Board Confirmation that Mrs. McCarthy Bulman's travel to attend the FSBA Annual Conference December 2 to December 6, 2024 is for official School Board business and that it complies with the rules of the State Board of Education. Mrs. McCarthy Bulman is a Board Member elect, and this is pending swearing-in. District-1.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

BB-10. First Amendment to Superintendent's Employment Agreement (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the First Amendment to Superintendent's Employment Agreement between The School Board of Broward County, Florida and Howard Hepburn, Ed.D as Superintendent of Schools. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

CC. OFFICE OF THE SUPERINTENDENT (OPEN)

CC-1. Administrative Complaint Jordana Hass (Not Adopted)

Motion was made by Mrs. Leonardi, seconded by Mrs. Rupert to adopt the Superintendent's recommendation to suspend the teacher, Jordana Hass, for three (3) days without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely requests a hearing. District 3.
Mr. Foganholi was absent. Mrs. Alhadeff was absent for the vote. Mr. Alston, Mrs. Fam, Dr. Holness, Mrs. Leonardi voted no. (3-4 vote)

Board discussion included, but was not limited to, the need to reduce the amount of time between actions and consequences; all due process was followed for the employee; the incident was routed through the site base administrative direction verses the Professional Standards Committee (PSC) because it did not involve a formal investigative process due to the complexity of the situation; and an inquiry regarding the delay in receipt of the requested information, staff to provide a follow-up.

The General Counsel provided clarification concerning the role of the Board to determine if the process would move forward to the Administrative Law Judge (ALJ).

Additional discussion included the need to delay the approval so the employee would have an opportunity to review the added information provided the day prior.

A vote was taken on this item.

(Following a vote on Agenda Item CC-1, Closed-Door and Attorney-Client Sessions commenced at 12:00 p.m.)

CC-2. Administrative Complaint Robert Doyle (Adopted)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to adopt the Superintendent's recommendation to suspend the teacher, Robert Doyle, for five (5) days without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely requests a hearing. District 2.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

CC-3. Administrative Complaint Lori Bacon (Adopted)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to adopt the Superintendent's recommendation to suspend the teacher, Lori Bacon, for three (3) days, without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH"). District 2.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

CC-4. Administrative Complaint Cheri Cummings (Adopted)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to adopt the Superintendent's recommendation to suspend the teacher, Cheri Cummings, for one (1) day without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely requests a hearing.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

DD. CHIEF AUDITOR (OPEN)

DD-1. Internal Audit Report - Audit of the Internal Funds of Selected Schools (Received)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to receive Internal Audit Report - Audit of the Internal Funds of Selected Schools. District-wide.
Mr. Foganholi was absent. Mr. Alston were absent for the vote. (7-0 vote)

(Following the Attorney-Client Sessions, the Regular School Board Meeting commenced with Agenda Item DD-1.)

A brief thank-you was extended to the staff.

A vote was taken on this item.

DD-2. Internal Audit Report - Audit of the Student Discipline Process (Received)

Motion was made by Mrs. Leonardi, seconded by Dr. Zeman and carried, to receive Internal Audit Report - Audit of the Student Discipline Process. District-wide.
Mr. Foganholi was absent. Mr. Alston were absent for the vote. (7-0 vote)

Staff addressed the observations that received a high rating on the audit report; and a follow-up would be provided concerning an update on compliance.

A vote was taken on this item.

DD-3. Internal Audit Report - Property and Inventory Audit of Selected Locations (Received)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to receive Internal Audit Report - Property and Inventory Audit of Selected Locations. District-wide.
Mr. Foganholi was absent. (8-0 vote)

Staff provided clarification on the unaccounted-for assets. The items were identified as high risk due to the number of missing items, but the high risk was not related to their actual value.

A vote was taken on this item.

DD-4. Internal Audit Report - Audit of Payroll P&P of Selected Locations (Received)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to receive Internal Audit Report - Audit of Payroll Policies and Procedures of Selected Locations. District-wide.
Mr. Foganholi was absent. (8-0 vote)

Superintendent Hepburn informed about the District's robust process improvement plan for payroll. The Board would receive a staff follow-up, and staff advised on the benefits of utilizing an electronic payroll system.

A vote was taken on this item.

EE. SAFETY, SECURITY, & EMERGENCY PREPAREDNESS (OPEN)

EE-1. Recommendation to Approve the FDLE VECHS User Agreement for Volunteers (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve the Volunteer & Employee Criminal History System (VECHS) User Agreement between The School Board of Broward County, Florida (SBBC) and the Florida Department of Law Enforcement (FDLE). District-wide.
Mr. Foganholi was absent. Mrs. Hixon were absent for the vote. (7-0 vote)
A brief comment was made about learning more regarding volunteers.

A vote was taken on this item.

FF. FINANCIAL MANAGEMENT (OPEN)

FF-1. Grant Applications - Pre & Post-Submission (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve the submission of the following grant applications. District-wide.
Mr. Foganholi was absent. Mrs. Hixon absent for the vote. (7-0 vote)

No discussion was held, and a vote was taken on this item.

FF-2. University of Florida Board of Trustees Grant Agreement (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the agreement between the University of Florida (UF) Board of Trustees and The School Board of Broward County, Florida. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

FF-3. IRS Volunteer Income Tax Assistance Grant Agreement (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the agreement between the Department of Treasury - Internal Revenue Service and The School Board of Broward County, Florida. District 3.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

GG. GENERAL COUNSEL (OPEN)

GG-1. Employment Agreement - Virginia Balkanski, Assistant General Counsel (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve the Employment Agreement between The School Board of Broward County, Florida and Virginia Balkanski, Assistant General Counsel. District-wide.
Mr. Foganholi was absent. Mrs. Hixon was absent for the vote. (7-0 vote)

Marylin Batista, General Counsel introduced the new Assistant General Counsel Mrs. Balkanski.

A vote was taken on this item.

II. STUDENT SUPPORT INITIATIVES & RECOVERY (OPEN)

JJ. CAPITAL PROGRAMS (OPEN)

JJ-1. Change Order #1 - Park Ridge ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve Change Order #1 in the amount of $32,188.19, granting 138 additional calendar days. District 4.
Mr. Foganholi was absent. Mrs. Hixon was absent for the vote. (7-0 vote)

A brief comment was made.

A vote was taken on this item.

JJ-2. Change Order #1 - Sanders Park ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Change Order #1 granting 317 additional calendar days. District 7.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-3. Change Order #2 - Apollo MS (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Change Order #2 in the amount of $36,417. District 1.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-4. Change Order #3 and Additional Funding Request - Harbordale ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve additional funding in the amount of $17,300 and approve Change Order #3 in the amount of $39,483.22. District 3.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-5. Change Order #3 - Oakridge ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Change Order #3 for a CREDIT in the amount of ($148,000.53). District 1.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-6. Change Order #4 - Plantation Park ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Change Order #4 in the amount of $9,620.94. District 6.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-7. Change Order #4 - Thurgood Marshall ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Change Order #4 in the amount of $17,525.20. District 5.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-8. Change Order #6 - Hollywood Park ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Change Order #6 in the amount of $14,972.30 granting 195 days. District 1.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-9. Change Order #11 and Additional Funding Request - Eagle Point ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve additional funding in the amount of $195,702, and approve Change Order #11. District 6.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-10. Second Amendment to Agreement of Sale and Purchase (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve the Second Amendment to the Agreement of Sale and Purchase between the School Board of Broward County, Florida (SBBC) and Predesco Property Investments, LLC. (Predesco) (Second Amended Agreement). District 4.
Mr. Foganholi was absent. Mrs. Hixon was absent for the vote. (7-0 vote)

Discussions highlighted the importance of the District strictly adhering to established deadlines and only requesting extensions when absolutely necessary; and there was a recognized need to develop an efficient process for the sale of real estate to ensure timely and effective transactions.

A vote was taken on this item.

JJ-11. Third Amendment to PSA - Meadowbrook ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Third Amendment to the Professional Services Agreement between The School Board of Broward County, Florida, and RGD & Associates, Inc. District 3.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-12. Fifth Amendment to PSA - McFatter Technical College & HS (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Fifth Amendment to the Professional Services Agreement between The School Board of Broward County, Florida, and Sol-ARCH, Inc. District 6.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-13. Sixth Amendment to PSA - C. Robert Markham ES (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Sixth Amendment to the Professional Services Agreement between The School Board of Broward County, Florida, and Carty Architecture, LLC. District 7.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-14. GMP Amendment 1 to the CSA - Sheridan Technical College (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve GMP Amendment 1 to the Construction Services Agreement (Construction Manager at Risk) with D. Stephenson Construction, Inc. to establish $16,713,695 as the Guaranteed Maximum Price, and approve the request for additional funding in the amount of $4,510,000. District 1.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-15. Additional Funding Request - Collins ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the additional funding request of $40,000 for Collins Elementary School. District 1.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-16. Additional Funding Request - Seagull Alternative HS (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve the additional funding request of $300,000 for Seagull Alternative High School. District 3.
Mr. Foganholi was absent. Mrs. Hixon was absent for the vote. (7-0 vote)

No discussion was held, and a vote was taken on this item.

JJ-17. Final Acceptance and Release of Retainage - Charles Drew ES Fire Alarm (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Final Acceptance of the Project and Release of Retainage. District 7.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-18. Final Acceptance and Release of Retainage - Meadowbrook ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Final Acceptance of the Project, Release of Retainage, a time extension of 83 days to Substantial Completion, and a time extension of 247 days between Substantial and Final Completion. District 3.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-19. Final Acceptance and Release of Retainage - Winston Park ES (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve Final Acceptance of the Project, Release of Retainage, a time extension of 858 days to Substantial Completion, and a time extension of 4 days between Substantial and Final Completion. District 7.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

JJ-20. Professional Services Agreement as Successor Architect - Northeast HS (Approved)

Motion was made by Mrs. Leonardi, seconded by Dr. Zeman and carried, to Approve this Professional Services Agreement as Successor Architect with Jorge A. Gutierrez Architect LLC for the replacement of Project Consultant, ACAI Associates, Inc., on the Northeast High School SMART Program Renovations Project. District 3.
Mr. Foganholi was absent. Mrs. Hixon was absent for the vote. (7-0 vote)

A comment was made pertaining to the expeditious work by the General Counsel and the remarkable changes in the construction system.

A vote was taken on this item.

JJ-21. Professional Services Agreement as Successor Architect - Nova HS (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve this Professional Services Agreement as Successor Architect with Jorge A. Gutierrez Architect LLC for the replacement of Project Consultant, ACAI Associates, Inc., on the Nova High School SMART Program Renovations Project. District 3.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

LL. COMMUNICATIONS & LEGISLATIVE AFFAIRS (OPEN)

MM. STRATEGY & INNOVATION (OPEN)

OO. OPERATIONS & FACILITIES (OPEN)

OO-1. AGR24-314 - Classic Learning Test (CLT) for Seniors (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve the Agreement between The School Board of Broward County, Florida (SBBC), and Classic Learning Initiatives, LLC (CLT). District-wide.
Mr. Foganholi was absent. Mrs. Hixon absent for the vote. (7-0 vote)

A brief comment was made regarding the item being competitively sourced, allowing the District to secure better pricing and more favorable contract terms.

A vote was taken on this item.

OO-2. ARG25-030 - EPS Operations, LLC (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Agreement between The School Board of Broward County, Florida (SBBC), and EPS Operations, LLC. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

OO-3. AGR25-083 - Rally to the Tally for New Floridians (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve the Agreement between The School Board of Broward County, Florida (SBBC), and Close Up Foundation, Incorporated (Close up). District-wide.
Mr. Foganholi was absent. Mrs. Hixon absent for the vote. (7-0 vote)

Comments were made about the benefits of the initiative, along with clarification regarding the Broward Capital Days and the Close Up Foundation group that would attend outside of the session.

A vote was taken on this item.

OO-4. AGR25-085 - Instructional Design Tools (Cidi Labs) (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried to approve the Agreement between The School Board of Broward County, Florida (SBBC), and Cidi Labs, LLC. District-wide.
Mr. Foganholi was absent. Mrs. Hixon was absent for the vote. (7-0 vote)

Motion to Reconsider (Carried)
Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to reconsider Agenda items OO-4 and OO-5.
Mr. Foganholi was absent. Mrs. Hixon was absent for the vote. (7-0 vote)

Agenda items OO-4 and OO-5 were moved and discussed concurrently.

Staff informed about the latest version of the integrated design tool system, which was used to support the development of Canvas courses.

A vote was taken on these items.

OO-5. FY21-146 - Facilities Maintenance, Repair & Operations and Industrial Supplies (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried to approve the Additional Spending Authority of $425,000 for the Piggyback Agreements between The School Board of Broward County, Florida, and the following three (3) Vendors: 1)Fastenal Company; 2) Sid Tool Co. d/b/a MSC Industrial Supply Company, and 3) W.W. Grainger, Inc. District-wide.
Mr. Foganholi was absent. Mrs. Hixon was absent for the vote. (7-0 vote)

Agenda items OO-4 and OO-5 were moved and discussed concurrently.

A vote was taken on these items.

OO-6. FY23-275 - Psychological Assessment and Online Scoring (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve First Amendment, Renewal, and Additional Spending Authority of $15,000 between The School Board of Broward County, Florida (SBBC), and Psychological Assessment Resources, Inc. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

OO-7. ITB19-040E - Computer Server & Hyperconverge Systems (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Extension of the term of the award of Invitation to Bid (ITB) ITB19-040E - Computer Servers & Hyperconverge Systems to the following two (2)Vendors: 1) Flagler Technologies, LLC and 2) United Data Technologies Inc. d/b/a UDT. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

OO-8. ITB25-045 - Cafeteria Chemicals (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Award of the Invitation to Bid (ITB) ITB25-045 - Cafeteria Chemicals to the following three (3) Vendors: 1) Continental & Global Services Inc; 2) Dade Paper & Bag LLC d/b/a Imperial Dade; and 3) Veritiv Operating Company. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

OO-9. ITB25-058 - Stage Rigging and Smoke Hatch Inspection/Repair (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Award of Invitation to Bid (ITB) ITB25-058 - Stage Rigging and Smoke Hatch Inspection/Repair to the following Vendor: Hile's Curtain Specialties. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

OO-10. ITB-FY21-093 - SOMAT Waste Disposal System Maintenance (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve Additional Spending Authority of $300,000 for Invitation to Bid (ITB) ITB-FY21-093 - SOMAT Waste Disposal System Maintenance to the following Vendor: SOFLO, Inc. District-wide.
Mr. Foganholi was absent. Mrs. Hixon absent for the vote. (7-0 vote)

A brief remark was made regarding the importance of soliciting additional bids due to the annual increases in supplements.

A vote was taken on this item.

OO-11. ITB-FY21-170 - Inspection and Repair of Fire Sprinkler Systems
(Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to approve the Second Renewal and Additional Spending Authority of $ 660,000 for Invitation to Bid (ITB) ITB-FY21-170 - Inspection and Repair of Fire Sprinkler Systems to the following (2) Vendors: 1) Bass-United Fire & Security Systems, Inc.; 2) Francis Engineering, Inc. District-wide.
Mr. Foganholi was absent. Mrs. Hixon absent for the vote. (7-0 vote)

Staff informed that the cost covered testing, inspection, certification, and repair of all the fire sprinklers systems in the District.

A vote was taken on this item.

OO-12. RFP25-011 - Purchase & Installation of Indoor/Outdoor Walk-in Freezer/Coolers (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Agreement for Award of Request for Proposal (RFP) RFP25-011 – Purchase and Installation of Indoor/Outdoor Walk-in Freezer/Coolers between The School Board of Broward County, Florida, and State Contracting & Engineering Corporation. District-wide.
Mr. Foganholi was absent. Mrs. Hixon absent for the vote. (7-0 vote)

No discussion was held, and a vote was taken on this item.

OO-13. RFP-FY23-001 - Title I Educational Services for Private Schools
(Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Additional Spending Authority of $879,022 for the Agreements between The School Board of Broward County, Florida (SBBC), and 1) Believe to Achieve Educational Services, LLC, 2) Catapult Learning, LLC, and 3) Learn-It Systems, LLC. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

OO-14. RFP25-001- Professional Auditing Services (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Agreements for Award of Request for Proposals (RFP) RFP25-001- Professional Auditing Services with the following five (5) Vendors: Anthony Brunson P.A.; Carr Riggs & Ingram, LLC; HCT Certified Public Accountants and Consultants LLC; RSM US, LLP; and S. Davis and Associates P.A. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

OO-15. FY24-170 - Dual Enrollment Agreement with Embry-Riddle Aero University (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the First Amendment and Additional Spending Authority of $ 250,000 for the Agreement between The School Board of Broward County, Florida (SBBC), and Embry-Riddle Aeronautical University, Inc. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

OO-16. RFP-FY21-035 - Cellular Service (Voice and Data) (Approved)

Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Second Amendment, First Renewal, and Additional Spending Authority of $1,035,402 for the Agreement between The School Board of Broward County, Florida (SBBC), and AT&T Mobility, LLC. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

PP. POLICIES (OPEN)

PP-1. School Board Policy 3810 - Purchasing Card Policy (Adopted)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to adopt School Board Policy 3810, Purchasing Card Policy. District-wide.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

RR. RESOLUTIONS (OPEN)

RR-1. Resolution No. 15-106 - Bond Oversight Committee (Withdrawn)

SS. SCHOOLS (LEARNING COMMUNITIES) (OPEN)

SS-1. Agreement with Coral Glades High School and the Coral Springs Center for the Arts (Approved)
Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the use of the Coral Springs Center for the Arts by Coral Glades High School Winter Concerts on December 10th and 16th.
Mr. Foganholi was absent. Mrs. Rupert was absent for the vote. (7-0 vote)

Agenda Items BB1, BB-2, BB-4, BB-6 through BB-10, CC-2 through CC-4, FF-2, FF-3, JJ-2 through JJ-9, JJ-11 through JJ-15, JJ-17 through JJ-19, JJ-21, OO-2, OO-6 through OO-9, OO-13 through OO-16, PP-1, and SS-1 were moved concurrently.

No discussion was held, and a vote was taken on these items.

TT. INFORMATION TECHNOLOGY (OPEN)

Speaker(s) – None.

Superintendent's Report
Superintendent Hepburn informed on the status of the Redefining BCPS initiative. The Board agreed on schools participating in the redefining process which focused on expanding program options, creating feeder patterns, and explored alternate facility uses at the October 8, 2024 School Board Workshop.

On October 15, 2024, the School Boundary Committee for 2024 – 2025 school year was established defining its scope of work. A revised timeline was presented at the November 6, 2024, School Board Workshop. There were regional engagement meetings to gather community input on boundary adjustments and program options for the identified schools. Meetings were held from 6:00 p.m. to 8:00 p.m. on November 18, 2024, at Broward Estates Elementary School for Broward Estates and Dr. Martin Luther King, Jr. Montessori Academy; November 19, 2024 at Pines Middle School for Coral Cove Elementary School, Hollywood Central Elementary School, Silver Lakes Elementary School, Silver Palm Elementary School, Silver Shores Elementary School, Glades Middle School, Olsen Middle School, New Renaissance Middle and Pines Middle; and November 20, 2024 for Coconut Creek Elementary School Elementary, Lyons Creek Middle School, and Margate Middle School. The community was invited to participate as the District continued to enhance opportunities for all students.

Board Member Discussion(s)

Dr. Zeman inquired about the restrictions preventing the Superintendent from authorizing a $5,000 agreement. General Counsel explained that certain clauses in agreements limited the Superintendent's authority to grant approval. He also raised a question about whether any of the agenda items discussed at the Board meeting would extend a project's expected deadline beyond the S.M.A.R.T. deadline. Dr. Zeman wanted to explore the possibility of involving the Student Advisory in assisting with the cell phone policy.

Superintendent Hepburn shared that he had spoken with Landyn Spellberg, Student Advisor, about involving the Student Advisory in assisting with the cell phone policy and related activities. Lastly, Dr. Zeman expressed anticipation for further details regarding the upcoming topping ceremony scheduled at Rickards Middle School.

Mrs. Alhadeff congratulated the Marjory Stoneman Douglas High School Boys Soccer Team for back-to-back wins. The request to have etiquette classes to teach life and social skills. Mr. Alston was thanked for his services with BCPS.

The Superintendent recommended encouraging students to participate in extracurricular activities, as these opportunities can help them develop essential skills while alleviating time constraints faced by teachers in the classroom.

Mrs. Leonardi the need to market the childcare options that were available to employees to make the information easily accessible. Staff updated the status of the Stranahan High School cafeteria and Rickards Middle School. She expressed her concern for the students, staff, and families that were expected to return to Rickards Middle School due to the extensive delays in construction. Superintendent Hepburn ensured that there were some mechanisms that the District leverage to hold people accountable.

Mrs. Rupert attended the Greater Consortium of School Boards and would share the various platforms that the consortium would like to address.

Mrs. Fam expressed the importance of accurately recording the workshops. She also requested that the Superintendent direct staff to provide her with a policy outlining sanctions or disciplinary measures for visitors, contractors, or parents. This policy should specify the school's authority to take action, as well as the associated limitations and consequences.

John Sullivan, Chief Communications & Legislative Affairs Officer, provided information on the two systems used to record meetings: Granicus and Eduvision. He assured that no comments or statements were omitted or edited from any board meetings.

Marylin Batista, General Counsel, reaffirmed that there were no violations of the Sunshine Law, as it consists of three key elements, none of which mandate verbatim discussions or video recordings. However, she emphasized that the information must be accurately documented.

Superintendent Hepburn expressed appreciation to the Teaching and Learning Team, Dr. Fulton, principals, Cabinet members, and their teams for their efforts during last week's data dive sessions. These full-day sessions, involving all 61 schools, provided an opportunity to assess needs, strengthen strategies, and ensure the continued excellence that maintains our status as an A-rated district.

Mr. Alston thanked Broward County Public Schools for the opportunity to serve.

Closed Door - Scheduled for 12:00 P.M.

Attorney Client Session(s) - Scheduled for 12:45 P.M.
The General Counsel's Office has requested attorney-client sessions for this School Board meeting. The private sessions have been scheduled for 12:45 p.m. to discuss settlement negotiations and/or strategy relative to the following pending litigation:

First Session : Championship Academy of Distinction High School, Inc., and Championship Academy of Distinction K8 (3), Inc. vs. The School Board of Broward County, Florida, Case No. CACE-23-018741, pending before the 17th Judicial Circuit in and for Broward County, Florida. The following persons will attend this attorney-client session: School Board Members: Lori Alhadeff, Chair; Debra Hixon, Vice Chair; Torey Alston; Brenda Fam, Esq.; Daniel P. Foganholi; Dr. Jeff Holness; Sarah Leonardi; Nora Rupert; Dr. Allen Zeman; Dr. Howard Hepburn, Superintendent of Schools; Francisco O. Sanchez, Esq.; Robert Galbo, Esq.; Paul B. Ranis, Esq.; and Marylin C. Batista, Esq., B.C.S.

Second Session: The School Board of Broward County, Florida vs. T&G Corporation, D/B/A T&G Constructors, Case No. CACE-22-007439 (21), pending before the 17th Judicial Circuit in and for Broward County, Florida. The following persons will attend this attorney-client session: School Board Members: Lori Alhadeff, Chair; Debra Hixon, Vice Chair; Torey Alston; Brenda Fam, Esq.; Daniel P. Foganholi; Dr. Jeff Holness; Sarah Leonardi; Nora Rupert; Dr. Allen Zeman; Dr. Howard Hepburn, Superintendent of Schools; Jon Michael Kendrick, Esq.; Thomas C. Cooney, Esq.; and Marylin C. Batista, Esq., B.C.S.

Adjournment This meeting was adjourned at 2:39 p.m.

Public comments sent electronically are attached and posted online.

Attachment

/cj

Regular School Board Meeting

Meeting Time: 11-13-24 08:45

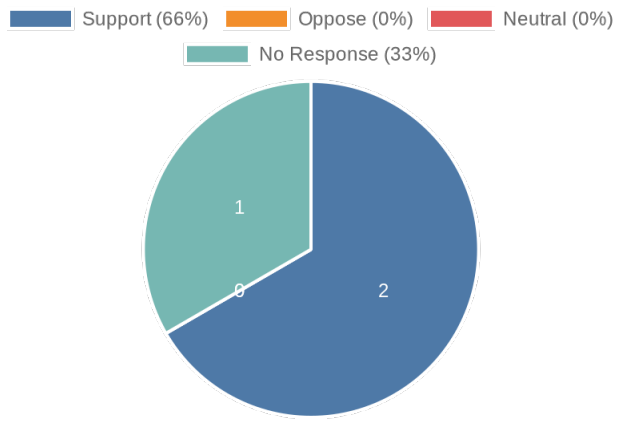
eComments Report

Meetings	Meeting Time	Agenda Items	Comments	Support	Oppose	Neutral
Regular School Board Meeting	11-13-24 08:45	131	3	2	0	0

Sentiments for All Meetings

The following graphs display sentiments for comments that have location data. Only locations of users who have commented will be shown.

Overall Sentiment



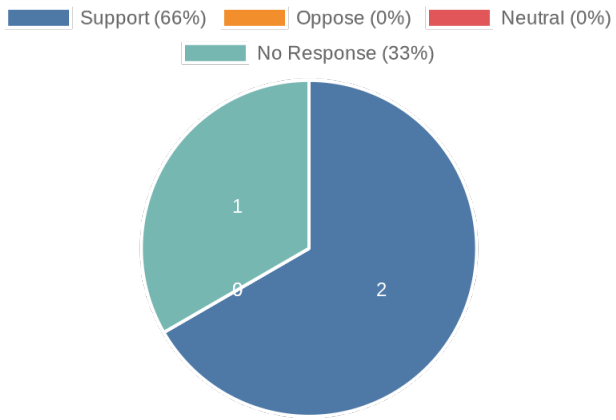
Regular School Board Meeting
11-13-24 08:45

Agenda Name	Comments	Support	Oppose	Neutral
SPEAKERS	1	0	0	0
B-1.) Initiate Rulemaking and Develop Discipline Manual	1	1	0	0
OO-6.) FY23-275 - Psychological Assessment and Online Scoring	1	1	0	0

Sentiments for All Agenda Items

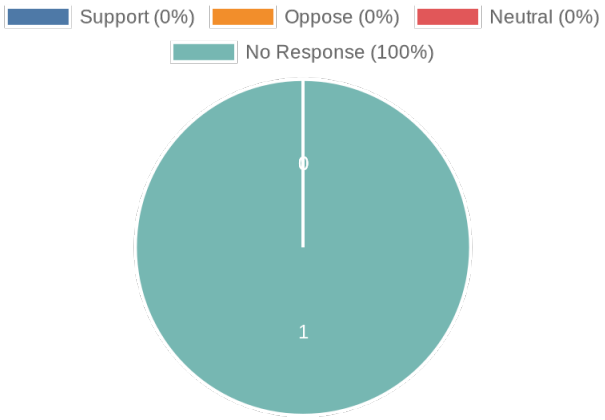
The following graphs display sentiments for comments that have location data. Only locations of users who have commented will be shown.

Overall Sentiment



Agenda Item: eComments for SPEAKERS

Overall Sentiment

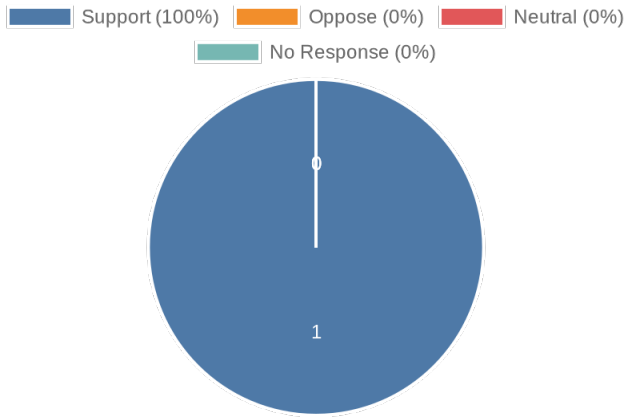


Mursalin Anis
Location:
Submitted At: 10:57pm 11-11-24

While more than 20,000 children have been killed, maimed, or starved to death in Gaza, West Bank and Lebanon and while there are Palestinian and Lebanese students in our Broward schools who have lost many family members there, the School Board of Broward County has yet to publicly recognize the severe suffering of Palestinians and Lebanese. In a time of increasing Anti-Arab and Islamophobic sentiments in our schools, the School Board must act now to publicly provide all resources to affected students and families. Public announcement by School Board is vitally important to act as a deterrence for all hate. Let us be truly inclusive and stand for equity.

Agenda Item: eComments for B-1.) Initiate Rulemaking and Develop Discipline Manual

Overall Sentiment

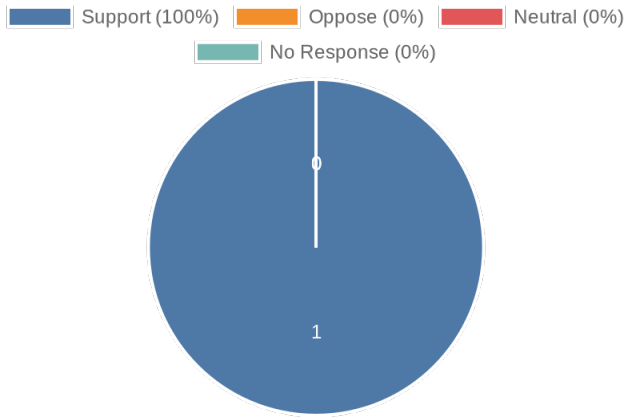


Mursalin Anis
Location:
Submitted At: 10:18pm 11-11-24

To create a safe space for our students in their classrooms, it is imperative for all teachers to successfully complete Cultural Sensitivity Training as well as Implicit Bias training. These trainings should be compulsory for continuation of teaching and for newly hired teachers in a school district that is proud of its diverse student body.

Agenda Item: eComments for OO-6.) FY23-275 - Psychological Assessment and Online Scoring

Overall Sentiment



Mursalin Anis
Location:
Submitted At: 10:28pm 11-11-24

Different learning styles should be recognized and supported.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

November 19, 2024
Tuesday, 1:30 p.m.

MINUTES OF ORGANIZATION OF THE SCHOOL BOARD

The School Board of Broward County, Florida, met in special session at 1:35 p.m. in the Board Room of the Kathleen C. Wright Administrative Center, 600 Southeast Third Avenue, Fort Lauderdale, Florida. Present were: School Board Members, Debra Hixon, Chair; Sarah Leonardi, Vice Chair; Lori Alhadeff; Maura McCarthy Bulman; Brenda Fam, Esq.; Dr. Jeff Holness; Nora Rupert; Rebecca Thompson; Dr. Allen Zeman; Dr. Hepburn, Superintendent of Schools; and Marylin Batista, General Counsel.

Call to Order Presiding, the Superintendent called this meeting to order.

Close Agenda Upon motion by Dr. Zeman and seconded by Mrs. Hixon and carried, the Agenda was approved and declared closed. (9-0 vote)

Purpose of Meeting Annual Organization of the Board as required by Florida Statute 1001.371, Organization of the District School Board: Election of Chair (Superintendent Presides), Election of Vice Chair (New Chair Presides), and any other items the Board deems necessary.

General Counsel Batista explained the procedures for the election of the Chair.

ORGANIZATION OF THE BOARD

Nomination(s) of Chair As acting Chair, the Superintendent asked for nominations for Chair of The School Board of Broward County, Florida.

The name of Mrs. Debra Hixon was placed in nomination for the office of Chair by Mrs. Leonardi. There were no other nominations for Chair. Board Member Hixon accepted the nomination of Chair.

Close Nomination(s) for Chair Upon acclamation of the Board, the Agenda was closed for nominations for Chair. (9-0 vote)

Vote
Following a unanimous roll-call vote Mrs. Debra Hixon was elected Chair of The School Board of Broward County, Florida for the ensuing year 2024-2025. (9-0 vote)

Statement by Chair
Mrs. Hixon thanked her colleagues for their confidence in electing her as Chair. She stated she was excited about the future and there was a lot of work to do to remain an "A" school district. She thanked all for what they have done and looked forward to a great year.

Statement by Superintendent Dr. Hepburn thanked Mrs. Alhadeff, outgoing Chair, for her outstanding services in the role as Chair for the last two (2) years and presented her with a plaque.

Statement by Outgoing Chair Mrs. Alhadeff stated that it had been a pleasure and an honor to serve as Chair for the past two years. She expressed her hope that Broward County Public Schools would continue to be an "A" rated school district and looked forward to working collaboratively with all of her colleagues. She also congratulated Mrs. Hixon in becoming Chair.

Superintendent Hepburn presented Mrs. Hixon with flowers and handed the gavel to her, allowing her to assume the role of Chair and conduct the remainder of the meeting.

Statements by Board Members
Board Members offered remarks of congratulations and gratitude for Mrs. Alhadeff's wonderful leadership over the past two years. They expressed respect for her positivity and strength, thanked her for her commitment to doing what was best, as reflected in her votes, and acknowledged her resilience in working with approximately four Superintendents within that time. They also thanked her for leading through a tumultuous period, where significant accomplishments were made, and for managing chaos with such grace.

Nomination(s) of Vice Chair The Chair asked for nominations for the office of Vice Chair.

The name of Mrs. Sarah Leonardi was placed in nomination for the office of Vice Chair by Mrs. Hixon. There were no other nominations for Vice Chair. Board Member Leonardi accepted the nomination of Vice Chair.

Close Nomination(s) for Vice Chair Upon acclamation of the Board, the Agenda was closed for nominations for Vice Chair. (9-0 vote)

Vote
Following a roll-call vote Mrs. Sarah Leonardi was elected Vice Chair of The School Board of Broward County, Florida for the ensuing year 2024-2025.
Mrs. Fam voted no. (8-1 vote)

Organization of The Board

1. **Resolution No. 25-116, Designation of Election of Chair, Vice Chair, etc.**
   (Adopted)
   Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to adopt Resolution No. 25-116, designating the election of the Chair, Vice Chair, meeting dates, names and addresses of Members and Secretary; District-wide (9-0 vote)

   No discussion was held, and a vote was taken on this item.

2. **Resolution No. 25-117, Authorization of Facsimile Signatures (Adopted)**
   Motion was made by Dr. Zeman, seconded by Dr. Holness and carried, to adopt Resolution No. 25-117, Authorization of Facsimile Signatures; District-wide. (9-0 vote)

   No discussion was held, and a vote was taken on this item.

3. **Resolution No. 25-118, Authorization of Signatures for Depositories (Adopted)**
Motion was made by Dr. Zeman, seconded by Mrs. Alhadeff and carried, to adopt Resolution No. 25-118, Authorization of Signatures and Use of Manual, Stamped and Facsimiles; District-wide. (9-0 vote)

No discussion was held, and a vote was taken on this item.

4. **2024-25 SB Appointed Reps to Agencies/Organizations/Committee (Approved)**
Motion was made by Dr. Zeman, seconded by Mrs. Alhadeff and carried, to update the 2024-2025 School Board Appointed Representatives to Agencies, Organizations, and Committees. District-wide. (9-0 vote)

Upon review of the items below, any changes made are indicated in **bold**.

Broward County Arts Education Committee
2024/25 Representative (Staff): Donna Haynes
Alternate: **Maura McCarthy Bulman**

Broward County Children's Services Board (CSB)
2024/25 Representative: Brenda Fam, Esq.
Representative (Staff): Veda Hudge

Broward County Climate Change Task Force
2024/25 Representative(s): **Maura McCarthy Bulman**
Alternate: **Rebecca Thompson**

Broward County Comprehensive School Health Advisory Committee (BSHAC)
2024/25 Representative(s): Lori Alhadeff
Alternate: Dr. Allen Zeman

Broward County Coordinating Board of Transportation Disadvantaged Services
2024/25 Representative: **Rebecca Thompson**
Representative (Staff): Ruth Masters

Broward County Housing Council
2024/25 Representative: **Maura McCarthy Bulman**

Broward County Performing Arts Center Authority (BCPACA)
2024/25 Representative: Debra Hixon, Chair
Alternate: Brenda Fam, Esq.

Broward County Planning Council
2024/25 Representative: Dr. Allen Zeman

Broward County Public Schools Wellness and Learning Support Committee
2024/25 Representative: Debbie Hixon, Chair
Alternate: Nora Rupert

Broward County Racial Equity Task Force
2024/25 Representative: Dr. Jeff Holness
Alternate: **Dr. Allen Zeman**

Broward County Value Adjustment Board (VAB)
2024/25 Representative: **Rebecca Thompson**
Alternate: **Brenda Fam, Esq.**

Broward Cultural Council
2024/25 Representative: **Maura McCarthy Bulman**
Alternate: Nora Rupert

Broward Education Foundation, Inc. (BEF)
2024/25 Representative: Debra Hixon, Chair
Alternate: Dr. Allen Zeman

Broward League of Cities
2024/25 Representative(s): Dr. Allen Zeman, Nora Rupert
Alternate(s): Dr. Jeff Holness, **Rebecca Thompson**

Broward Metropolitan Planning Organization (MPO)
2024/25 Representative: **Rebecca Thompson**

Children's Services Council of Broward County (CSC)
2024/25 Representative: Debra Hixon, Chair

Council of the Great City Schools
2024/25 Representative: Dr. Allen Zeman
Alternate: All Board Members

Early Learning Coalition of Broward County, Inc. (ELC)
2024/25 Representative: **Brenda Fam, Esq**.
Alternate: Nora Rupert
Representative (Staff): Dr. Lori Canning

Florida School Board Association (FSBA) Advocacy Committee
2024/25 Representative: Nora Rupert
Alternate: Lori Alhadeff

Florida School Boards Association, Inc. (FSBA)
2024/25 Representative: Nora Rupert
Alternate: Lori Alhadeff

Fort Lauderdale Chamber of Commerce
2024/25 Representative: **Brenda Fam, Esq**.
Alternate: **Sarah Leonardi, Vice Chair**

Friends of Birch State Park, Inc.
2024/25 Representative(s): Sarah Leonardi, Vice Chair

Greater Florida Consortium of School Boards
2024/25 Representative: Nora Rupert
Alternate: Debra Hixon, Chair

Greater Fort Lauderdale Alliance
2024/25 Representative*:* **Dr. Allen Zeman**
Alternate: **Maura McCarthy Bulman**

Head Start/Early Head Start Program
2024/25 Representative**:** Debra Hixon, Chair
Alternate: Nora Rupert

Legal Services Committee
2024/25 3-Representatives(s): **Maura McCarthy Bulman**, Brenda Fam, Esq., and Sarah Leonardi, Vice Chair

Legislative Liaison – Federal/Legislative Liaison
2024/25 4-Representative(s): Debra Hixon, Chair, Lori Alhadeff, Brenda Fam, Esq., and Dr. Allen Zeman
Alternate(s): All Board Members

Legislative Liaison – State/Legislative Liaison
2024/25 Representative: Nora Rupert
Alternate(s): Lori Alhadeff, **Dr. Jeff Holness** and Brenda Fam, Esq.

Museum of Discovery & Science, Inc. (MODS)
2024/25 Representative: Debra Hixon, Chair
Alternate: Dr. Jeff Holness

Oversight Committee for the Implementation of the Third Amended and Restated Interlocal Agreement
2024/25 3-Representatives(s): Debra Hixon, Chair, **Dr. Allen Zeman**, and Dr. Jeff Holness

Seventeenth Judicial Circuit Family Law Advisory Group (FLAG)
2024/25 Representative: Brenda Fam, Esq.
Alternate: **Maura McCarthy Bulman**

Take Stock in Children Leadership Council of Broward County
2024/25 Representative: **Rebecca Thompson**
Alternate: Lori Alhadeff

United Way of Broward County Commission on Behavioral Health and Drug Prevention
2024/25 Representative: Sarah Leonardi, Vice Chair
Alternate: Lori Alhadeff

A vote was taken on this item.

5. **Resolution No. 25-119, Standards of Boardsmanship for the School Board (Adopted)**
Motion was made by Dr. Zeman, seconded by Mrs. Rupert and carried, to adopt Resolution No. 25-119, Standards of Boardsmanship for members of the School Board.
Mrs. Fam voted no. (8-1 vote)

A Board member objected to certain sections of the Resolution, and also where it referenced Policy 1020, as she believed it prohibited the censure of other School Board Members or the censure of speakers.

General Counsel Batista explained that Item XVII of the Resolution addresses censure, which refers to a public reprimand, rather than censuring.

The discussion continued, noting that the Resolution was essential to fulfilling the School Board's obligations and meeting expectations. It was also mentioned that Item XVII repeated what the State Statute allowed any member of a legislative body to do.

General Counsel informed that page 2 of 2, last sentence regarding agency, did not necessarily speak to the Broward Office of Inspector General (OIG).

It was mentioned that municipalities and the Florida School Board Association have the authority to censure members of their governing boards, but the Board as a whole does not have the authority to impose such actions on another Board Member. The Resolution was simply a recommendation or suggestion by the Board to address a situation involving a specific Board Member. Whether or not the verbiage in Item XVII was included in the Resolution, the Board's actions would still stand. Leaving the verbiage in would imply that the entire Board supports taking such an action.

A vote was taken on this item.

Adjournment This meeting was adjourned at 2:18 p.m.

/ng

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

OFFICE OF THE SUPERINTENDENT

December 10, 2024
Tuesday, 8:30 a.m.

MINUTES OF SPECIAL MEETING

The School Board of Broward County, Florida, met in special session at 8:31 a.m. in the Board Room of the Kathleen C. Wright Administrative Center, 600 Southeast Third Avenue, Fort Lauderdale, Florida. Present were: School Board Members Debra Hixon, Chair; Sarah Leonardi, Vice Chair; Lori Alhadeff; Maura McCarthy Bulman; Brenda Fam, Esq.; Dr. Jeff Holness; Nora Rupert (absent); Rebecca Thompson; Dr. Allen Zeman; Dr. Howard Hepburn, Superintendent of Schools; and Marylin Batista, General Counsel.

Call to Order The Chair called the meeting to order and students from Seminole Middle School (via video conference) led the Pledge of Allegiance to the Flag of the United States of America.

Moments of Silence were held for Dr. Robert "Bob" Parks, who had a distinguish career span for more than two (2) decades on the Broward County Public School Board being elected in 1986 and serving to 2010; Jahzara Saffold, a student from The Quest Center; Maxim (Max) Georgiev, an 11th grade student from Marjory Stoneman Douglas High School; and Rosemary Bon-Jackson, retired staff member at Monarch High School.

Added / Changed Items - None.

Close Agenda Upon motion by Dr. Zeman, seconded by Mrs. Leonardi and carried, the Agenda was approved and declared closed. Mrs. Rupert was absent. (8-0 vote)

Purpose of Meeting For The School Board of Broward County, Florida to conduct official business of the District, and any other items the Board deems necessary.

Superintendent's Recommendation(s)

1. **FY20-100 - Emergency Preparedness Technology and Training - Navigate360**
   (Approved)

   Motion was made by Dr. Zeman, seconded by Mrs. Leonardi and carried, to approve the Fourth Amendment to Agreement between The School Board of Broward County, Florida (SBBC) and Navigate360, LLC (Navigate360). District-wide.
   Mrs. Rupert was absent. (8-0 vote)

   Board Member inquired if first responders were training with the emergency plans and the mapping during the monthly drills. Staff reported that the District partnered with Centegix, which had updated the mapping for all schools and integrated its system with SaferWatch. This collaboration allows first responders to access real-time, interactive, and comprehensive maps through the application at each school location, enabling a more immediate and effective response to emergencies. Additionally, the primary purpose of this platform is to ensure that schools and other District locations remain compliant with House Bill 1473, which mandates accurate and timely drill reporting.

   A vote was taken on this item.

2. **PY25-092 - Bulk Copy Paper** **(Approved)**

Motion was made by Dr. Zeman, seconded by Mrs. Alhadeff and carried, to approve the Piggyback Agreement between The School Board of Broward County, Florida, and Staples Contract & Commercial, LLC. District-wide.
Mrs. Rupert was absent. Mrs. Alhadeff voted no. (7-1 vote)

Board Member inquired what percentage of paper would be used in schools and for district offices. Superintendent Hepburn explained that the majority of the paper supply would be designated for use in schools. To reduce costs and improve efficiency, the District had scaled back its central and regional office staff for the use of paper and adopted more electronic methods for obtaining signatures. As a result, overall paper usage is expected to continue to decline. However, Superintendent Hepburn assured that these changes would not hinder schools from accessing the necessary paper resources to support their operations and educational needs.

A vote was taken on this item.

3. **FY24-120 - New Alternative Method for Publishing Public Meeting Notices** **(Approved)**

Motion was made by Dr. Zeman, seconded by Mrs. Alhadeff and carried, to approve the First Amendment to the Order Agreement, FY24-120, between The School Board of Broward County, Florida (SBBC,) and CivicPlus, LLC. District-wide.
Mrs. Rupert was absent. (8-0 vote)

Board Member inquired regarding the annual amount savings by making this change and how would staff monitor the effectiveness. Staff reported that by utilizing this mechanism instead of traditional newspaper advertisements, the District was projected to save approximately $260,000 over four (4) years. To ensure effective communication with parents and the community, the District had shifted its outreach efforts to digital platforms, primarily using its official website and social media channels to disseminate important information. Additionally, through its partnership with the CivicPlus platform, the District had access to an integrated email feature. This tool may be implemented in the coming months to further enhance communication by providing direct email updates to parents, ensuring they stay informed about key announcements and developments.

A vote was taken on this item.

Adjournment This meeting was adjourned at 8:46 a.m.

/cj

Status: REVISED

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	H. Human Resources & Equity
DEPARTMENT:	Talent Acquisition

Agenda Item Number:	H-1.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	N/A

TITLE:

Appointments, Leaves, and Separations of Employment
REVISED

REQUESTED ACTION:

Approve the appointments, leaves of absence, and separations of employment. District wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investments, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Appts, Leaves & Separations
- Memo to Revise

FINANCIAL IMPACT:

There is no financial impact to the District

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	David Azzarito	Phone:	754-321-1840
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David Azzarito, Chief People Officer

Signature

David Azzarito, Chief People Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: David Azzarito
Title: Chief People Officer
Human Resources & Equity
Phone: 754-321-1840

EXECUTIVE SUMMARY

Appointments, Leaves and Separations of Employment

Board Meeting Date: February 19, 2025

Recommended Action
Approve appointments, assignments, promotions, demotions, salary adjustments, leaves of absence and separations of employment.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The recommended candidates will continue to be employed, the leave of absence will continue, and the separation of employment is officially accepted by the Board.

If the Board votes "No": The recommended candidate would not be approved, the leave of absence approval would be rescinded, and the separation of employment would not officially be accepted by the Board.

Background/History
All recommended candidates meet at least the minimum qualifications for the required positions. The list of leave approvals is for employees requesting a Board-approved leave of absence.

Alignment to 2027 Goals and Guardrails
This item is aligned with Guardrail 3, School Support.

Measurable Outcome(s)/Return on Investment
Talent Acquisition monitors vacancies, new hires and establishes Key Performance Indicators (KPI) to track the onboarding process and recruitment efforts. These KPIs are used to decrease time to fill rates, improve candidates' experiences, and provide stellar customer service to all Human Resources stakeholders.

Financial Impact
No additional funding is required. The respective funding is allocated in school/department budgets.

APPOINTMENTS, SALARY ADJUSTMENTS, LEAVES, & SEPARATION OF EMPLOYMENT 2024-2025

This agenda item includes personnel recommendations for appointments, assignments, promotions, demotions and leaves for all employee groups:

- Administrators: Broward Principals & Assistants Association (BPAA), Educational Support & Management Association of Broward, Inc. (ESMAB), Technical Support Professionals (BTU-TSP), Police Benevolent Association, Inc.
- Non-Instructional Support: Clerical, Confidential Office Personnel Association (COPA), Maintenance, Facilities Service, Transportation & Security (FOPE4), Food Service, Food Service (FOPE Food Service), Education Support Professionals (BTU-ESP), Secretarial/Clerical (FOPE Clerical)
- Instructional: Education Professionals (BTU-EP)

Recommendations include the name of recommended individual(s) school/location, job title, and applicable information. Individuals recommended have the qualifications required for the specified position and will be paid as specified in the Board Approved Salary Schedules.

All recommendations are made with the understanding that these individuals will comply with regulations/policies as set forth by the Florida Department of Education and The School Board of Broward County, Florida. External candidates marked with an asterisk (*) are pending security clearance.

Appointments, reassignments, promotions, & demotions

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Separation of Employment

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INSTRUCTIONAL APPROVALS 2024-2025

February 19, 2025

NAME	LOCATION	SUBJECT
ADAMS, IRENYIAH	HALLANDALE HIGH	LONG TERM SUBSTITUTE- MATH
ALTEME, GENNICA	MARKHAM, ROBERT C. ELEMENTARY	TEACHER-KINDERGARTEN
ALVARADO, OSCAR	STONEMAN DOUGLAS HIGH	LONG TERM SUBSTITUTE-SOCIAL
AMARAN LOPEZ, YASSEL	SILVER TRAIL MIDDLE	SPEECH LANGUAGE PATHOLOGIST
ANDUJAR, DYNESTY	MAPLEWOOD ELEMENTARY	LONG TERM SUBSTITUTE- 4TH GRADE
ANKURA, CRYSTAL	DOLPHIN BAY ELEMENTARY	TEACHER-KINDERGARTEN
APONTE, VINCENT	STRANAHAN HIGH	ROTC INSTR-CERTIFIED
ARMBRISTER, HEATHER	EVERGLADES ELEMENTARY	LONG TERM SUBSTITUTE-3RD GRADE
AVILA, HANNAH	NORCREST ELEMENTARY	TEACHER-ESE PRE-SCHOOL INTENSIVE
BAILEY, MICHELLE	PARK RIDGE ELEMENTARY	LONG TERM SUBSTITUTE-KINDERGARTEN
BAIN, HAFEEZA	SPECIALIZED INSTRUCTION	TEACHER-HOSPITAL/HOMEBOUND
BARNWELL, BOBBIE	NEW RENAISSANCE MIDDLE	TEACHER-ESE SPECIALIZED VE
BASS, KATHERINE	MAPLEWOOD ELEMENTARY	TEACHER-ESE PRE-SCHOOL INTENSIVE
BOOTHBY, LINDA	NORTH LAUDERDALE ELEMENTARY	LONG TERM SUBSTITUTE-AUTISM CLUSTER
BOSTIC, BRITTANY	NORTH LAUDERDALE ELEMENTARY	LONG TERM SUBSTITUTE-5TH GRADE
BOZAN, MAHIR	COOPER CITY HIGH	TEACHER-MATHEMATICS HIGH
BRYANT, JASMINE	NORTH LAUDERDALE ELEMENTARY	LONG TERM SUBSTITUTE-1ST GRADE
BURKE, ROSIMAR	COCONUT CREEK HIGH	TEACHER-ESE SPECIALIZED VE
CALHOUN, PROSPERANTA	INDIAN RIDGE MIDDLE	TEACHER-MATHEMATICS MIDDLE
CASSEUS, ROSE	COMMUNITY SCHOOLS SOUTH	HRLY TEACHER ADULT GEN ESOL
CHAMBERS, EBONY	CASTLE HILL ELEMENTARY	TEACHER-RESOURCE ELEMENTARY
CHAMBERS, LINDA	BROWARD VIRTUAL EDUCATION	TEACHER-SOCIAL SCIENCES HIGH
CHAWLA, MARJORIE	LIBERTY ELEMENTARY	TEACHER-AUTISM CLUSTER
CLAIR, MARQUETTA	PLANTATION ELEMENTARY	LONG TERM SUBSTITUTE-PRE K
CLARK, KAYLA	MCNAB ELEMENTARY	TEACHER-KINDERGARTEN
CLOCK, BRIANNA	BROADVIEW ELEMENTARY	LONG TERM SUBSTITUTE - KINDERGARTEN
COBY, AHYANA	MCNICOL MIDDLE	INTERIM TERM SUB
CORNELIOUS, GARY	STONEMAN DOUGLAS HIGH	ROTC INSTR-CERTIFIED
CREQUE, RAQUEL	DANDY, WILLIAM MIDDLE	TEACHER-MATH COACH MIDDLE
DAMANI, VINITA	PARK TRAILS ELEMENTARY	LONG TERM SUBSTITUTE- AUTISM
DE LA CRUZ, CATHERINE	APOLLO MIDDLE	TEACHER-LANGUAGE ARTS MIDDLE
DIAZ VILLALTA, ANA	EVERGLADES ELEMENTARY	LONG TERM SUBSTITUTE-KINDERGARTEN
DUNCAN, COLIS	DAVE THOMAS EDUCATION CENTER	HRLY TEACHER ADULT GEN ESOL
ECHEVARRIA, KRISTEN	NORTHEAST HIGH	SECONDARY SCHOOL COUNSELOR-HIGH
EDWARDS, ROXANNE PATRICE	TARAVELLA, J.P. HIGH	LONG TERM SUBSTITUTE

INSTRUCTIONAL APPROVALS 2024-2025

February 19, 2025

NAME	LOCATION	SUBJECT
ELABIARY, ANDREW	THE QUEST CENTER	TEACHER-ESE EXCEPTIONAL STUDENT ED
FEUSS, GARRETT	POMPANO BEACH MIDDLE	TEACHER-MATHEMATICS MIDDLE
FLORIO, JULIE	PARK SPRINGS ELEMENTARY	TEACHER-KINDERGARTEN
FUNES, CYNTHIA	PARK SPRINGS ELEMENTARY	TEACHER-AUTISM CLUSTER
GAASCH, ASHLEE	DEERFIELD PARK ELEMENTARY	TEACHER-GRADE 1
GELENTSER, TIFFANY	WESTGLADES MIDDLE	TEACHER-ESE SUPPORT FACILITATOR
GREEN, BREANNA	PERRY, HENRY D. EDUCATION CENTER	HRLY TEACHER ACADEMIC INSTRUCTION
GRIFFITHS, MONIQUE	CYPRESS ELEMENTARY	TEACHER-GRADE 2
GUIRAND, JEAN	COMMUNITY SCHOOLS SOUTH	HRLY TEACHER ADULT GEN ESOL
HENRY, HUMBERTO	ATLANTIC TECH COLLEGE & TECH HIGH SCHOOL	HRLY TEACHER APPRENTICESHIP VE
HERRERA, YVETTE	PLANTATION PARK ELEMENTARY	TEACHER-ESE EMOTIONAL BEHAVIORAL
IGLESIAS, JESSICA	CYPRESS ELEMENTARY	TEACHER-GRADE 2
IORIO, FREDERICK	CORAL PARK ELEMENTARY	TEACHER-RESOURCE ELEMENTARY
JEFFREY, ELISABETH	FOREST GLEN MIDDLE	TEACHER-SCIENCE MIDDLE
JONES, RACQUEL NICOLE SONYA	BROWARD ESTATES ELEMENTARY	TEACHER-GRADE 3
KING, SHAKELIA	CHARLES R. DREW ELEMENTARY	TEACHER-ESE PRE-SCHOOL INTENSIVE
KIRSCH, PAIGE	DEERFIELD BEACH ELEMENTARY	TEACHER-AUTISM CLUSTER
KNAPP, ROBERT	COLBERT ELEMENTARY	TEACHER-AUTISM CLUSTER
LENARD, BARTHELEMY	PERRY, HENRY D. EDUCATION CENTER	HRLY TEACHER ACADEMIC INSTRUCTION
LOPEZ, KEYLA	ORANGE BROOK ELEMENTARY	TEACHER-GRADE 3
LOVE, KELLY	COCONUT PALM ELEMENTARY	CLASSROOM MONITOR
LOWDEN, KARINA	MEADOWBROOK ELEMENTARY	LONG TERM SUBSTITUTE-5TH GRADE
MALLOZZI, AMBER	HALLANDALE HIGH	TEACHER-DRAMA HIGH
MARMANILLO, CRISTINA	WEST BROWARD HIGH	LONG TERM SUBSTITUTE-CTE EARLY
MARSHALL, MATTHEW	OLSEN MIDDLE	LONG TERM SUBSTITUTE-SOCIAL
MASON, TYLER	MCFATTER TECH COLLEGE & TECH HIGH SCHOOL	HRLY TEACHER ADULT VOC CTE CULINARY
MASSEY, MONICA	OLSEN MIDDLE	TEACHER-MATH COACH MIDDLE
MATEO, DAMARIS	RAMBLEWOOD ELEMENTARY	LONG TERM SUBSTITUTE-GRADE 2
MILETSKY, JASON	SPECIALIZED INSTRUCTION	ESE PROGRAM SPECIALIST
MORENS, MALIA	PARK SPRINGS ELEMENTARY	TEACHER-GRADE 2
MUTIS, CATALINA	EVERGLADES ELEMENTARY	TEACHER-GRADE 4
NORRIS, DANIEL	ATLANTIC TECH COLLEGE & TECH HIGH SCHOOL	HRLY TEACHER ADULT VOC INDUSTRIAL
OGUNDEJI, ADEKUNLE	BAIR MIDDLE	LONG TERM SUBSTITUTE-ART
PEREZ, ARIANNA	DILLARD ELEMENTARY	ELEMENTARY SCHOOL COUNSELOR
PETRO, JEANINE	NORTH ANDREWS GARDENS ELEMENTARY	ELEMENTARY SCHOOL COUNSELOR

INSTRUCTIONAL APPROVALS 2024-2025

February 19, 2025

NAME	LOCATION	SUBJECT
REYES PEREZ, CAROLYN	OLSEN MIDDLE	TEACHER-PHYSICAL EDUCATION MIDDLE
RILEY, LINDA	PLANTATION PARK ELEMENTARY	TEACHER-ESE SUPPORT FACILITATOR
ROMAN, SANDRA	FORT LAUDERDALE ADULT CENTER	HRLY TEACHER ADULT GEN ESOL
ROWE JACKSON, ALSEAN	CYPRESS RUN EDUCATION CENTER	TEACHER-FAMILY/CONSUMER SCIENCE
RUBIN, ANA	RAMBLEWOOD MIDDLE	TEACHER-ART MIDDLE
SAMUEL, GHEAVONNA	SILVER LAKES MIDDLE	TEACHER-ESE SUPPORT FACILITATOR
SANABRIA LLOVERA, ALEJANDRA	TRADEWINDS ELEMENTARY	TEACHER-AUTISM CLUSTER
SENEQUE, MARTINE	LIBERTY ELEMENTARY	TEACHER-READING INTENSIVE
SERINA, NATALIE	WHIDDON-ROGER EDUCATION CENTER (DJJ)	CLASSROOM MONITOR
SHERMAN, JASON	LIBERTY ELEMENTARY	TEACHER-RESOURCE ELEMENTARY
SKINNER, NINA	FLANAGAN, CHARLES W. HIGH	TEACHER-LANGUAGE ARTS HIGH
SMITH, SHARON	PALM COVE ELEMENTARY	TEACHER-KINDERGARTEN
STEADMAN, KIANA	TARAVELLA, J.P. HIGH	TEACHER-SOCIAL SCIENCES HIGH
THOMAS, AMIL	NOVA EISENHOWER ELEMENTARY	TEACHER-GRADE 3
THOMAS, ASHLEY	FLANAGAN, CHARLES W. HIGH	TEACHER-CTE BUSINESS TECHNOLOGY
THOMAS, CAPRICE	MIRAMAR HIGH	SECONDARY SCHOOL COUNSELOR-HIGH
TORRES, NICOLAS	MCNAB ELEMENTARY	TEACHER-AUTISM CLUSTER
TREGLIA, ISABELLA	HERON HEIGHTS ELEMENTARY	TEACHER-GRADE 2
VERA, KARLA	PARK TRAILS ELEMENTARY	TEACHER-ESE SUPPORT FACILITATOR
VITELLO, EDWARD	COMMUNITY SCHOOLS SOUTH	HRLY TEACHER ADULT GEN GED
WATKINS, RENEE	MARTIN LUTHER KING MONTESSORI ACADEMY	LONG TERM SUBSTITUTE
WINISTORFER, ROBIN	MCNAB ELEMENTARY	LONG TERM SUBSTITUTE

NON-INSTRUCTIONAL APPROVALS AND REASSIGNMENTS (PROMOTIONS/DEMOTIONS)

2/19/2025

Name	Location	Position	Action
ALLEN,DAVID GEORGE	SILVER LAKES MIDDLE	HEAD FACILITY SERVICEPERS	Reassignment
AVILA,JANELLE	MCARTHUR - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
BACHMANN,ERIKA MARIA	PIONEER - SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
BAKER,SERREANA ROCHELLE	POMPANO BEACH HIGH	INFO MGMT SPCLST (HS/CTR/	Reassignment
BARRIOS,DULCE MARIA	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Reassignment
BASS,DENNIS MARC	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
BECKFORD,KAREN VINETTA	MONARCH HIGH - FOOD SERVI	FOOD SERV GEN WKR	Approval
BISSOON,RAWTEE	RAMBLEWOOD MIDDLE	FACILITIES SERVICEPERSON	Approval
BLASUCCI,CHRISTINE ANGELA	FLANAGAN - SCH FOOD SVC	FD SERV GEN WKR	Approval
BLUE,QUIANA ALEXIS	BLANCHE ELY - SCH FOOD SV	FOOD SERV GEN WKR	Approval
BROOKINS,ADDISON TALIB	PARKWAY MIDDLE	COMMUNITY LIAISON	Reassignment
BROWN,JADA SHARINA	HERON HEIGHTS ELEM SCHOOL	FOOD SERVICE GENERAL WORK	Approval
BROWN,MELISHA NICOLE	CYPRESS - SCH FOOD SVC	FOOD SERVICE COOK & BAKER	Reassignment
BURGESS,ALICIA	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
CAMACHO,JULIA MARIE	PINES LAKES ELEMENTARY	INFO MGMT TECH (ELEM/MID)	Approval
CETOUTE,KLENTON	CRYSTAL LAKE MIDDLE	FACILITIES SERVICEPERSON	Approval
CHANG,TIMOTHY ANDRE	POMPANO MIDDLE-SCH FOOD S	FOOD SERV GEN WKR	Approval
CHARLES,SHAWN	SSEP IZONES - COCONUT CRE	CAMPUS MONITOR	Approval
CHEBAT,MURREN MARIE	MIRAMAR HIGH - SCH FOOD S	FOOD SERVICE MANAGER - HI	Approval
CLARKE,COURTNEY OWAINE	MATERIALS LOGISTICS	WAREHOUSE SERVICEPERSON	Approval
CLEMENTS,RHONDA D	PARK LAKES ELM FOOD SERVI	FD SERV ASST. COOK BKR II	Approval
CLERIZIER,JATERRICA L	PUPIL TRANSPORTATION - CW	CLERK SPECIALIST A (CONF)	Reassignment
COLEY,ANTOINETTE PATRICE	PUPIL TRANSPORTATION - S	BUS OPERATOR	Approval
COLLINS,DANIEL MARK	SSEP IZONES - MIRAMAR & N	SECURITY SPECIALIST	Reassignment
COLON-ALBALADEJO,PRISCILL	POMPANO BEACH EL-SCH FOOD	FOOD SERVICE GENERAL WORK	Approval
CUNNINGHAM,DOMINIQUE NICO	OAKLAND PARK - SCH FOOD S	FOOD SERVICE GENERAL WORK	Approval
D ALESSANDRO,ANTONIO	SOUTH PLANTATION HIGH	FACILITIES SERVICEPERSON	Approval
DAVIS,CHARMAINE	SOUTH BROWARD - SCH FOOD	FOOD SERVICE GENERAL WORK	Approval
DAZILE,WESLY	PUPIL TRANSPORTATION - N	BUS OPERATOR	Approval
DE LANEY,SHAYDON MICHAEL	COCONUT CRK HIGH-SCH FOOD	FOOD SERV GEN WKR	Approval
DEFAY,FARAH LUCE	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
DESIRE,FLEURETTE	MCFATTER TECHNICAL COLLEG	FD NUTRITION SVCS GENERAL	Approval
DEVINE,LEROY JAMES	NONINSTRUCTIONAL STAFFING	SUBSTITUTE CUSTODIAL	Approval
DIAZ,SHAWN SEBASTIAN	NON-INSTRUCTIONAL-TEMP	TEMPORARY CLERICAL	Approval
DOUGHERTY,GINA MARIE	TAMARAC - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
DUCLONA WATERS,THOMAS LLA	BANYAN ELEMENTARY	ASST HD FAC SVPER-ELEM-MI	Reassignment
DULONG,JAMIE ELEANOR	CYPRESS HIGH FOOD SERVICE	FOOD SERV GEN WKR	Approval
DUNCAN,VICKI ANN	ENVIRONMENTAL CONSERVATION	ACCOUNTS PAYABLE SPECIALI	Approval
DURANGO,VIKY M	PIONEER - SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
FLECHA,BETZALIE	MIRAMAR ELEMENTARY	OFFICE MANAGER I	Reassignment
FLEURINORD,COREMS	MAINTENANCE-ZONE 1	ELECTRICIAN(JOURNEYMAN)	Approval
FLUELLEN,EMILY RACQUEL	ATLANTIC TECHNICAL COLLEG	REGISTRAR III	Reassignment
FOSTER,RASHAD ANTWON	APOLLO - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
FREELS,DANIELLE	STONEMAN DOUGLAS SCH FOOD	FOOD SERVICE ASSISTANT MA	Reassignment
FREYTES DE REINEFELD,OBDU	NOVA HIGH SCHOOL	FACILITIES SERVICEPERSON	Approval
FUNCHESS,EVELYN	HOLLYWOOD CENTRAL ELEMENT	ASST HEAD FACILITY SVPER-	Reassignment
GAMEZ GARCIA,MAYRA VIRGIN	CORAL GLADES HIGH - FOOD	FOOD SERV GEN WKR	Approval
GEE,JOSHUA STEVEN	MAINTENANCE-ZONE 3	UTILITY SERVICEPERSON	Approval
GILMORE,TAMMY LATRELL	TEDDER ELEMENTARY	FACILITIES SERVICEPERSON	Approval
GORDON,TERMEISHA SHERNILE	ROCK ISLAND ELEMENTARY	BEHAVIORAL TECHNICIAN	Approval

NON-INSTRUCTIONAL APPROVALS AND REASSIGNMENTS (PROMOTIONS/DEMOTIONS)

2/19/2025

Name	Location	Position	Action
GRAY,ALYSSA TIERA	SSEP IZONES - CORAL GLADE	CAMPUS MONITOR	Approval
GRIFFIN,DAKERIA JENISE	OAKLAND PARK - SCH FOOD S	FOOD SERV GEN WKR	Approval
GUTIERREZ PADILLA,MARIA D	CROISSANT PARK - SCH FOOD	FD SERV COOK & BKR II A	Approval
GUZMAN,MIGUEL ANGEL	MAINTENANCE-ZONE 3	FOREMAN-CARPENTER/MASON	Reassignment
HAMILTON HEATH,COLLEEN PA	WEST HOLLYWOOD - SCH FOOD	FOOD SERV GEN WKR	Approval
HARDEN,PRISCILLA ANN	SSEP IZONES - DILLARD & S	CAMPUS MONITOR	Approval
HARPER,BRANDON DOUGLAS	EVERGLADES HIGH	HEAD FACILITIES SERVICEPE	Reassignment
HERNANDEZ,GLORIA PATRICIA	HR OPERATIONS	SENIOR HUMAN RESOURCES SU	Reassignment
HERRERA VALENCIA,EIDI Y	GLADES MIDDLE	FACILITIES SERVICEPERSON	Approval
HOWARD,ARLISHA ANN	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
HURTADO PAREDES,CLAUDIA X	MARJORY STONEMAN DOUGLAS	FACILITIES SERVICEPERSON	Approval
INCARNACAO,LUCIA CUNHA	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Reassignment
JACK,DEON	PHYSICAL PLANT OPERATIONS	FOREMAN-HVAC	Reassignment
JACKSON,ANDRE MYRON LAUTU	TECHNOLOGY SUPPORT SERVIC	ELEC TECH JNYMN COMPUTERS	Reassignment
JAIME CRUZ,ALAN STEVEN	MARJORY STONEMAN DOUGLAS	FACILITIES SERVICEPERSON	Approval
JOACHIM,ERNEST	PUPIL TRANSPORTATION - N	BUS OPERATOR	Approval
KEARNEY,LATASHA VINNETTE	SSEP IZONES - BOYD ANDERS	CAMPUS MONITOR	Approval
KROUPOVA,DANIELA	MCNAB ELEMENTARY	OFFICE MANAGER I	Reassignment
LAMAR JR,JAMES C	CUSTODIAL/GROUNDS SERVICE	LABORER	Approval
LAMB,LATRESE DENIECE	HOLLYWOOD HILLS EL-SCH FD	FD SERV COOK & BKR II A	Reassignment
LEWIS,AUDREANNA SHANTEL	SSEP IZONES - NORTHEAST &	CAMPUS MONITOR	Approval
LIGHT,COLIN THOMAS	SSEP IZONES - BOYD ANDERS	CAMPUS MONITOR	Approval
LLOYD DEAL,CARLA REGINA	DILLARD HIGH - SCH FOOD S	FD SERV GEN WK	Approval
LOGUE,AUBREY RAEANNE	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Reassignment
LOPEZ,MARIA C	OFFICIAL SCHOOL BOARD REC	CLERK SPECIALIST A (CONF)	Approval
LOUIS,WESLEY	TECHNOLOGY SUPPORT SERVIC	ELEC TECH JNYMN COMPUTERS	Approval
LUCERO,YUWIKZA DORIS	WESTERN - SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
MACON,LEE ANDREW	PUPIL TRANSPORTATION - C	BUS OPERATOR	Approval
MAITLAND,GARRY ANTHONY	MAINTENANCE-ZONE 3	ELECTRICIAN(JOURNEYMAN)	Approval
MARTINEZ,CLARA A	OLSEN MIDDLE	OFFICE MANAGER I	Reassignment
MATHIS,TAKEYVIA ARTAYSIA	SSEP IZONES - CORAL GLADE	CAMPUS MONITOR	Approval
MAYES,CASSANDRA EVON	BLANCHE ELY - SCH FOOD SV	FD NUTRITION SVCS GENERAL	Approval
MCAFEE,TIMOTHY S	BROWARD COUNTY SCHOOLS PO	SPECIALIST, DISTRICT SECU	Reassignment
MCCLAIN II,MICHAEL ANTHON	ATLANTIC TECHNICAL COLLEG	FACILITIES SERVICEPERSON	Approval
MCLEAN,KRYSTAL TAMEISHA	GULFSTREAM ACADEMY OF HAL	BEHAVIORAL TECHNICIAN	Reassignment
MENDOZA CASADO,MARIA ISAB	INDIAN TRACE SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
MICHEL,JOVIANNE	HENRY D PERRY EDUCATION C	CLASSROOM ASSISTANT-PRE-K	Approval
MIRANDA,JORGE	NEW RENAISSANCE MIDDLE	HEAD FACILITY SERVICEPERS	Reassignment
MOBLEY,KANDICE NICOLE	MENTAL HEALTH SERVICES	CLERK SPECIALIST IV-COUNT	Reassignment
MONDESIR,EMMANUEL DAVID	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
MONGUI,VANESSA DEL PILAR	HOLLYWOOD CENTRAL ELEMENT	ADMINISTRATIVE SUPPORT AS	Approval
MONTERREY,ALEX J	WALTER C. YOUNG MIDDLE	FACILITIES SERVICEPERSON	Approval
MOORE,PHILLIP B	SHERIDAN TECHNICAL COLLEG	TEACHER-CTE VEHICLE DRIVI	Reassignment
MORALES ALCOCER,VIVIANA I	NON-INSTRUCTIONAL-TEMP	CHILD CARE MONITOR I	Approval
MORRIS,TRACY N	PUPIL TRANSPORTATION - C	BUS OPERATOR	Approval
MULTIDOR,JUDELEY	PUPIL TRANSPORTATION - S	BUS OPERATOR	Approval
NANCE,SUSAN MICHELE	ENVIRONMENTAL HEALTH SAFE	CLERK SPECIALIST A (CONF)	Reassignment
NAZARIO,ANTHONY ALLAN	GRIFFIN ELEMENTARY	ASST HEAD FACILITY SVPER-	Reassignment
NUNEZ,LORNA GRACE	CRYSTAL LAKE - SCH FOOD S	FOOD SERV GEN WKR	Approval
ODEDIRAN,KOFO	MIRAMAR HIGH	BRACE ADVISOR - BA	Reassignment

NON-INSTRUCTIONAL APPROVALS AND REASSIGNMENTS (PROMOTIONS/DEMOTIONS)

2/19/2025

Name	Location	Position	Action
ORTIZ,NESTOR R	SSEP IZONES - ELY & HOLLY	CAMPUS MONITOR	Approval
OSBORNE,DAVINIA PRINCESS	ATLANTIC TECHNICAL COLLEG	JOB COACH	Approval
PADILLA CAMPOS,DULCE ROSA	WESTWOOD HEIGHTS ELEMENTA	INFO MGMT TECH (ELEM/MID)	Reassignment
PAYNE,NNEKA DAPHNE	ATLANTIC WEST - SCH FOOD	FOOD SERV GEN WKR	Approval
PENTON,CARLOS ANDRES	BECON/MARKETING	ELECTRONIC TECHNICIAN-ITV	Approval
PERNETT,IVAN ALEJANDRO	PUPIL TRANSPORTATION	NETWORK ANALYST I	Approval
PETGRAVE,TAHIRA KRISTI-LE	PLANTATION HIGH	FACILITIES SERVICEPERSON	Approval
PETIOMA,YOLINE	PUPIL TRANSPORTATION - N	BUS OPERATOR	Reassignment
PINKNEY III,PROPHET CHARL	ATTUCKS MIDDLE	FACILITIES SERVICEPERSON	Approval
PRINCE,NIKKI COLLINS	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Approval
RAWLS,WILLIAM MICHAEL	PHYSICAL PLANT OPERATIONS	LEADMAN, LOCKSMITH	Reassignment
RECIO,MABEL	PINES MIDDLE	FACILITIES SERVICEPERSON	Approval
REESE,ALTORIA SHANTEKA	PINES LAKES ELEMENTARY	FACILITIES SERVICEPERSON	Approval
RISCO-PEREZ,MARIA TERESA	CHAPEL TRAIL ELEMENTARY	OFFICE MANAGER I	Reassignment
RODRIGUEZ MENDEZ,ANISLEY	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
RODRIGUEZ,ADEISA	DILLARD HIGH - SCH FOOD S	FOOD SERVICE GENERAL WORK	Approval
ROMERO,RAYMOND MENDIOLA	BUSINESS SUPPORT CENTER	BUDGET SUPPORT SPECIALIST	Approval
RONDON PEREDA,ANDREA DEL	BLANCHE ELY HIGH	FACILITIES SERVICEPERSON	Approval
ROSENOW,JOHN DOUGLAS	PHYSICAL PLANT OPERATIONS	WATER TREATMENT SERVPRSN	Approval
SAN JOSE CARRALERO,ANGEL	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
SANCHEZ MIRANDA,YOHANNA L	LAUDERHILL MID-SCH FOOD S	FOOD SERV GEN WKR	Approval
SANTANA,RICHARDSON MIGUEL	PUPIL TRANSPORTATION	NETWORK ANALYST I	Approval
SCHERMER,PATTI ELIZABETH	SOUTH PLANTATION - SCH FO	FOOD SERVICE ASSISTANT MA	Reassignment
SCHIAVON,MAURO	COMMUNITY SCHOOLS NORTH	BOOKKEEPER III (HIGH SCHO	Reassignment
SEATON,KENROY CONSTANTINE	PUPIL TRANSPORTATION - N	BUS OPERATOR	Approval
SENAT,HELEN MARIE	TAMARAC - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
SERRANO,MALINDA MARQUEL	TARAVELLA, J.P. HIGH	JOB COACH	Reassignment
SILVA VILORIA,MARIA ELENA	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
SINGLETARY,TERESA M	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Reassignment
SINGLETERRY,RICHARD	LARKDALE - SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
SMALL,ELAINE DENISE	LAUDERDALE LAKES-SCH FOOD	FOOD SERV GEN WKR	Approval
SMITH II,RAYNARD	MAINTENANCE-ZONE 3	ELECTRICIAN(JOURNEYMAN)	Approval
SMITH,ANTONIO DAVON MALIK	SSEP IZONES - COOPER CITY	CAMPUS MONITOR	Approval
SMITH,ASHLEY YVONNE	PUPIL TRANSPORTATION - C	BUS OPERATOR	Reassignment
SMITH,TERRANI RAIAUN	SOUTH BROWARD - SCH FOOD	FD SER ASST CK BK S H IIB	Reassignment
ST LEON,DANIELLE HOULE	BOARD	EXEC SECRETARY SCHOOL BD	Reassignment
STERLING,TYESHIA SIMONE	ATLANTIC TECHNICAL COLLEG	FD NUTRITION SVCS GENERAL	Approval
STYLES,AARON SCOTT	PHYSICAL PLANT OPERATIONS	UTILITY SERVICEPERSON	Approval
TABORDA,JOHN ALEXANDER	PEMBROKE LAKES ELEMENTARY	HEAD FACILITY SERVICEPERS	Reassignment
TAYLOR,ANGELEE MARIE	SUNRISE - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
THOMANY,CHENOL	PUPIL TRANSPORTATION - CW	BUS OPERATOR	Approval
THOMAS,KIANA JAMAIR	FOOD & NUTR SERV-SCH FOOD	FOOD SERVICE GENERAL WORK	Approval
THOMAS,SCHERRIE ANN	WHIDDON-ROGERS DJJ	GENERAL CLERK II (SCHOOL-	Approval
TOUCHSTONE,JAMES A	PUPIL TRANSPORTATION - CW	BUS OPERATOR	Approval
TYSON,RHYSHEED LEE	PUPIL TRANSPORTATION - CW	BUS OPERATOR	Approval
ULYSSE,HERVE	SOUTH PLANTATION HIGH	FACILITIES SERVICEPERSON	Approval
VALENCIA ROJAS,MARTHA VIV	N LAUDERDALE-SCH FOOD SVC	FOOD SERV GEN WKR	Approval
VANN,JOSHUA D	MAINTENANCE-ZONE 2	GENERAL MAINTENANCE AND R	Approval
VELASQUEZ MUNOZ,KELLI PAT	STIRLING ELEMENTARY	HEAD FACILITIES SERVICEPE	Reassignment
WALENCIAK,KEVIN	TECHNOLOGY SUPPORT SERVIC	ELEC TECH JNYMN COMPUTERS	Reassignment

NON-INSTRUCTIONAL APPROVALS AND REASSIGNMENTS (PROMOTIONS/DEMOTIONS)

2/19/2025

Name	Location	Position	Action
WALKER,KEAVAN	NONINSTRUCTIONAL STAFFING	SUBSTITUTE CUSTODIAL	Approval
WALKES,JAYMAR MONTARIUS	SSEP IZONES - S PLANTATIO	CAMPUS MONITOR	Approval
WARREN,SHANDRELL NICOLE	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
WILCOX,SHAQUITA SHAUNTA	POMPANO MIDDLE-SCH FOOD S	FOOD SERV GEN WKR	Approval
WILLIAMS III,TYRONE LOMA	NOVA HIGH SCHOOL	FACILITIES SERVICEPERSON	Approval
WILLIAMS,CHINARA	COMMUNITY SCHOOLS NORTH	REGISTRAR III	Reassignment
WILLIAMS,GAYE EVELYN	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
WILSON,OZMAHYAIRZA	ENVIRONMENTAL HEALTH SAFE	CLERK SPECIALIST A (CONF)	Reassignment

February 19, 2025

Administrator Appointments, Reassignments, Promotions, and Demotions

External

Recommended Candidate	Current Position, Location	Recommended Position, Location	Current Salary	Recommended Salary	Employee Group
Moreno , Brandon	Unemployed	Coordinator Warranty/Asset, Physical Plant Operations	N/A	$82,000	ESMAB
Nastari, Ernest*	Operations, General Manager, Limousines of South Florida Inc	Route Planner, Pupil Transportation	$65,000	$71,854	BTU-TSP

Internal

Recommended Candidate	Current Position, Location	Recommended Position, Location	Current Salary	Recommended Salary	Employee Group
Gonzalez, Ernesto	Professional Development Specialist, ESE Support/Compliance	IT Training and Adoption Specialist, Technology, Planning & Policy	$75,001	$80,485	BTU-TSP
Lozano, Ernie	Task Assignment, Chief Officer, Safety & Security	Task Assignment, Chief Officer, Safety & Security	$168,016	$168,016	ESMAB
Peterson, Delvin	Security Specialist, SSEP IZONES - Ely & Hollywood Hills	Working Out of Classification: Project Manager, Safety, Security & Emergency Preparedness	$44,503	$79,502	BTU-TSP
Thompson, Randy	Senior Programmer, Data Intelligence	Task Assignment, Assistant Director, Student Information Systems, Data Intelligence	$89,885	$102,469	ESMAB

*Pending Background Check

Washington, Jodi	Task Assignment, Executive Director Student Services	Task Assignment, Executive Director, Student Services	$141,000	$141,000	ESMAB
Williams, Juanicia	Child Care Monitor I	Part-Time School Age Child Care Supervisor, Silver Ridge Elementary	N/A	$28.18/ Hour	TEMP
Williams-Rachel, Christenia	Task Assignment, Budget Analyst V	Task Assignment, Budget Analyst V, Budget, Budget	$84,465	$84,465	ESMAB

*Pending Background Check

LEAVE OF ABSENCE, RETURNED EARLY, RESIGNED/RETIRED FROM LEAVE

2/19/2025

INSTRUCTIONAL

ALVARADO, JACQUELINE	CORAL SPRINGS HIGH	MATH
BORGES, WANDALID	WESTERN HIGH	WORLD LANGUAGE SPANISH HIGH
CAMPANELLA, NICOLE	ESE SUPPORT SERVICES	SCHOOL PSYCHOLOGIST
CARTER, ADRIAN	APPLIED LEARNING	INSTRUCTIONAL FACILITATOR
CLACKEN, KESHA	BANYAN ELEMENTARY	ELEM EDUCATION
COLE, JUNE	COCONUT CREEK HIGH	READING
COLLADO, GISELLE	PARKSIDE ELEMENTARY	ELEM EDUCATION
COLWELL, KIRSTIN	PARKSIDE ES	ELEM EDUCATION
DEUS, STEPHANIE	WATKINS ELEMENTARY	EXCEPTIONAL STUD. EDUC.
DEWEY, PATRICK	FLANAGAN, CHARLES W. HIGH	MATH
EDWARDS, DANA	MIRAMAR HIGH	TEACHER-HEALTH HIGH
HAYDEN, STEPHANIE	CORAL GLADES HIGH	SCIENCE
HERNANDEZ, MARGARITA**	PARK TRAILS ELEMENTARY	EXCEPTIONAL STUD. EDUC.
HERRERA, JENNYBEL	SILVER LAKES ELEMENTARY	EXCEPTIONAL STUD. EDUC.
KLUFT, BARRI	SANDERS PARK ELEMENTARY	TEACHER-HEAD START
LAMANNA, RONALD	WEST BROWARD HIGH	SOCIAL SCIENCES HIGH
LEIVA, MIRANDA	WESTERN HIGH	WORLD LANGUAGE - SPANISH
MORALES, SANDRA	CORAL COVE ELEMENTARY	ELEM EDUCATION
MOSQUERA, EMILY	SAWGRASS SPRINGS MIDDLE	SOCIAL SCIENCES MIDDLE
QUINN, ROBERTA**	SILVER TRAIL MIDDLE	SPEECH LANGUAGE PATHOLOGIST
REYES, RAQUEL	NOVA BLANCHE FORMAN ELEMENTARY	ELEM EDUCATION
RICKS, KAI	NORTH LAUDERDALE ELEMENTARY	ELEM EDUCATION
RIOS, CRYSTAL	COCONUT CREEK ELEMENTARY	ELEM EDUCATION
SUTHERLAND , JOANNA	FORT LAUDERDALE HIGH	ENGLISH
WILLIAMS , MEKO	SILVER RIDGE ELEMENTARY	ELEM EDUCATION
WILSON, CRYSTAL**	PLANTATION PARK ELEMENTARY	ELEM EDUCATION
WILSON, NICOLE	ESE SUPPORT/ COMPLIANCE	SCHOOL PSYCHOLOGIST
ZAFRA, SHAINA	PALM COVE ELEMENTARY	ELEM EDUCATION

NON-INSTRUCTIONAL SUPPORT

ALLEN,SHALYN A**	LANIER-JAMES EDUCATION CE	INFO MGMT SPCLST (HS/CTR/COMMUNITY
CADET,INRIKA GEORGETTE	NORTHEAST - SCH FOOD SVC	FOOD SERV GEN WKR
CARTER,JOI	HAWKES BLUFF ES	TEACHER ASSISTANT
DIERESTIL,JULIE	PUPIL TRANSPORTATION - C	BUS OPERATOR
EBANKS,LISHONE	JAMES HUNT ES	TEACHER ASSISTANT
ESPOSITO-WILLIAMSON,M.	BUSINESS SUPPORT CENTER	CLERK SPECIALIST B (CONF)
ESPONDA-BARBA,ALMENDRA	COCONUT PALM ES	CLASSROOM ASSISTANT
DONALD,DESTINY	OAKRIDGE ES	CLASSROOM ASSISTANT
GARRICK,KIMBERLY YVETTE	CORAL SPRINGS MID-SCH FOO	FOOD SERVICE MANAGER - MIDDLE
HARRIS,SHARITA LARISE	HARBORDALE - SCH FOOD SVC	FD SERV COOK & BKR II A
JONES,GLADYS TREMESE	BROADVIEW ELEMENTARY	ASST HD FAC SVPER-ELEM-MIDDLE
KAPISH,STEPHEN EDWARD**	PHYSICAL PLANT OPERATIONS	WATER TREATMENT SERVPRSN
MCLAMORE,BONNIE JOSETT	LLOYD ESTATES ELEMENTARY	FACILITIES SERVICEPERSON
MORALES,ANTHONY MICHAEL	PUPIL TRANSPORTATION - N	BUS OPERATOR
MUNROE,PETER OLA	PUPIL TRANSPORTATION - CW	BUS OPERATOR
PINCHINAT,NICOLAS D	PUPIL TRANSPORTATION - S	BUS OPERATOR-SPECIAL NEED
REID,KENERIA SIDNETTTA	PUPIL TRANSPORTATION - S	BUS ATTENDANT
RICKETTS,WAYNE	BROWARD COUNTY SCHOOLS POLICE	ARMED SAFE SCHOOL OFFICER
TRODY,KYNA NICOLE	ATTUCKS MIDDLE	INFO MGMT TECH (ELEM/MID)
VALSAINT,LEONORD	SEA CASTLE ELEMENTARY	ASST HEAD FACILITY SVPER
VARGAS,JANELA ARGENTINA	REGIONAL SUPERINTENDENT	CLERK SPECIALIST B (CONF)
YORKE,LINDO PEDLEY	VEHICLE MAINTENANCE S/A	AUTO & TRUCK MECHANIC
YOUNG,ANN L	FORT LAUDERDALE-SCH FOOD	FD SERV GEN WKR

**Retired while on leave

SEPARATION OF EMPLOYMENT
FEBRUARY 19, 2025

NAME	LOCATION	POSITION/STATUS	REASON
Administrator			
AUERBACH,BENNO JANKO	VEHICLE MAINTENANCE	SUPERVISOR II - CENTRALIZ	RETIREMENT
LACRUZ,GERALDINE JENNIFER	FACILITY PLANNING & REAL	COORDINATOR, FACIL PLANNI	RESIGNATION
Instructional			
BAILEY,DANTE CHARLES	POMPANO BEACH MIDDLE	TEACHER-LANGUAGE ARTS MIDDLE	RESIGNATION
BARRALAGA,KATHERINE	COCONUT CREEK ELEMENTARY	SPEECH LANGUAGE PATHOLOGIST	RESIGNATION
BATEK RIOS,STEVEN MAC	CROSS CREEK SCHOOL	TEACHER-ESE EXCEPTIONAL	RESIGNATION
BENITEZ,MELODY ANN	NOVA HIGH SCHOOL	TEACHER-SOCIAL SCIENCES	RESIGNATION
BERARD,SHERRI LYNN	SILVER RIDGE ELEMENTARY	TEACHER-GRADE 2	RESIGNATION
BRAISTED,BRETT SLOAN RANI	CORAL GLADES HIGH	TEACHER-SOCIAL SCIENCES HIGH	RESIGNATION
BRYANT,RITA F.	BENNETT ELEMENTARY	TEACHER-KINDERGARTEN	RETIREMENT
CAPERS,FLORENCE ETHEL	SANDERS PARK ELEMENTARY	TEACHER-KINDERGARTEN	RESIGNATION
CARLSON,AYLENA MICHELLE	POMPANO BEACH MIDDLE	TEACHER-LANGUAGE ARTS MIDDLE	RESIGNATION
CARRINGTON,TONY V.	THURGOOD MARSHALL ELEMENT	TEACHER-PHYSICAL EDUCATION	RETIREMENT
CHRISTIAN,CANDACE JOHNNIE	NOVA BLANCHE FORMAN ELEME	TEACHER-GRADE 3	RESIGNATION
CORTES-SOKOL,MAROLY	WESTCHESTER ELEMENTARY	TEACHER-WORLD LANGUAGE SPANISH	RESIGNATION
CROSNO,TABITHA ANN	SCHOOL COUNSELING	GUIDANCE COUNSELOR-ELEMENTARY	RESIGNATION
DAVIS,LUCYANN M	DEERFIELD PARK ELEMENTARY	TEACHER-ESE SUPPORT FACILITATOR	RESIGNATION
DERAVIL,ROSELINE	BOYD H. ANDERSON HIGH SCH	TEACHER-MATHEMATICS HIGH	RESIGNATION
DURAN DE MARCHAN,LARISSA	WESTERN HIGH	TEACHER-MATHEMATICS HIGH	RESIGNATION
EDMOND,NADJA M	PINES LAKES ELEMENTARY	TEACHER-READING COACH/RESOURCES	RESIGNATION
FISHER,AMY BOGERT	HARBORDALE ELEMENTARY	TEACHER-READING COACH RESOURCES	RESIGNATION
GRAHAM,NICKESHA TASHEENA	DILLARD 6-12	TEACHER-PHYSICAL EDUCATION	RESIGNATION
HILLS,SUMMER DENISE PAIGE	ROCK ISLAND ELEMENTARY	TEACHER-AUTISM COACH	RESIGNATION

NOTE: This information is downloaded from SAP, due to size limitations some characters may not appear.

SEPARATION OF EMPLOYMENT

FEBRUARY 19, 2025

NAME	LOCATION	POSITION/STATUS	REASON
HOLSTE,JILL ANNE	MCFATTER TECHNICAL COLLEGE	TEACHER-CTE STUDENT SUPPORT	RETIREMENT
HYPPOLITE,JEAN	WHIDDON-ROGERS EDUCATION	TEACHER-MATHEMATICS HIGH	RETIREMENT
JEAN-BAPTISTE,ABRIANNA	RIVERLAND ELEMENTARY	TEACHER-GRADE 4	RESIGNATION
KELLY,SUSAN MOORMAN	BEACHSIDE MONTESSORI VILL	SECONDARY SCHOOL COUNSELOR	RETIREMENT
KITCHELL-BUSH,ELEEJAH	LARKDALE ELEMENTARY	TEACHER-MUSIC GENERAL ELEM	RESIGNATION
MARGELOT,LYDIA F	TEQUESTA TRACE MIDDLE	SECONDARY SCHOOL COUNSELOR	RESIGNATION
MASON,NYANZA ALISE'	GULFSTREAM ACADEMY OF HAL	TEACHER-SOCIAL SCIENCES MIDDLE	RESIGNATION
MIGHTY II,MILTON J	FORT LAUDERDALE HIGH	TEACHER-LANGUAGE ARTS HIGH	RESIGNATION
MOREAU,SHENA ANNAKAY	STUDENT SERVICES	SCHOOL SOCIAL WORKER	RESIGNATION
MULHERN,JAMES FRANCIS	ATLANTIC TECHNICAL COLLEG	TEACHER-LANGUAGE ARTS HIGH	RETIREMENT
PENA,VANESSA MARIE	WEST BROWARD HIGH	TEACHER-MATHEMATICS HIGH	RESIGNATION
PIN,LILIANA AMANDA	RIVERLAND ELEMENTARY	TEACHER-ESE SUPPORT FACILTY	RETIREMENT
RODNEY,TAMARA KEISHA ANN	MCARTHUR HIGH	TEACHER-LANGUAGE ARTS HIGH	RESIGNATION
RODRIGUEZ LEON,ELSA E	BANYAN ELEMENTARY	TEACHER-AUTISM CLUSTER	RESIGNATION
SALAZAR,NICOLE DIANE	PARK TRAILS ELEMENTARY	TEACHER-AUTISM CLUSTER	RESIGNATION
SANDS,LINDSEY TAYLOR	DAVIE ELEMENTARY	TEACHER-ESE PRE-SCHOOL	RESIGNATION
SIMPKINS,TERALL EDWIN	GULFSTREAM ACADEMY OF HAL	TEACHER-ESE SPECIALIZED	RESIGNATION
SPENCE,NICHOLAS R	FORT LAUDERDALE HIGH	ROTC INSTR-CERTIFIED	RESIGNATION
STALLIARD,CALLIE ECHOLS	INDIAN RIDGE MIDDLE	TEACHER-VOC BUSINESS EDUCATION	RESIGNATION
SWENSON,SAILOR MARIE	DAVIE ELEMENTARY	TEACHER-GRADE 5	RESIGNATION
WATTLEY,LISA COSENTINO	SEAGULL SCHOOL	TEACHER-ESE SPECIALIST	RETIREMENT
YOUNG,EDWARD S	DEERFIELD BEACH MIDDLE	TEACHER-SOCIAL SCIENCES MIDDLE	RESIGNATION

Non-instructional Support

CHUNG,ANTONIO S	FALCON COVE MIDDLE	FACILITIES SERVICEPERSON	RETIREMENT

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SEPARATION OF EMPLOYMENT

FEBRUARY 19, 2025

NAME	LOCATION	POSITION/STATUS	REASON
HENRY,LEONARD HUTTON	PUPIL TRANSPORTATION - C	BUS OPERATOR	RETIREMENT
KARPOWICZ,STEVEN J	PIONEER MIDDLE	HEAD FACILITY SERVICEPERS	RETIREMENT
LEMOINE,ANNE M	PUPIL TRANSPORTATION - CW	BUS OPERATOR-SPECIAL NEED	RETIREMENT
MCDONALD,HORACE ANTHONY	VEHICLE MAINTENANCE S/A	AUTO & TRUCK MECHANIC	RETIREMENT
NAVES,KEA RENEE	PUPIL TRANSPORTATION - C	BUS OPERATOR	RETIREMENT
PETIT-FRERE,SASHA	PUPIL TRANSPORTATION - C	BUS OPERATOR	RETIREMENT
PIERRE,GUERDA	ROYAL PALM - SCH FOOD SVC	FOOD SERVICE COOK & BAKER	RETIREMENT
RIVERA,MARIA ALEGRIA	DOLPHIN BAY ELEMENTARY	FACILITIES SERVICEPERSON	RETIREMENT
SALAZAR,CELINA G	SHERIDAN TECHNICAL COLLEG	ADMINISTRATIVE SUPPORT AS	RETIREMENT
WORHAM,LAVERN HENRIETTA	MIRAMAR HIGH - SCH FOOD S	FOOD SERV GEN WKR	RETIREMENT

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DISMISSED DURING PROBATIONARY PERIOD

FEBRUARY 19, 2025

Instructional

NAME	LOCATION	POSITION
CAPERS, FLORENCE	SANDERS PARK ELEMENTARY	TEACHER-KINDERGARTEN
MILLER, HEATHER	ATLANTIC WEST ELEMENTARY	TEACHER-GRADE 5
PAZ,KATLYN	PINES LAKES ELEMENTARY	TEACHER-KINDERGARTEN
SHERWIN, FRANK	EAGLE RIDGE ELEMENTARY	TEACHER-AUTISM CLUSTER
SINDACO HENNINGS,ELIZABETH	DEERFIELD BEACH HIGH	TEACHER-ESE SUPPORT FACILTY
SMITH, ROWANNA	PARK RIDGE ELEMENTARY	TEACHER-GRADE 4
THOMPSON, ALAINA	DEERFIELD BEACH HIGH	TEACHER-MATHEMATICS HIGH

Non-instructional Support

BATTLE, BRENASZHA	CAMPUS MONITOR	SSEP IZONES - COCONUT CREEK
CARDONA, REBECCA	FOOD AND NUTRITION SERVICES	CLERK SPEC IV (COUNTY)
DAVIS JR, RODNEY	CAMPUS MONITOR	SSEP IZONES - BOYD ANDERSON
MCCUTCHEON III, CLINTON	NORCREST ELEMENTARY	FACILITIES SERVICEPERSON
TORRES, EVELYN	APOLLO MIDDLE	FACILITIES SERVICEPERSON
WALKER JR, ROBIN	BROWARD COUNTY SCHOOLS	ARMED SAFE SCHOOL OFFICER-GUARDIAN

Established 1915
BROWARD
County Public Schools

OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS

PHONE: 754-321-2600 **FAX:** 754-321-2701 **EMAIL:** superintendent@browardschools.com

February 12, 2025

TO: School Board Members

FROM: David M. Azzarito, Jr.
Chief People Officer

VIA: Dr. Howard Hepburn
Superintendent of Schools

SUBJECT: **REQUEST TO REVISE H-1, APPOINTMENTS, SALARY ADJUSTMENTS, LEAVES, & SEPARATIONS OF EMPLOYMENT 2024-2025, FOR THE FEBRUARY 19, 2025, REGULAR SCHOOL BOARD MEETING**

Attached is a revision for H-1, Appointments, Salary Adjustments, Leaves, & Separations of Employment 2024-2025, for the February 19, 2025-Regular School Board Meeting.

- Administrators Appointments, Reassignment, Promotions, Demotions & Salary Adjustments **Revised**: Fourteen (14) names, Tracey-Ann Caryl Bertrand, Sonja Coley, Joseph Deitz, Noemi Delgado, Thomas Dusch, Marilyn Guirand, Carla Hart, Brandon Liemer, Mark Newell, Delvin Peterson, Heather Parente, Nicole Sawicki, Kathrine Sammy, and Christenia Williams-Rachel were added.

- Non-Instructional Approvals and Reassignments (Promotions/Demotions) Revised: One (1) name, Lisa Bailey, was added.

- Appointments Leaves and Separation of Employment **Revised:** One (1) name, Florence Ethel Capers was removed, duplicate, listed as Dismissed During Probationary Period.

HH/DMA/STR/AHT:mc
Attachment(s)

c: Senior Leadership Team

REVISED

APPOINTMENTS, SALARY ADJUSTMENTS, LEAVES, & SEPARATION OF EMPLOYMENT 2024-2025

This agenda item includes personnel recommendations for appointments, assignments, promotions, demotions and leaves for all employee groups:

- Administrators: Broward Principals & Assistants Association (BPAA), Educational Support & Management Association of Broward, Inc. (ESMAB), Technical Support Professionals (BTU-TSP), Police Benevolent Association, Inc.
- Non-Instructional Support: Clerical, Confidential Office Personnel Association (COPA), Maintenance, Facilities Service, Transportation & Security (FOPE4), Food Service, Food Service (FOPE Food Service), Education Support Professionals (BTU-ESP), Secretarial/Clerical (FOPE Clerical)
- Instructional: Education Professionals (BTU-EP)

Recommendations include the name of recommended individual(s) school/location, job title, and applicable information. Individuals recommended have the qualifications required for the specified position and will be paid as specified in the Board Approved Salary Schedules.

All recommendations are made with the understanding that these individuals will comply with regulations/policies as set forth by the Florida Department of Education and The School Board of Broward County, Florida. External candidates marked with an asterisk (*) are pending security clearance.

Appointments, reassignments, promotions, & demotions

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INSTRUCTIONAL APPROVALS 2024-2025

February 19, 2025

NAME	LOCATION	SUBJECT
ADAMS, IRENYIAH	HALLANDALE HIGH	LONG TERM SUBSTITUTE- MATH
ALTEME, GENNICA	MARKHAM, ROBERT C. ELEMENTARY	TEACHER-KINDERGARTEN
ALVARADO, OSCAR	STONEMAN DOUGLAS HIGH	LONG TERM SUBSTITUTE-SOCIAL
AMARAN LOPEZ, YASSEL	SILVER TRAIL MIDDLE	SPEECH LANGUAGE PATHOLOGIST
ANDUJAR, DYNESTY	MAPLEWOOD ELEMENTARY	LONG TERM SUBSTITUTE- 4TH GRADE
ANKURA, CRYSTAL	DOLPHIN BAY ELEMENTARY	TEACHER-KINDERGARTEN
APONTE, VINCENT	STRANAHAN HIGH	ROTC INSTR-CERTIFIED
ARMBRISTER, HEATHER	EVERGLADES ELEMENTARY	LONG TERM SUBSTITUTE-3RD GRADE
AVILA, HANNAH	NORCREST ELEMENTARY	TEACHER-ESE PRE-SCHOOL INTENSIVE
BAILEY, MICHELLE	PARK RIDGE ELEMENTARY	LONG TERM SUBSTITUTE-KINDERGARTEN
BAIN, HAFEEZA	SPECIALIZED INSTRUCTION	TEACHER-HOSPITAL/HOMEBOUND
BARNWELL, BOBBIE	NEW RENAISSANCE MIDDLE	TEACHER-ESE SPECIALIZED VE
BASS, KATHERINE	MAPLEWOOD ELEMENTARY	TEACHER-ESE PRE-SCHOOL INTENSIVE
BOOTHBY, LINDA	NORTH LAUDERDALE ELEMENTARY	LONG TERM SUBSTITUTE-AUTISM CLUSTER
BOSTIC, BRITTANY	NORTH LAUDERDALE ELEMENTARY	LONG TERM SUBSTITUTE-5TH GRADE
BOZAN, MAHIR	COOPER CITY HIGH	TEACHER-MATHEMATICS HIGH
BRYANT, JASMINE	NORTH LAUDERDALE ELEMENTARY	LONG TERM SUBSTITUTE-1ST GRADE
BURKE, ROSIMAR	COCONUT CREEK HIGH	TEACHER-ESE SPECIALIZED VE
CALHOUN, PROSPERANTA	INDIAN RIDGE MIDDLE	TEACHER-MATHEMATICS MIDDLE
CASSEUS, ROSE	COMMUNITY SCHOOLS SOUTH	HRLY TEACHER ADULT GEN ESOL
CHAMBERS, EBONY	CASTLE HILL ELEMENTARY	TEACHER-RESOURCE ELEMENTARY
CHAMBERS, LINDA	BROWARD VIRTUAL EDUCATION	TEACHER-SOCIAL SCIENCES HIGH
CHAWLA, MARJORIE	LIBERTY ELEMENTARY	TEACHER-AUTISM CLUSTER
CLAIR, MARQUETTA	PLANTATION ELEMENTARY	LONG TERM SUBSTITUTE-PRE K
CLARK, KAYLA	MCNAB ELEMENTARY	TEACHER-KINDERGARTEN
CLOCK, BRIANNA	BROADVIEW ELEMENTARY	LONG TERM SUBSTITUTE - KINDERGARTEN
COBY, AHYANA	MCNICOL MIDDLE	INTERIM TERM SUB
CORNELIOUS, GARY	STONEMAN DOUGLAS HIGH	ROTC INSTR-CERTIFIED
CREQUE, RAQUEL	DANDY, WILLIAM MIDDLE	TEACHER-MATH COACH MIDDLE
DAMANI, VINITA	PARK TRAILS ELEMENTARY	LONG TERM SUBSTITUTE- AUTISM
DE LA CRUZ, CATHERINE	APOLLO MIDDLE	TEACHER-LANGUAGE ARTS MIDDLE
DIAZ VILLALTA, ANA	EVERGLADES ELEMENTARY	LONG TERM SUBSTITUTE-KINDERGARTEN
DUNCAN, COLIS	DAVE THOMAS EDUCATION CENTER	HRLY TEACHER ADULT GEN ESOL
ECHEVARRIA, KRISTEN	NORTHEAST HIGH	SECONDARY SCHOOL COUNSELOR-HIGH
EDWARDS, ROXANNE PATRICE	TARAVELLA, J.P. HIGH	LONG TERM SUBSTITUTE

INSTRUCTIONAL APPROVALS 2024-2025

February 19, 2025

NAME	LOCATION	SUBJECT
ELABIARY, ANDREW	THE QUEST CENTER	TEACHER-ESE EXCEPTIONAL STUDENT ED
FEUSS, GARRETT	POMPANO BEACH MIDDLE	TEACHER-MATHEMATICS MIDDLE
FLORIO, JULIE	PARK SPRINGS ELEMENTARY	TEACHER-KINDERGARTEN
FUNES, CYNTHIA	PARK SPRINGS ELEMENTARY	TEACHER-AUTISM CLUSTER
GAASCH, ASHLEE	DEERFIELD PARK ELEMENTARY	TEACHER-GRADE 1
GELENTSER, TIFFANY	WESTGLADES MIDDLE	TEACHER-ESE SUPPORT FACILITATOR
GREEN, BREANNA	PERRY, HENRY D. EDUCATION CENTER	HRLY TEACHER ACADEMIC INSTRUCTION
GRIFFITHS, MONIQUE	CYPRESS ELEMENTARY	TEACHER-GRADE 2
GUIRAND, JEAN	COMMUNITY SCHOOLS SOUTH	HRLY TEACHER ADULT GEN ESOL
HENRY, HUMBERTO	ATLANTIC TECH COLLEGE & TECH HIGH SCHOOL	HRLY TEACHER APPRENTICESHIP VE
HERRERA, YVETTE	PLANTATION PARK ELEMENTARY	TEACHER-ESE EMOTIONAL BEHAVIORAL
IGLESIAS, JESSICA	CYPRESS ELEMENTARY	TEACHER-GRADE 2
IORIO, FREDERICK	CORAL PARK ELEMENTARY	TEACHER-RESOURCE ELEMENTARY
JEFFREY, ELISABETH	FOREST GLEN MIDDLE	TEACHER-SCIENCE MIDDLE
JONES, RACQUEL NICOLE SONYA	BROWARD ESTATES ELEMENTARY	TEACHER-GRADE 3
KING, SHAKELIA	CHARLES R. DREW ELEMENTARY	TEACHER-ESE PRE-SCHOOL INTENSIVE
KIRSCH, PAIGE	DEERFIELD BEACH ELEMENTARY	TEACHER-AUTISM CLUSTER
KNAPP, ROBERT	COLBERT ELEMENTARY	TEACHER-AUTISM CLUSTER
LENARD, BARTHELEMY	PERRY, HENRY D. EDUCATION CENTER	HRLY TEACHER ACADEMIC INSTRUCTION
LOPEZ, KEYLA	ORANGE BROOK ELEMENTARY	TEACHER-GRADE 3
LOVE, KELLY	COCONUT PALM ELEMENTARY	CLASSROOM MONITOR
LOWDEN, KARINA	MEADOWBROOK ELEMENTARY	LONG TERM SUBSTITUTE-5TH GRADE
MALLOZZI, AMBER	HALLANDALE HIGH	TEACHER-DRAMA HIGH
MARMANILLO, CRISTINA	WEST BROWARD HIGH	LONG TERM SUBSTITUTE-CTE EARLY
MARSHALL, MATTHEW	OLSEN MIDDLE	LONG TERM SUBSTITUTE-SOCIAL
MASON, TYLER	MCFATTER TECH COLLEGE & TECH HIGH SCHOOL	HRLY TEACHER ADULT VOC CTE CULINARY
MASSEY, MONICA	OLSEN MIDDLE	TEACHER-MATH COACH MIDDLE
MATEO, DAMARIS	RAMBLEWOOD ELEMENTARY	LONG TERM SUBSTITUTE-GRADE 2
MILETSKY, JASON	SPECIALIZED INSTRUCTION	ESE PROGRAM SPECIALIST
MORENS, MALIA	PARK SPRINGS ELEMENTARY	TEACHER-GRADE 2
MUTIS, CATALINA	EVERGLADES ELEMENTARY	TEACHER-GRADE 4
NORRIS, DANIEL	ATLANTIC TECH COLLEGE & TECH HIGH SCHOOL	HRLY TEACHER ADULT VOC INDUSTRIAL
OGUNDEJI, ADEKUNLE	BAIR MIDDLE	LONG TERM SUBSTITUTE-ART
PEREZ, ARIANNA	DILLARD ELEMENTARY	ELEMENTARY SCHOOL COUNSELOR
PETRO, JEANINE	NORTH ANDREWS GARDENS ELEMENTARY	ELEMENTARY SCHOOL COUNSELOR

INSTRUCTIONAL APPROVALS 2024-2025
February 19, 2025

NAME	LOCATION	SUBJECT
REYES PEREZ, CAROLYN	OLSEN MIDDLE	TEACHER-PHYSICAL EDUCATION MIDDLE
RILEY, LINDA	PLANTATION PARK ELEMENTARY	TEACHER-ESE SUPPORT FACILITATOR
ROMAN, SANDRA	FORT LAUDERDALE ADULT CENTER	HRLY TEACHER ADULT GEN ESOL
ROWE JACKSON, ALSEAN	CYPRESS RUN EDUCATION CENTER	TEACHER-FAMILY/CONSUMER SCIENCE
RUBIN, ANA	RAMBLEWOOD MIDDLE	TEACHER-ART MIDDLE
SAMUEL, GHEAVONNA	SILVER LAKES MIDDLE	TEACHER-ESE SUPPORT FACILITATOR
SANABRIA LLOVERA, ALEJANDRA	TRADEWINDS ELEMENTARY	TEACHER-AUTISM CLUSTER
SENEQUE, MARTINE	LIBERTY ELEMENTARY	TEACHER-READING INTENSIVE
SERINA, NATALIE	WHIDDON-ROGER EDUCATION CENTER (DJJ)	CLASSROOM MONITOR
SHERMAN, JASON	LIBERTY ELEMENTARY	TEACHER-RESOURCE ELEMENTARY
SKINNER, NINA	FLANAGAN, CHARLES W. HIGH	TEACHER-LANGUAGE ARTS HIGH
SMITH, SHARON	PALM COVE ELEMENTARY	TEACHER-KINDERGARTEN
STEADMAN, KIANA	TARAVELLA, J.P. HIGH	TEACHER-SOCIAL SCIENCES HIGH
THOMAS, AMIL	NOVA EISENHOWER ELEMENTARY	TEACHER-GRADE 3
THOMAS, ASHLEY	FLANAGAN, CHARLES W. HIGH	TEACHER-CTE BUSINESS TECHNOLOGY
THOMAS, CAPRICE	MIRAMAR HIGH	SECONDARY SCHOOL COUNSELOR-HIGH
TORRES, NICOLAS	MCNAB ELEMENTARY	TEACHER-AUTISM CLUSTER
TREGLIA, ISABELLA	HERON HEIGHTS ELEMENTARY	TEACHER-GRADE 2
VERA, KARLA	PARK TRAILS ELEMENTARY	TEACHER-ESE SUPPORT FACILITATOR
VITELLO, EDWARD	COMMUNITY SCHOOLS SOUTH	HRLY TEACHER ADULT GEN GED
WATKINS, RENEE	MARTIN LUTHER KING MONTESSORI ACADEMY	LONG TERM SUBSTITUTE
WINISTORFER, ROBIN	MCNAB ELEMENTARY	LONG TERM SUBSTITUTE

REVISED

NON-INSTRUCTIONAL APPROVALS AND REASSIGNMENTS (PROMOTIONS/DEMOTIONS)

2/19/2025

Name	Location	Position	Action
ALLEN,DAVID GEORGE	SILVER LAKES MIDDLE	HEAD FACILITY SERVICEPERS	Reassignment
AVILA,JANELLE	MCARTHUR - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
BACHMANN,ERIKA MARIA	PIONEER - SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
BAILEY, LISA	BOARD	EXEC SECRETARY SCHOOL BD	Reassignment
BAKER,SERREANA ROCHELLE	POMPANO BEACH HIGH	INFO MGMT SPCLST (HS/CTR/	Reassignment
BARRIOS,DULCE MARIA	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Reassignment
BASS,DENNIS MARC	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
BECKFORD,KAREN VINETTA	MONARCH HIGH - FOOD SERVI	FOOD SERV GEN WKR	Approval
BISSOON,RAWTEE	RAMBLEWOOD MIDDLE	FACILITIES SERVICEPERSON	Approval
BLASUCCI,CHRISTINE ANGELA	FLANAGAN - SCH FOOD SVC	FD SERV GEN WKR	Approval
BLUE,QUIANA ALEXIS	BLANCHE ELY - SCH FOOD SV	FOOD SERV GEN WKR	Approval
BROOKINS,ADDISON TALIB	PARKWAY MIDDLE	COMMUNITY LIAISON	Reassignment
BROWN,JADA SHARINA	HERON HEIGHTS ELEM SCHOOL	FOOD SERVICE GENERAL WORK	Approval
BROWN,MELISHA NICOLE	CYPRESS - SCH FOOD SVC	FOOD SERVICE COOK & BAKER	Reassignment
BURGESS,ALICIA	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
CAMACHO,JULIA MARIE	PINES LAKES ELEMENTARY	INFO MGMT TECH (ELEM/MID)	Approval
CETOUTE,KLENTON	CRYSTAL LAKE MIDDLE	FACILITIES SERVICEPERSON	Approval
CHANG,TIMOTHY ANDRE	POMPANO MIDDLE-SCH FOOD S	FOOD SERV GEN WKR	Approval
CHARLES,SHAWN	SSEP IZONES - COCONUT CRE	CAMPUS MONITOR	Approval
CHEBAT,MURREN MARIE	MIRAMAR HIGH - SCH FOOD S	FOOD SERVICE MANAGER - HI	Approval
CLARKE,COURTNEY OWAINE	MATERIALS LOGISTICS	WAREHOUSE SERVICEPERSON	Approval
CLEMENTS,RHONDA D	PARK LAKES ELM FOOD SERVI	FD SERV ASST. COOK BKR II	Approval
CLERIZIER,JATERRICA L	PUPIL TRANSPORTATION - CW	CLERK SPECIALIST A (CONF)	Reassignment
COLEY,ANTOINETTE PATRICE	PUPIL TRANSPORTATION - S	BUS OPERATOR	Approval
COLLINS,DANIEL MARK	SSEP IZONES - MIRAMAR & N	SECURITY SPECIALIST	Reassignment
COLON-ALBALADEJO,PRISCILL	POMPANO BEACH EL-SCH FOOD	FOOD SERVICE GENERAL WORK	Approval
CUNNINGHAM,DOMINIQUE NICO	OAKLAND PARK - SCH FOOD S	FOOD SERVICE GENERAL WORK	Approval
D ALESSANDRO,ANTONIO	SOUTH PLANTATION HIGH	FACILITIES SERVICEPERSON	Approval
DAVIS,CHARMAINE	SOUTH BROWARD - SCH FOOD	FOOD SERVICE GENERAL WORK	Approval
DAZILE,WESLY	PUPIL TRANSPORTATION - N	BUS OPERATOR	Approval
DE LANEY,SHAYDON MICHAEL	COCONUT CRK HIGH-SCH FOOD	FOOD SERV GEN WKR	Approval
DEFAY,FARAH LUCE	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
DESIRE,FLEURETTE	MCFATTER TECHNICAL COLLEG	FD NUTRITION SVCS GENERAL	Approval
DEVINE,LEROY JAMES	NONINSTRUCTIONAL STAFFING	SUBSTITUTE CUSTODIAL	Approval
DIAZ,SHAWN SEBASTIAN	NON-INSTRUCTIONAL-TEMP	TEMPORARY CLERICAL	Approval
DOUGHERTY,GINA MARIE	TAMARAC - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
DUCLONA WATERS,THOMAS LLA	BANYAN ELEMENTARY	ASST HD FAC SVPER-ELEM-MI	Reassignment
DULONG,JAMIE ELEANOR	CYPRESS HIGH FOOD SERVICE	FOOD SERV GEN WKR	Approval
DUNCAN,VICKI ANN	ENVIRONMENTAL CONSERVATION	ACCOUNTS PAYABLE SPECIALI	Approval
DURANGO,VIKY M	PIONEER - SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
FLECHA,BETZALIE	MIRAMAR ELEMENTARY	OFFICE MANAGER I	Reassignment
FLEURINORD,COREMS	MAINTENANCE-ZONE 1	ELECTRICIAN(JOURNEYMAN)	Approval
FLUELLEN,EMILY RACQUEL	ATLANTIC TECHNICAL COLLEG	REGISTRAR III	Reassignment
FOSTER,RASHAD ANTWON	APOLLO - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
FREELS,DANIELLE	STONEMAN DOUGLAS SCH FOOD	FOOD SERVICE ASSISTANT MA	Reassignment
FREYTES DE REINEFELD,OBDU	NOVA HIGH SCHOOL	FACILITIES SERVICEPERSON	Approval
FUNCHESS,EVELYN	HOLLYWOOD CENTRAL ELEMENT	ASST HEAD FACILITY SVPER-	Reassignment
GAMEZ GARCIA,MAYRA VIRGIN	CORAL GLADES HIGH - FOOD	FOOD SERV GEN WKR	Approval
GEE,JOSHUA STEVEN	MAINTENANCE-ZONE 3	UTILITY SERVICEPERSON	Approval
GILMORE,TAMMY LATRELL	TEDDER ELEMENTARY	FACILITIES SERVICEPERSON	Approval

REVISED

NON-INSTRUCTIONAL APPROVALS AND REASSIGNMENTS (PROMOTIONS/DEMOTIONS)

2/19/2025

Name	Location	Position	Action
GORDON,TERMEISHA SHERNILE	ROCK ISLAND ELEMENTARY	BEHAVIORAL TECHNICIAN	Approval
GRAY,ALYSSA TIERA	SSEP IZONES - CORAL GLADE	CAMPUS MONITOR	Approval
GRIFFIN,DAKERIA JENISE	OAKLAND PARK - SCH FOOD S	FOOD SERV GEN WKR	Approval
GUTIERREZ PADILLA,MARIA D	CROISSANT PARK - SCH FOOD	FD SERV COOK & BKR II A	Approval
GUZMAN,MIGUEL ANGEL	MAINTENANCE-ZONE 3	FOREMAN-CARPENTER/MASON	Reassignment
HAMILTON HEATH,COLLEEN PA	WEST HOLLYWOOD - SCH FOOD	FOOD SERV GEN WKR	Approval
HARDEN,PRISCILLA ANN	SSEP IZONES - DILLARD & S	CAMPUS MONITOR	Approval
HARPER,BRANDON DOUGLAS	EVERGLADES HIGH	HEAD FACILITIES SERVICEPE	Reassignment
HERNANDEZ,GLORIA PATRICIA	HR OPERATIONS	SENIOR HUMAN RESOURCES SU	Reassignment
HERRERA VALENCIA,EIDI Y	GLADES MIDDLE	FACILITIES SERVICEPERSON	Approval
HOWARD,ARLISHA ANN	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
HURTADO PAREDES,CLAUDIA X	MARJORY STONEMAN DOUGLAS	FACILITIES SERVICEPERSON	Approval
INCARNACAO,LUCIA CUNHA	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Reassignment
JACK,DEON	PHYSICAL PLANT OPERATIONS	FOREMAN-HVAC	Reassignment
JACKSON,ANDRE MYRON LAUTU	TECHNOLOGY SUPPORT SERVIC	ELEC TECH JNYMN COMPUTERS	Reassignment
JAIME CRUZ,ALAN STEVEN	MARJORY STONEMAN DOUGLAS	FACILITIES SERVICEPERSON	Approval
JOACHIM,ERNEST	PUPIL TRANSPORTATION - N	BUS OPERATOR	Approval
KEARNEY,LATASHA VINNETTE	SSEP IZONES - BOYD ANDERS	CAMPUS MONITOR	Approval
KROUPOVA,DANIELA	MCNAB ELEMENTARY	OFFICE MANAGER I	Reassignment
LAMAR JR,JAMES C	CUSTODIAL/GROUNDS SERVICE	LABORER	Approval
LAMB,LATRESE DENIECE	HOLLYWOOD HILLS EL-SCH FD	FD SERV COOK & BKR II A	Reassignment
LEWIS,AUDREANNA SHANTEL	SSEP IZONES - NORTHEAST &	CAMPUS MONITOR	Approval
LIGHT,COLIN THOMAS	SSEP IZONES - BOYD ANDERS	CAMPUS MONITOR	Approval
LLOYD DEAL,CARLA REGINA	DILLARD HIGH - SCH FOOD S	FD SERV GEN WK	Approval
LOGUE,AUBREY RAEANNE	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Reassignment
LOPEZ,MARIA C	OFFICIAL SCHOOL BOARD REC	CLERK SPECIALIST A (CONF)	Approval
LOUIS,WESLEY	TECHNOLOGY SUPPORT SERVIC	ELEC TECH JNYMN COMPUTERS	Approval
LUCERO,YUWIKZA DORIS	WESTERN - SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
MACON,LEE ANDREW	PUPIL TRANSPORTATION - C	BUS OPERATOR	Approval
MAITLAND,GARRY ANTHONY	MAINTENANCE-ZONE 3	ELECTRICIAN(JOURNEYMAN)	Approval
MARTINEZ,CLARA A	OLSEN MIDDLE	OFFICE MANAGER I	Reassignment
MATHIS,TAKEYVIA ARTAYSIA	SSEP IZONES - CORAL GLADE	CAMPUS MONITOR	Approval
MAYES,CASSANDRA EVON	BLANCHE ELY - SCH FOOD SV	FD NUTRITION SVCS GENERAL	Approval
MCAFEE,TIMOTHY S	BROWARD COUNTY SCHOOLS PO	SPECIALIST, DISTRICT SECU	Reassignment
MCCLAIN II,MICHAEL ANTHON	ATLANTIC TECHNICAL COLLEG	FACILITIES SERVICEPERSON	Approval
MCLEAN,KRYSTAL TAMEISHA	GULFSTREAM ACADEMY OF HAL	BEHAVIORAL TECHNICIAN	Reassignment
MENDOZA CASADO,MARIA ISAB	INDIAN TRACE SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
MICHEL,JOVIANNE	HENRY D PERRY EDUCATION C	CLASSROOM ASSISTANT-PRE-K	Approval
MIRANDA,JORGE	NEW RENAISSANCE MIDDLE	HEAD FACILITY SERVICEPERS	Reassignment
MOBLEY,KANDICE NICOLE	MENTAL HEALTH SERVICES	CLERK SPECIALIST IV-COUNT	Reassignment
MONDESIR,EMMANUEL DAVID	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
MONGUI,VANESSA DEL PILAR	HOLLYWOOD CENTRAL ELEMENT	ADMINISTRATIVE SUPPORT AS	Approval
MONTERREY,ALEX J	WALTER C. YOUNG MIDDLE	FACILITIES SERVICEPERSON	Approval
MOORE,PHILLIP B	SHERIDAN TECHNICAL COLLEG	TEACHER-CTE VEHICLE DRIVI	Reassignment
MORALES ALCOCER,VIVIANA I	NON-INSTRUCTIONAL-TEMP	CHILD CARE MONITOR I	Approval
MORRIS,TRACY N	PUPIL TRANSPORTATION - C	BUS OPERATOR	Approval
MULTIDOR,JUDELEY	PUPIL TRANSPORTATION - S	BUS OPERATOR	Approval
NANCE,SUSAN MICHELE	ENVIRONMENTAL HEALTH SAFE	CLERK SPECIALIST A (CONF)	Reassignment
NAZARIO,ANTHONY ALLAN	GRIFFIN ELEMENTARY	ASST HEAD FACILITY SVPER-	Reassignment
NUNEZ,LORNA GRACE	CRYSTAL LAKE - SCH FOOD S	FOOD SERV GEN WKR	Approval

REVISED

NON-INSTRUCTIONAL APPROVALS AND REASSIGNMENTS (PROMOTIONS/DEMOTIONS)

2/19/2025

Name	Location	Position	Action
ODEDIRAN,KOFO	MIRAMAR HIGH	BRACE ADVISOR - BA	Reassignment
ORTIZ,NESTOR R	SSEP IZONES - ELY & HOLLY	CAMPUS MONITOR	Approval
OSBORNE,DAVINIA PRINCESS	ATLANTIC TECHNICAL COLLEG	JOB COACH	Approval
PADILLA CAMPOS,DULCE ROSA	WESTWOOD HEIGHTS ELEMENTA	INFO MGMT TECH (ELEM/MID)	Reassignment
PAYNE,NNEKA DAPHNE	ATLANTIC WEST - SCH FOOD	FOOD SERV GEN WKR	Approval
PENTON,CARLOS ANDRES	BECON/MARKETING	ELECTRONIC TECHNICIAN-ITV	Approval
PERNETT,IVAN ALEJANDRO	PUPIL TRANSPORTATION	NETWORK ANALYST I	Approval
PETGRAVE,TAHIRA KRISTI-LE	PLANTATION HIGH	FACILITIES SERVICEPERSON	Approval
PETIOMA,YOLINE	PUPIL TRANSPORTATION - N	BUS OPERATOR	Reassignment
PINKNEY III,PROPHET CHARL	ATTUCKS MIDDLE	FACILITIES SERVICEPERSON	Approval
PRINCE,NIKKI COLLINS	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Approval
RAWLS,WILLIAM MICHAEL	PHYSICAL PLANT OPERATIONS	LEADMAN, LOCKSMITH	Reassignment
RECIO,MABEL	PINES MIDDLE	FACILITIES SERVICEPERSON	Approval
REESE,ALTORIA SHANTEKA	PINES LAKES ELEMENTARY	FACILITIES SERVICEPERSON	Approval
RISCO-PEREZ,MARIA TERESA	CHAPEL TRAIL ELEMENTARY	OFFICE MANAGER I	Reassignment
RODRIGUEZ MENDEZ,ANISLEY	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
RODRIGUEZ,ADEISA	DILLARD HIGH - SCH FOOD S	FOOD SERVICE GENERAL WORK	Approval
ROMERO,RAYMOND MENDIOLA	BUSINESS SUPPORT CENTER	BUDGET SUPPORT SPECIALIST	Approval
RONDON PEREDA,ANDREA DEL	BLANCHE ELY HIGH	FACILITIES SERVICEPERSON	Approval
ROSENOW,JOHN DOUGLAS	PHYSICAL PLANT OPERATIONS	WATER TREATMENT SERVPRSN	Approval
SAN JOSE CARRALERO,ANGEL	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
SANCHEZ MIRANDA,YOHANNA L	LAUDERHILL MID-SCH FOOD S	FOOD SERV GEN WKR	Approval
SANTANA,RICHARDSON MIGUEL	PUPIL TRANSPORTATION	NETWORK ANALYST I	Approval
SCHERMER,PATTI ELIZABETH	SOUTH PLANTATION - SCH FO	FOOD SERVICE ASSISTANT MA	Reassignment
SCHIAVON,MAURO	COMMUNITY SCHOOLS NORTH	BOOKKEEPER III (HIGH SCHO	Reassignment
SEATON,KENROY CONSTANTINE	PUPIL TRANSPORTATION - N	BUS OPERATOR	Approval
SENAT,HELEN MARIE	TAMARAC - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
SERRANO,MALINDA MARQUEL	TARAVELLA, J.P. HIGH	JOB COACH	Reassignment
SILVA VILORIA,MARIA ELENA	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
SINGLETARY,TERESA M	ATLANTIC TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	Reassignment
SINGLETERRY,RICHARD	LARKDALE - SCH FOOD SVC	FOOD SERVICE GENERAL WORK	Approval
SMALL,ELAINE DENISE	LAUDERDALE LAKES-SCH FOOD	FOOD SERV GEN WKR	Approval
SMITH II,RAYNARD	MAINTENANCE-ZONE 3	ELECTRICIAN(JOURNEYMAN)	Approval
SMITH,ANTONIO DAVON MALIK	SSEP IZONES - COOPER CITY	CAMPUS MONITOR	Approval
SMITH,ASHLEY YVONNE	PUPIL TRANSPORTATION - C	BUS OPERATOR	Reassignment
SMITH,TERRANI RAIAUN	SOUTH BROWARD - SCH FOOD	FD SER ASST CK BK S H IIB	Reassignment
ST LEON,DANIELLE HOULE	BOARD	EXEC SECRETARY SCHOOL BD	Reassignment
STERLING,TYESHIA SIMONE	ATLANTIC TECHNICAL COLLEG	FD NUTRITION SVCS GENERAL	Approval
STYLES,AARON SCOTT	PHYSICAL PLANT OPERATIONS	UTILITY SERVICEPERSON	Approval
TABORDA,JOHN ALEXANDER	PEMBROKE LAKES ELEMENTARY	HEAD FACILITY SERVICEPERS	Reassignment
TAYLOR,ANGELEE MARIE	SUNRISE - SCH FOOD SVC	FOOD SERV GEN WKR	Approval
THOMANY,CHENOL	PUPIL TRANSPORTATION - CW	BUS OPERATOR	Approval
THOMAS,KIANA JAMAIR	FOOD & NUTR SERV-SCH FOOD	FOOD SERVICE GENERAL WORK	Approval
THOMAS,SCHERRIE ANN	WHIDDON-ROGERS DJJ	GENERAL CLERK II (SCHOOL-	Approval
TOUCHSTONE,JAMES A	PUPIL TRANSPORTATION - CW	BUS OPERATOR	Approval
TYSON,RHYSHEED LEE	PUPIL TRANSPORTATION - CW	BUS OPERATOR	Approval
ULYSSE,HERVE	SOUTH PLANTATION HIGH	FACILITIES SERVICEPERSON	Approval
VALENCIA ROJAS,MARTHA VIV	N LAUDERDALE-SCH FOOD SVC	FOOD SERV GEN WKR	Approval
VANN,JOSHUA D	MAINTENANCE-ZONE 2	GENERAL MAINTENANCE AND R	Approval
VELASQUEZ MUNOZ,KELLI PAT	STIRLING ELEMENTARY	HEAD FACILITIES SERVICEPE	Reassignment

REVISED

NON-INSTRUCTIONAL APPROVALS AND REASSIGNMENTS (PROMOTIONS/DEMOTIONS)

2/19/2025

Name	Location	Position	Action
WALENCIAK,KEVIN	TECHNOLOGY SUPPORT SERVIC	ELEC TECH JNYMN COMPUTERS	Reassignment
WALKER,KEAVAN	NONINSTRUCTIONAL STAFFING	SUBSTITUTE CUSTODIAL	Approval
WALKES,JAYMAR MONTARIUS	SSEP IZONES - S PLANTATIO	CAMPUS MONITOR	Approval
WARREN,SHANDRELL NICOLE	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
WILCOX,SHAQUITA SHAUNTA	POMPANO MIDDLE-SCH FOOD S	FOOD SERV GEN WKR	Approval
WILLIAMS III,TYRONE LOMA	NOVA HIGH SCHOOL	FACILITIES SERVICEPERSON	Approval
WILLIAMS,CHINARA	COMMUNITY SCHOOLS NORTH	REGISTRAR III	Reassignment
WILLIAMS,GAYE EVELYN	SCHOOL FOOD SERVICE-SUBST	SUBSTITUTE FOOD SERVICE	Approval
WILSON,OZMAHYAIRZA	ENVIRONMENTAL HEALTH SAFE	CLERK SPECIALIST A (CONF)	Reassignment

REVISED

February 19, 2025
Administrator Appointments, Reassignments, Promotions, and Demotions

External

Recommended Candidate	Current Position, Location	Recommended Position, Location	Current Salary	Recommended Salary	Employee Group
Liemer, *Brandon	Owner/Director - B26 Media, LLC	TV Broadcast Engineer I, BECON/Marketing	$50,400	$54,349	BTU-TSP
Moreno, Brandon	Unemployed	Coordinator Warranty/Asset, Physical Plant Operations	N/A	$82,000	ESMAB
Nastari, Ernest	Operations, General Manager, Limousines of South Florida Inc	Route Planner, Pupil Transportation	$65,000	$71,854	BTU-TSP

Internal

Recommended Candidate	Current Position, Location	Recommended Position, Location	Current Salary	Recommended Salary	Employee Group
Bertrand, Tracey-Ann Caryl	Clerk Specialist III, Assistant Supt-School Transformation	Grants Administrator Specialist, Teacher Development & Support	$32,956	$88,788	BTU-TSP
Coley, Sonja	Direction, Construction, Pre-Construction	Task Assignment, Executive Director, Capital Programs	$132,771	$145,000	ESMAB
Deitz, Joseph	Stockroom Assistant, VM Stockroom	Working Out of Class, Supervisor II, Centralized Parts, Pupil Transportation	$59,955	$82,739	BTU-TSP
Delgado, Noemi	Scheduler, Physical Plant Operations	Projects Coordinator, Physical Plant Operations, PPO - Planning & Scheduling	$66,968	$75,001	BTU-TSP
Dusch, Thomas	Assistant Principal, Palm Cove Elementary	Coordinator, Emergency Management , Safety, Security & Emergency Preparedness	$84,000	$87,177	BTU-TSP

*Pending Background Check

REVISED

February 19, 2025

Administrator Appointments, Reassignments, Promotions, and Demotions

Gonzalez, Ernesto	Professional Development Specialist, ESE Support/Compliance	IT Training and Adoption Specialist, Technology, Planning & Policy	$75,001	$80,485	BTU-TSP
Guirand, Marilyn	Assistant Principal, Lloyd Estates Elementary	Principal, North Side Elementary	$85,356	$107,000	BPAA
Hart, Carla	Principal, Larkdale Elementary	Principal, Hunt, James S. Elementary	$116,983	$116,983	BPAA
Hernandez, Gloria	Senior Human Resources Support Services, Talent Acquisition	Analyst, Certification, Talent Acquisition	$48,3000	$70,105	BTU-TSP
Lozano, Ernie	Task Assignment, Chief Officer, Safety & Security	Task Assignment, Chief Officer, Safety & Security	$168,016	$168,016	ESMAB
Newell, Mark	IT Network Support	IT NOC and Maintenance Engineer I, Infrastructure Services	$80,246	$89,885	BTU-TSP
Parente, Heather	Director, Employee Evaluations	Task Assignment, Executive Director, Professional Standards/Labor Relations	$124,155	$142,000	ESMAB
Peterson, Delvin	Security Specialist, SSEP IZONES - Ely & Hollywood Hills	Working Out of Classification: Project Manager, Safety, Security & Emergency Preparedness	$44,503	$79,502	BTU-TSP
Sammy, Kathrine	Specialist, Payroll Operation	Accountant IV, Payroll	$52,869	$75,231	BTU-TSP

*Pending Background Check

REVISED

February 19, 2025

Administrator Appointments, Reassignments, Promotions, and Demotions

Sawicki, Nicole	Teacher-ESE Specialist Field Coach, ESE Support/Compliance	Curriculum Supervisor, Autism Spectrum Disorder, ESE Support/Compliance	$67,451	$89,000	ESMAB
Thompson, Randy	Senior Programmer, Data Intelligence	Task Assignment, Assistant Director, Student Information Systems, Data Intelligence	$89,885	$102,469	ESMAB
Washington, Jodi	Task Assignment, Executive Director Student Services	Task Assignment, Executive Director, Student Services	$141,000	$141,000	ESMAB
Williams, Juanicia	Child Care Monitor I	Part-Time School Age Child Care Supervisor, Silver Ridge Elementary	N/A	$28.18 Hour	TEMP
Williams-Rachel, Christenia	Task Assignment, Budget Analyst V	Task Assignment, Budget Analyst V., Budget	$84,465	$84,465	ESMAB

*Pending Background Check

LEAVE OF ABSENCE, RETURNED EARLY, RESIGNED/RETIRED FROM LEAVE

2/19/2025

INSTRUCTIONAL

ALVARADO, JACQUELINE	CORAL SPRINGS HIGH	MATH
BORGES, WANDALID	WESTERN HIGH	WORLD LANGUAGE SPANISH HIGH
CAMPANELLA, NICOLE	ESE SUPPORT SERVICES	SCHOOL PSYCHOLOGIST
CARTER, ADRIAN	APPLIED LEARNING	INSTRUCTIONAL FACILITATOR
CLACKEN, KESHA	BANYAN ELEMENTARY	ELEM EDUCATION
COLE, JUNE	COCONUT CREEK HIGH	READING
COLLADO, GISELLE	PARKSIDE ELEMENTARY	ELEM EDUCATION
COLWELL, KIRSTIN	PARKSIDE ES	ELEM EDUCATION
DEUS, STEPHANIE	WATKINS ELEMENTARY	EXCEPTIONAL STUD. EDUC.
DEWEY, PATRICK	FLANAGAN, CHARLES W. HIGH	MATH
EDWARDS, DANA	MIRAMAR HIGH	TEACHER-HEALTH HIGH
HAYDEN, STEPHANIE	CORAL GLADES HIGH	SCIENCE
HERNANDEZ, MARGARITA**	PARK TRAILS ELEMENTARY	EXCEPTIONAL STUD. EDUC.
HERRERA, JENNYBEL	SILVER LAKES ELEMENTARY	EXCEPTIONAL STUD. EDUC.
KLUFT, BARRI	SANDERS PARK ELEMENTARY	TEACHER-HEAD START
LAMANNA, RONALD	WEST BROWARD HIGH	SOCIAL SCIENCES HIGH
LEIVA, MIRANDA	WESTERN HIGH	WORLD LANGUAGE - SPANISH
MORALES, SANDRA	CORAL COVE ELEMENTARY	ELEM EDUCATION
MOSQUERA, EMILY	SAWGRASS SPRINGS MIDDLE	SOCIAL SCIENCES MIDDLE
QUINN, ROBERTA**	SILVER TRAIL MIDDLE	SPEECH LANGUAGE PATHOLOGIST
REYES, RAQUEL	NOVA BLANCHE FORMAN ELEMENTARY	ELEM EDUCATION
RICKS, KAI	NORTH LAUDERDALE ELEMENTARY	ELEM EDUCATION
RIOS, CRYSTAL	COCONUT CREEK ELEMENTARY	ELEM EDUCATION
SUTHERLAND , JOANNA	FORT LAUDERDALE HIGH	ENGLISH
WILLIAMS , MEKO	SILVER RIDGE ELEMENTARY	ELEM EDUCATION
WILSON, CRYSTAL**	PLANTATION PARK ELEMENTARY	ELEM EDUCATION
WILSON, NICOLE	ESE SUPPORT/ COMPLIANCE	SCHOOL PSYCHOLOGIST
ZAFRA, SHAINA	PALM COVE ELEMENTARY	ELEM EDUCATION

NON-INSTRUCTIONAL SUPPORT

ALLEN,SHALYN A**	LANIER-JAMES EDUCATION CE	INFO MGMT SPCLST (HS/CTR/COMMUNITY
CADET,INRIKA GEORGETTE	NORTHEAST - SCH FOOD SVC	FOOD SERV GEN WKR
CARTER,JOI	HAWKES BLUFF ES	TEACHER ASSISTANT
DIERESTIL,JULIE	PUPIL TRANSPORTATION - C	BUS OPERATOR
EBANKS,LISHONE	JAMES HUNT ES	TEACHER ASSISTANT
ESPOSITO-WILLIAMSON,M.	BUSINESS SUPPORT CENTER	CLERK SPECIALIST B (CONF)
ESPONDA-BARBA,ALMENDRA	COCONUT PALM ES	CLASSROOM ASSISTANT
DONALD,DESTINY	OAKRIDGE ES	CLASSROOM ASSISTANT
GARRICK,KIMBERLY YVETTE	CORAL SPRINGS MID-SCH FOO	FOOD SERVICE MANAGER - MIDDLE
HARRIS,SHARITA LARISE	HARBORDALE - SCH FOOD SVC	FD SERV COOK & BKR II A
JONES,GLADYS TREMESE	BROADVIEW ELEMENTARY	ASST HD FAC SVPER-ELEM-MIDDLE
KAPISH,STEPHEN EDWARD**	PHYSICAL PLANT OPERATIONS	WATER TREATMENT SERVPRSN
MCLAMORE,BONNIE JOSETT	LLOYD ESTATES ELEMENTARY	FACILITIES SERVICEPERSON
MORALES,ANTHONY MICHAEL	PUPIL TRANSPORTATION - N	BUS OPERATOR
MUNROE,PETER OLA	PUPIL TRANSPORTATION - CW	BUS OPERATOR
PINCHINAT,NICOLAS D	PUPIL TRANSPORTATION - S	BUS OPERATOR-SPECIAL NEED
REID,KENERIA SIDNETTTA	PUPIL TRANSPORTATION - S	BUS ATTENDANT
RICKETTS,WAYNE	BROWARD COUNTY SCHOOLS POLICE	ARMED SAFE SCHOOL OFFICER
TRODY,KYNA NICOLE	ATTUCKS MIDDLE	INFO MGMT TECH (ELEM/MID)
VALSAINT,LEONORD	SEA CASTLE ELEMENTARY	ASST HEAD FACILITY SVPER
VARGAS,JANELA ARGENTINA	REGIONAL SUPERINTENDENT	CLERK SPECIALIST B (CONF)
YORKE,LINDO PEDLEY	VEHICLE MAINTENANCE S/A	AUTO & TRUCK MECHANIC
YOUNG,ANN L	FORT LAUDERDALE-SCH FOOD	FD SERV GEN WKR

**Retired while on leave

SEPARATION OF EMPLOYMENT

REVISED

FEBRUARY 19, 2025

NAME	LOCATION	POSITION/STATUS	REASON
Administrator			
AUERBACH,BENNO JANKO	VEHICLE MAINTENANCE	SUPERVISOR II - CENTRALIZ	RETIREMENT
LACRUZ,GERALDINE JENNIFER	FACILITY PLANNING & REAL	COORDINATOR, FACIL PLANNI	RESIGNATION
Instructional			
BAILEY,DANTE CHARLES	POMPANO BEACH MIDDLE	TEACHER-LANGUAGE ARTS MIDDLE	RESIGNATION
BARRALAGA,KATHERINE	COCONUT CREEK ELEMENTARY	SPEECH LANGUAGE PATHOLOGIST	RESIGNATION
BATEK RIOS,STEVEN MAC	CROSS CREEK SCHOOL	TEACHER-ESE EXCEPTIONAL	RESIGNATION
BENITEZ,MELODY ANN	NOVA HIGH SCHOOL	TEACHER-SOCIAL SCIENCES	RESIGNATION
BERARD,SHERRI LYNN	SILVER RIDGE ELEMENTARY	TEACHER-GRADE 2	RESIGNATION
BRAISTED,BRETT SLOAN RANI	CORAL GLADES HIGH	TEACHER-SOCIAL SCIENCES HIGH	RESIGNATION
BRYANT,RITA F.	BENNETT ELEMENTARY	TEACHER-KINDERGARTEN	RETIREMENT
~~CAPERS,FLORENCE ETHEL~~	~~SANDERS PARK ELEMENTARY~~	~~TEACHER-KINDERGARTEN~~	~~RESIGNATION~~
CARLSON,AYLENA MICHELLE	POMPANO BEACH MIDDLE	TEACHER-LANGUAGE ARTS MIDDLE	RESIGNATION
CARRINGTON,TONY V.	THURGOOD MARSHALL ELEMENT	TEACHER-PHYSICAL EDUCATION	RETIREMENT
CHRISTIAN,CANDACE JOHNNIE	NOVA BLANCHE FORMAN ELEME	TEACHER-GRADE 3	RESIGNATION
CORTES-SOKOL,MAROLY	WESTCHESTER ELEMENTARY	TEACHER-WORLD LANGUAGE SPANISH	RESIGNATION
CROSNO,TABITHA ANN	SCHOOL COUNSELING	GUIDANCE COUNSELOR-ELEMENTARY	RESIGNATION
DAVIS,LUCYANN M	DEERFIELD PARK ELEMENTARY	TEACHER-ESE SUPPORT FACILITATOR	RESIGNATION
DERAVIL,ROSELINE	BOYD H. ANDERSON HIGH SCH	TEACHER-MATHEMATICS HIGH	RESIGNATION
DURAN DE MARCHAN,LARISSA	WESTERN HIGH	TEACHER-MATHEMATICS HIGH	RESIGNATION
EDMOND,NADJA M	PINES LAKES ELEMENTARY	TEACHER-READING COACH/RESOURCES	RESIGNATION
FISHER,AMY BOGERT	HARBORDALE ELEMENTARY	TEACHER-READING COACH RESOURCES	RESIGNATION
GRAHAM,NICKESHA TASHEENA	DILLARD 6-12	TEACHER-PHYSICAL EDUCATION	RESIGNATION
HILLS,SUMMER DENISE PAIGE	ROCK ISLAND ELEMENTARY	TEACHER-AUTISM COACH	RESIGNATION

NOTE: This information is downloaded from SAP, due to size limitations some characters may not appear.

SEPARATION OF EMPLOYMENT

REVISED

FEBRUARY 19, 2025

NAME	LOCATION	POSITION/STATUS	REASON
HOLSTE,JILL ANNE	MCFATTER TECHNICAL COLLEGE	TEACHER-CTE STUDENT SUPPORT	RETIREMENT
HYPPOLITE,JEAN	WHIDDON-ROGERS EDUCATION	TEACHER-MATHEMATICS HIGH	RETIREMENT
JEAN-BAPTISTE,ABRIANNA	RIVERLAND ELEMENTARY	TEACHER-GRADE 4	RESIGNATION
KELLY,SUSAN MOORMAN	BEACHSIDE MONTESSORI VILL	SECONDARY SCHOOL COUNSELOR	RETIREMENT
KITCHELL-BUSH,ELEEJAH	LARKDALE ELEMENTARY	TEACHER-MUSIC GENERAL ELEM	RESIGNATION
MARGELOT,LYDIA F	TEQUESTA TRACE MIDDLE	SECONDARY SCHOOL COUNSELOR	RESIGNATION
MASON,NYANZA ALISE'	GULFSTREAM ACADEMY OF HAL	TEACHER-SOCIAL SCIENCES MIDDLE	RESIGNATION
MIGHTY II,MILTON J	FORT LAUDERDALE HIGH	TEACHER-LANGUAGE ARTS HIGH	RESIGNATION
MOREAU,SHENA ANNAKAY	STUDENT SERVICES	SCHOOL SOCIAL WORKER	RESIGNATION
MULHERN,JAMES FRANCIS	ATLANTIC TECHNICAL COLLEGE	TEACHER-LANGUAGE ARTS HIGH	RETIREMENT
PENA,VANESSA MARIE	WEST BROWARD HIGH	TEACHER-MATHEMATICS HIGH	RESIGNATION
PIN,LILIANA AMANDA	RIVERLAND ELEMENTARY	TEACHER-ESE SUPPORT FACILTY	RETIREMENT
RODNEY,TAMARA KEISHA ANN	MCARTHUR HIGH	TEACHER-LANGUAGE ARTS HIGH	RESIGNATION
RODRIGUEZ LEON,ELSA E	BANYAN ELEMENTARY	TEACHER-AUTISM CLUSTER	RESIGNATION
SALAZAR,NICOLE DIANE	PARK TRAILS ELEMENTARY	TEACHER-AUTISM CLUSTER	RESIGNATION
SANDS,LINDSEY TAYLOR	DAVIE ELEMENTARY	TEACHER-ESE PRE-SCHOOL	RESIGNATION
SIMPKINS,TERALL EDWIN	GULFSTREAM ACADEMY OF HAL	TEACHER-ESE SPECIALIZED	RESIGNATION
SPENCE,NICHOLAS R	FORT LAUDERDALE HIGH	ROTC INSTR-CERTIFIED	RESIGNATION
STALLIARD,CALLIE ECHOLS	INDIAN RIDGE MIDDLE	TEACHER-VOC BUSINESS EDUCATION	RESIGNATION
SWENSON,SAILOR MARIE	DAVIE ELEMENTARY	TEACHER-GRADE 5	RESIGNATION
WATTLEY,LISA COSENTINO	SEAGULL SCHOOL	TEACHER-ESE SPECIALIST	RETIREMENT
YOUNG,EDWARD S	DEERFIELD BEACH MIDDLE	TEACHER-SOCIAL SCIENCES MIDDLE	RESIGNATION

Non-instructional Support

CHUNG,ANTONIO S	FALCON COVE MIDDLE	FACILITIES SERVICEPERSON	RETIREMENT

NOTE: This information is downloaded from SAP, due to size limitations some characters may not appear.

SEPARATION OF EMPLOYMENT

REVISED

FEBRUARY 19, 2025

NAME	LOCATION	POSITION/STATUS	REASON
HENRY,LEONARD HUTTON	PUPIL TRANSPORTATION - C	BUS OPERATOR	RETIREMENT
KARPOWICZ,STEVEN J	PIONEER MIDDLE	HEAD FACILITY SERVICEPERS	RETIREMENT
LEMOINE,ANNE M	PUPIL TRANSPORTATION - CW	BUS OPERATOR-SPECIAL NEED	RETIREMENT
MCDONALD,HORACE ANTHONY	VEHICLE MAINTENANCE S/A	AUTO & TRUCK MECHANIC	RETIREMENT
NAVES,KEA RENEE	PUPIL TRANSPORTATION - C	BUS OPERATOR	RETIREMENT
PETIT-FRERE,SASHA	PUPIL TRANSPORTATION - C	BUS OPERATOR	RETIREMENT
PIERRE,GUERDA	ROYAL PALM - SCH FOOD SVC	FOOD SERVICE COOK & BAKER	RETIREMENT
RIVERA,MARIA ALEGRIA	DOLPHIN BAY ELEMENTARY	FACILITIES SERVICEPERSON	RETIREMENT
SALAZAR,CELINA G	SHERIDAN TECHNICAL COLLEGE	ADMINISTRATIVE SUPPORT AS	RETIREMENT
WORHAM,LAVERN HENRIETTA	MIRAMAR HIGH - SCH FOOD S	FOOD SERV GEN WKR	RETIREMENT

NOTE: This information is downloaded from SAP, due to size limitations some characters may not appear.

DISMISSED DURING PROBATIONARY PERIOD
FEBRUARY 19, 2025

NAME	LOCATION	POSITION
Instructional		
CAPERS, FLORENCE	SANDERS PARK ELEMENTARY	TEACHER-KINDERGARTEN
MILLER, HEATHER	ATLANTIC WEST ELEMENTARY	TEACHER-GRADE 5
PAZ,KATLYN	PINES LAKES ELEMENTARY	TEACHER-KINDERGARTEN
SHERWIN, FRANK	EAGLE RIDGE ELEMENTARY	TEACHER-AUTISM CLUSTER
SINDACO HENNINGS,ELIZABETH	DEERFIELD BEACH HIGH	TEACHER-ESE SUPPORT FACILTY
SMITH, ROWANNA	PARK RIDGE ELEMENTARY	TEACHER-GRADE 4
THOMPSON, ALAINA	DEERFIELD BEACH HIGH	TEACHER-MATHEMATICS HIGH
Non-instructional Support		
BATTLE, BRENASZHA	CAMPUS MONITOR	SSEP IZONES - COCONUT CREEK
CARDONA, REBECCA	FOOD AND NUTRITION SERVICES	CLERK SPEC IV (COUNTY)
DAVIS JR, RODNEY	CAMPUS MONITOR	SSEP IZONES - BOYD ANDERSON
MCCUTCHEON III, CLINTON	NORCREST ELEMENTARY	FACILITIES SERVICEPERSON
TORRES, EVELYN	APOLLO MIDDLE	FACILITIES SERVICEPERSON
WALKER JR, ROBIN	BROWARD COUNTY SCHOOLS	ARMED SAFE SCHOOL OFFICER-GUARDIAN

Separation of Employment (Resignations and Retirements)

Data showing the number of resignations and retirements by employee groups for the last four years:

Resignations	2020-21	2021-22	2022-23	2023-24
BPAA	5	10	17	15
BTU-ESP	334	380	370	399
BTU-TSP	18	32	48	37
COPA	13	23	22	19
ESMAB	17	42	35	37
FOPE	385	537	477	464
FOPE Clerical	105	152	196	177
FOPE Food Service	111	239	163	176
INSTRUCTIONAL	513	771	854	789
PBA	0	0	0	0
TOTAL	**1501**	**2186**	**2182**	**2113**
Retirements	**2020-21**	**2021-22**	**2022-23**	**2023-24**
BPAA	26	27	29	17
BTU-ESP	98	66	60	87
BTU-TSP	16	29	23	23
COPA	20	22	23	23
ESMAB	12	22	16	19
FOPE	163	180	146	139
FOPE Clerical	89	84	75	68
FOPE Food Service	52	49	49	46
INSTRUCTIONAL	491	424	325	350
PBA	3	2	2	1
TOTAL	**970**	**905**	**748**	**773**

Data comparing total resignations and retirements from July – January for the current and previous school years:

	July 2023 – January 2024	July 2024 – January 2025
BPAA	**27**	**15**
BTU-ESP	336	298
BTU-TSP	42	27
COPA	26	15
ESMAB	36	25
FOPE	402	328
FOPE Clerical	154	141
FOPE Food Service	139	115
INSTRUCTIONAL	735	396
PBA	1	1
TOTAL	**1898**	**1361**

Status: REVISED

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	H. Human Resources & Equity
DEPARTMENT:	Professional Standards

Agenda Item Number:	H-2.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Employee Discipline/Corrective Action
REVISED

REQUESTED ACTION:

Approve employee discipline and corrective actions. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investments, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Board Separation-Discipline
- Memo to Revise
- H-2 Response

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	David Azzarito	Phone:	754-321-1840
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David Azzarito, Chief People Officer

Signature

David Azzarito, Chief People Officer

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____
School Board Chair

For more information, please contact:

Name: David M. Azzarito
Title: Chief People Officer
Human Resources & Equity
Phone: 754-321-1840

EXECUTIVE SUMMARY

H-2. Employee Corrective Action 2024-2025

Board Meeting Date: February 19, 2025

Recommended Action
Approve employee corrective action.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": Upon approval, the corrective action will be implemented.

If the Board votes "No": Upon denial, the corrective action will not be implemented.

Background/History
Broward County Public Schools adheres to the procedures outlined in Policy 4.9 and Florida Statutes for administering corrective action. This process requires approval from the School Board prior to implementing corrective action.

Alignment to 2027 Goals and Guardrails
This item is aligned to Guardrail 3, School Support.

Measurable Outcome(s)/Return on Investment
Discipline implemented by the District is a method to correct the behavior and improve employee performance. Expectations are communicated throughout the due process to inform the employee about school board policies and state statutes related to their job responsibilities.

Financial Impact
The amount is determined by the number of days substitutes are needed when employees are placed on reassignment.

February 19, 2025
RECOMMENDED EMPLOYEE CORRECTIVE ACTION

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
Arvinger, Destiny	Food Service General Worker/FOPE – Food & Nutrition Services	Cresthaven Elementary	**Termination** Due to job abandonment.	Date Mailed: 01/17/25 Docs received: N/A	N/A
Baker, Russell	Technology Support Specialist II/ FOPE – Clerical	Forest Glen Middle	**(CAR) 3-Day Suspension** Progressive Discipline due to ongoing attendance and performance concerns.	Date: 10/21/24 Docs received: Yes	**10/20/23**- Pattern of Absenteeism **12/22/23** – MS – Performance **12/22/23** -VR- Insubordination ref. attendance **04/12/24** – WR – Insubordination ref. attendance **12/17/24** – PSC – 10-Day Suspension – inappropriate conduct.
Cagle, Christopher	Teacher/BTU-EP	Monarch High	**(PSC) 3-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to inappropriate conduct.	Date of PSC: 11/13/24 Docs received: 10/15/24 Pre-D Date: 12/09/24 Stipulation Signed:12/09/24	N/A
Clark, Christopher	Bus Operator/FOPE 4	Central West Transportation	**(RM) 10-Day Suspension-** Progressive Discipline due to violating Policy 2400 (Drug-Free Workplace).	Date: 12/18/24 Docs received: Presented LCA signed: 01/06/25	N/A
Dallas, Tiffany	Teacher/ BTU-EP	Hallandale High	**(PSC) 1-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to inappropriate text conversations with a student.	Date of PSC: 12/18/24 Docs received: 11/19/24 Pre-D Date: N/A Stipulation Signed: 01/08/25	N/A
Gonzalez, Vernice	Teacher Assistant/BTU-ESP	Tamarac Elementary	**(PSC) 5-Day Suspension** Determined by Professional Standards due to inappropriate conduct, had physical	Date of PSC: 12/18/24 Docs received: 10/25/24 Pre-D Date: N/A Stipulation Agmt. Signed: 01/10/25	N/A

February 19, 2025
RECOMMENDED EMPLOYEE CORRECTIVE ACTION

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
			contact with a student by placing forearm on the neck area.		
Jackson, Shandale	Bus Operator/ FOPE 4	Central West Transportation	**Termination** Due to job abandonment.	Date Mailed:12/12/24 Docs received: N/A	N/A
Jacsaint, Faranah	Campus Monitor/FOPE-4	SSEP – Area Security	**(CAR) Termination** Due to job abandonment.	Date Mailed: 01/07/25 Docs received: N/A	N/A
Jean Louis, Marie	Classroom Assistant/BTU-ESP	Morrow Elementary	**(PSC) 3-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to inappropriate conduct-pushes a student.	Date of PSC: 12/04/24 Docs received: 11/06/24 Pre-D Date: N/A Stipulation Signed: 01/07/25	N/A
Jones, Dwight	Campus Monitor/FOPE 4	SSEP - Margate Middle School	**Termination** Progressive Discipline due to breach of terms outlined in Last Chance Agreement – sleeping while on duty (violation of School Board Policy 4.9).	Date: Waived per LCA Docs received: 12/30/24 LCA:11/06/24	N/A
Kowalewski, Timothy	Bus Operator/FOPE 4	Central Transportation	**Termination** Due to job abandonment.	Date Mailed: 10/9/24 Docs received: N/A	N/A
Montes, Candace	Department Secretary/COPA	Behavior Threat Assessment	**(CAR) 3-Day Suspension** Progressive Discipline due to gross insubordination and inappropriate comment made toward the Chief Safety & Security Officer (TA)	Date: 01/06/25 Docs received: N/A	N/A
Patterson, Jacquan	Facilities Serviceperson/FOPE 4	Harbordale Elementary	**(CAR) 3-Day Suspension** Progressive Discipline due to failure to adhere to safety and security protocols. Gave an after care employee a duplicate key to unlock the doors.	Date: 11/13/24 Docs received: N/A	N/A
Russel Ruskin, Sivongile	Classroom Assistant/BTU-ESP	Western High	**(CAR) 10-Day Suspension** Progressive Discipline due to inappropriate and	Date: 10/02/24 Docs received: Yes	N/A

February 19, 2025
RECOMMENDED EMPLOYEE CORRECTIVE ACTION

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
			unprofessional behavior with physical contact towards an ESE student.		
Saintard, Guilene	Food Service Cook & Baker IIA/FOPE Food & Nutrition Services	Food & Nutrition Services	**Termination** Due to job abandonment.	Date Mailed: 01/30/25/24 Docs received: N/A	**01/30/25** – Mailed WR - Attendance **10/25/24** – VR – Attendance **06/05/24** – SM – Attendance **12/20/23** – WR- Behavior
Simpson, Stephanie	Library Media Clerk/FOPE Clerical	Robert C. Markham Elementary	**(PSC) 3-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to failure to report an allegation to Children and Protective Services (CPIS).	Date of PSC: 12/04/24 Docs received: 10/07/24 Pre-D Date: N/A Stipulation Signed: 01/07/25	N/A
Smith, Fabiana	Classroom Assistant/BTU-ESP	Tedder Elementary	**(PSC) 10-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to inappropriate conduct, slapped a student in the face.	Date of PSC: 12/04/24 Docs received: 11/06/24 Pre-D Date: N/A Stipulation Signed: 12/17/24	N/A
Sparks, Monhongany	Classroom Assistant/BTU-ESP	The Quest Center	**(PSC) 3-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to failure to self-report.	Date of PSC: 11/13/24 Docs received: 10/01/24 Pre-D Date: N/A Stipulation Signed: 12/16/24	N/A
Stafford, Mary	Teacher/BTU-EP	Westchester Elementary	**(RM) 10-Day Suspension** Progressive Discipline due to violating Policy 2400 (Drug-Free Workplace).	Date: N/A Docs received: LCA signed: 12/18/24	N/A
Walter, Cecil	HVAC Mechanic/FOPE 4	Physical Plant Operations Zone 3	**(CAR) 1-Day Suspension** Progressive Discipline due to relieving himself	Date: 07/22/24 Docs received: N/A	N/A

February 19, 2025
RECOMMENDED EMPLOYEE CORRECTIVE ACTION

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
			between the fuel island and the company-issued vehicle.		
White, Mark	Teacher BTU-EP	Coral Cove Elementary	**(PSC) 10-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to inappropriate conduct/comments to a student.	Date of PSC: 10/16/24 Docs received: 09/11/24 Pre-D Date: 11/01/24 Stipulation Signed: 01/09/25	N/A
Williams, Rickisha	Bus Operator/FOPE 4	North Area Transportation	**(CAR) 2-Day Suspension** Progressive Discipline due to 2ND preventable bus accident.	Date: 10/30/24 Docs received: Presented	**11/11/24** -1 Day Susp.-Failure to report accident, **02/21/24** - 1 Day Susp.-Rule #3B, **03/15/23** – 2 Days Susp. -Rule #9, **04/28/23** – WR - Rule #3B **03/10/23** – VR - Rule #3B **03/09/23** – VR - Rule #3A
Woods, Darin	Assistant Head Facilities Serviceperson/FOPE 4	Wingate Oaks Center	**(RM) Termination** Progressive Discipline due to violating Policy 2400 (Drug-Free Workplace).	Date: Rescheduled from 11/14/24 to 12/03/24-No Show Docs received: N/A	**09/09/24**-MS-Behavior and attendance. **01/27/22-**MS-Fail to adhere to safety policies. **09/06/20**-MS-Behavior. **04/27/21**-Settlement Agmt.-Employment reinstated. **03/10/21**- Dismissal of Employment.
Wright, Joshua	Campus Monitor/FOPE 4	SSEP – Area Security	**Termination** Due to job abandonment.	Date Mailed: 01/15/25 Docs received: N/A	N/A

February 19, 2025
RECOMMENDED EMPLOYEE CORRECTIVE ACTION

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
Ximines, Veronica	Teacher Assistant/BTU-ESP	Lloyd Estates Elementary	**(RM) Termination** Progressive Discipline due to violating Policy 2400 (Drug-Free Workplace).	Date: 12/19/24- No show Docs received: N/A	N/A

Legend:
CAR = Corrective Action Report – Site-Based Investigation
LCA = Last Chance Agreement
MS = Meeting Summary
Pre-D = Pre-Disciplinary Meeting
PSC = Professional Standards Committee – Personnel Investigation
RM = Risk Management

DMA/SM:cr

Established 1915
BROWARD
County Public Schools

OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS

PHONE: 754-321-2600 **FAX:** 754-321-2701 **EMAIL:** superintendent@browardschools.com

February 12, 2025

TO: School Board Members

FROM: David M. Azzarito, Jr.
Chief People Officer

VIA: Dr. Howard Hepburn
Superintendent of Schools

SUBJECT: **REQUEST TO REVISE H-2 RECOMMENDED EMPLOYEE CORRECTIVE ACTONS, FOR THE FEBRUARY 19, 2025, REGULAR SCHOOL BOARD MEETING**

Attached is a revision for H-2, Recommended Employee Corrective Action for the February 19, 2025, Regular School Board Meeting.

- Revision: Resignation in lieu of job abandonment for Joshua Wright.

HH/DMA/SM:cr

REFERENCE NUMBER:_____

SEPARATION OF EMPLOYMENT (RESIGNATION) AND RETIREMENT FORM

CHOOSE ONE: ☑ RESIGNATION ☐ RETIREMENT

COMPLETE IF RESIGNING OR RETIRING FROM BROWARD COUNTY PUBLIC SCHOOLS

THIS ACTION TERMINATES THE EMPLOYEE FROM THE DISTRICT.

- If the employee is **resigning** from Broward County Public Schools, attach this form to the Separation of Employment iForm.
- If the employee is **retiring**, the employee **must** meet with the Benefits Department. The Benefits Department will forward this form to the location and Personnel Records. No action is required by the location.

EMPLOYEE INFORMATION

TYPE OF EMPLOYEE: ☐ INSTRUCTIONAL ☑ NONINSTRUCTIONAL

Wright	Joshua	D	163253
LAST NAME	FIRST NAME	MI	SAP PERSONNEL NUMBER

9718	SSEP-Charles W. Flanagan HS	Campus Monitor
LOCATION #	LOCATION NAME	POSITION TITLE

EFFECTIVE DATE OF SEPARATION/RETIREMENT FROM BROWARD COUNTY PUBLIC SCHOOLS
(THIS IS THE FIRST DAY YOU ARE NO LONGER EMPLOYED BY SBBC): 2/3/2025

ACCESS ESS TO VERIFY/UPDATE YOUR PERMANENT ADDRESS. YOUR LAST PAYCHECK WILL BE MAILED TO YOUR PERMANENT ADDRESS.

Indicate the PRIMARY reason for your voluntary separation (choose one):

- ☐ Accepted a job not in another School District (51/C/M)
- ☐ Accepted a job in another Florida School District (49/B/M)
- ☐ Accepted a job in another School District outside of Florida (50/L/M)
- ☐ Dissatisfied with Pay (43/D/A)
- ☐ Dissatisfied with Working Conditions (48/D/D)
- ☐ Family Obligation (42/E/F)
- ☐ Inadequate Benefits (52/E/K)
- ☐ Lack of Opportunity for Advancement (X/E/B)
- ☐ Non-job connected due to medical reasons (61/E/M)
- ☐ Military (70/E/M)
- ☑ Personal (44/E/F)
- ☐ Relocation (46/E/H)
- ☐ Retirement (30/A/I) _____
- ☐ Retirement/Disability (31/A/I) _____
- ☐ Returned to School (47/E/G)
- ☐ Resigned in Lieu of Termination During Probationary Period (07/N/E)

Please rate your level of satisfaction in the following areas (1 = least satisfied, 5 = most satisfied)

Salary 3 Benefits 5 Work Environment 5 Training/Orientation 5
Administrative Support 5 District Support 5

Additional Information to be Completed by Instructional Employees:

Accepted another teaching position:
- ☐ At a non-public school within the District (A)_____
- ☐ Within another district in Florida (B)_____
- ☐ Outside the State of Florida(C)_____

Accepted another position in the field of education:
- ☐ Within another district in Florida (E)_____
- ☐ Outside the state of Florida(F)_____

Accepted a position other than teaching or the field of education:
- ☐ Within another District in Florida (H)
- ☐ Outside the State of Florida (I)

Not Applicable
- ☐ Declines to disclose future plans (Y)
- ☐ Has not accepted employment elsewhere (Z)

Employee's Signature: _____ Date: 01/31/25

Form #4049 Revised 01/2012 Instructional Staffing

February 19, 2025
RECOMMENDED EMPLOYEE CORRECTIVE ACTION

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
Arvinger, Destiny	Food Service General Worker/FOPE – Food & Nutrition Services	Cresthaven Elementary	**Termination** Due to job abandonment.	Date Mailed: 01/17/25 Docs received: N/A	N/A
Baker, Russell	Technology Support Specialist II/ FOPE – Clerical	Forest Glen Middle	**(CAR) 3-Day Suspension** Progressive Discipline due to ongoing attendance and performance concerns.	Date: 10/21/24 Docs received: Yes	**10/20/23**- Pattern of Absenteeism **12/22/23** – MS – Performance **12/22/23** -VR- Insubordination ref. attendance **04/12/24** – WR – Insubordination ref. attendance **12/17/24** – PSC – 10-Day Suspension – inappropriate conduct.
Cagle, Christopher	Teacher/BTU-EP	Monarch High	**(PSC) 3-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to inappropriate conduct.	Date of PSC: 11/13/24 Docs received: 10/15/24 Pre-D Date: 12/09/24 Stipulation Signed:12/09/24	N/A
Clark, Christopher	Bus Operator/FOPE 4	Central West Transportation	**(RM) 10-Day Suspension-** Progressive Discipline due to violating Policy 2400 (Drug-Free Workplace).	Date: 12/18/24 Docs received: Presented LCA signed: 01/06/25	N/A
Dallas, Tiffany	Teacher/ BTU-EP	Hallandale High	**(PSC) 1-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to inappropriate text conversations with a student.	Date of PSC: 12/18/24 Docs received: 11/19/24 Pre-D Date: N/A Stipulation Signed: 01/08/25	N/A
Gonzalez, Vernice	Teacher Assistant/BTU-ESP	Tamarac Elementary	**(PSC) 5-Day Suspension** Determined by Professional Standards due to inappropriate conduct, had physical	Date of PSC: 12/18/24 Docs received: 10/25/24 Pre-D Date: N/A Stipulation Agmt. Signed: 01/10/25	N/A

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
			contact with a student by placing forearm on the neck area.		
Jackson, Shandale	Bus Operator/ FOPE 4	Central West Transportation	**Termination** Due to job abandonment.	Date Mailed:12/12/24 Docs received: N/A	N/A
Jacsaint, Faranah	Campus Monitor/FOPE-4	SSEP – Area Security	**(CAR) Termination** Due to job abandonment.	Date Mailed: 01/07/25 Docs received: N/A	N/A
Jean Louis, Marie	Classroom Assistant/BTU-ESP	Morrow Elementary	**(PSC) 3-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to inappropriate conduct-pushes a student.	Date of PSC: 12/04/24 Docs received: 11/06/24 Pre-D Date: N/A Stipulation Signed: 01/07/25	N/A
Jones, Dwight	Campus Monitor/FOPE 4	SSEP - Margate Middle School	**Termination** Progressive Discipline due to breach of terms outlined in Last Chance Agreement – sleeping while on duty (violation of School Board Policy 4.9).	Date: Waived per LCA Docs received: 12/30/24 LCA:11/06/24	N/A
Kowalewski, Timothy	Bus Operator/FOPE 4	Central Transportation	**Termination** Due to job abandonment.	Date Mailed: 10/9/24 Docs received: N/A	N/A
Montes, Candace	Department Secretary/COPA	Behavior Threat Assessment	**(CAR) 3-Day Suspension** Progressive Discipline due to gross insubordination and inappropriate comment made toward the Chief Safety & Security Officer (TA)	Date: 01/06/25 Docs received: N/A	N/A
Patterson, Jacquan	Facilities Serviceperson/FOPE 4	Harbordale Elementary	**(CAR) 3-Day Suspension** Progressive Discipline due to failure to adhere to safety and security protocols. Gave an after care employee a duplicate key to unlock the doors.	Date: 11/13/24 Docs received: N/A	N/A
Russel Ruskin, Sivongile	Classroom Assistant/BTU-ESP	Western High	**(CAR) 10-Day Suspension** Progressive Discipline due to inappropriate and	Date: 10/02/24 Docs received: Yes	N/A

RECOMMENDED EMPLOYEE CORRECTIVE ACTION

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
			unprofessional behavior with physical contact towards an ESE student.		
Saintard, Guilene	Food Service Cook & Baker IIA/FOPE Food & Nutrition Services	Food & Nutrition Services	**Termination** Due to job abandonment.	Date Mailed: 01/30/25/24 Docs received: N/A	**01/30/25** – Mailed WR - Attendance **10/25/24** – VR – Attendance **06/05/24** – SM – Attendance **12/20/23** – WR- Behavior
Simpson, Stephanie	Library Media Clerk/FOPE Clerical	Robert C. Markham Elementary	**(PSC) 3-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to failure to report an allegation to Children and Protective Services (CPIS).	Date of PSC: 12/04/24 Docs received: 10/07/24 Pre-D Date: N/A Stipulation Signed: 01/07/25	N/A
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Stafford, Mary	Teacher/BTU-EP	Westchester Elementary	**(RM) 10-Day Suspension** Progressive Discipline due to violating Policy 2400 (Drug-Free Workplace).	Date: N/A Docs received: LCA signed: 12/18/24	N/A
Walter, Cecil	HVAC Mechanic/FOPE 4	Physical Plant Operations Zone 3	**(CAR) 1-Day Suspension** Progressive Discipline due to relieving himself	Date: 07/22/24 Docs received: N/A	N/A

February 19, 2025
RECOMMENDED EMPLOYEE CORRECTIVE ACTION

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
			between the fuel island and the company-issued vehicle.		
White, Mark	Teacher BTU-EP	Coral Cove Elementary	**(PSC) 10-Day Suspension** Determined by the Professional Standards Committee, progressive Discipline due to inappropriate conduct/comments to a student.	Date of PSC: 10/16/24 Docs received: 09/11/24 Pre-D Date: 11/01/24 Stipulation Signed: 01/09/25	N/A
Williams, Rickisha	Bus Operator/FOPE 4	North Area Transportation	**(CAR) 2-Day Suspension** Progressive Discipline due to 2ND preventable bus accident.	Date: 10/30/24 Docs received: Presented	**11/11/24** -1 Day Susp.-Failure to report accident, **02/21/24** - 1 Day Susp.-Rule #3B, **03/15/23** – 2 Days Susp. -Rule #9, **04/28/23** – WR - Rule #3B **03/10/23** – VR - Rule #3B **03/09/23** – VR - Rule #3A
Woods, Darin	Assistant Head Facilities Serviceperson/FOPE 4	Wingate Oaks Center	**(RM) Termination** Progressive Discipline due to violating Policy 2400 (Drug-Free Workplace).	Date: Rescheduled from 11/14/24 to 12/03/24-No Show Docs received: N/A	**09/09/24**-MS-Behavior and attendance. **01/27/22**-MS-Fail to adhere to safety policies. **09/06/20**-MS-Behavior. **04/27/21**-Settlement Agmt.-Employment reinstated. **03/10/21**- Dismissal of Employment.
~~Wright, Joshua~~	~~Campus Monitor/FOPE 4~~	~~SSEP – Area Security~~	~~**Termination** Due to job abandonment.~~	~~Date Mailed: 01/15/25 Docs received: N/A~~	~~N/A~~

February 19, 2025
RECOMMENDED EMPLOYEE CORRECTIVE ACTION

Name	Position/ Bargaining Unit	Location	Recommendation	Due Process	Meeting Summary/Prior Discipline(s)
Ximines, Veronica	Teacher Assistant/BTU-ESP	Lloyd Estates Elementary	**(RM) Termination** Progressive Discipline due to violating Policy 2400 (Drug-Free Workplace).	Date: 12/19/24- No show Docs received: N/A	N/A

Legend:
CAR = Corrective Action Report – Site-Based Investigation
LCA = Last Chance Agreement
MS = Meeting Summary
Pre-D = Pre-Disciplinary Meeting
PSC = Professional Standards Committee – Personnel Investigation
RM = Risk Management

DMA/SM:cr

Revised 1.31.25 @ 4:36 pm

Staff Follow Up: RSBM-021925-01 (D. Hixon)
Today's Date: February 11, 2025
Due Date: February 14, 2025

Established 1915 BROWARD County Public Schools | Educating Today's Students to Succeed in Tomorrow's World

Topic: H-2. Employee Discipline/Corrective Action

Staff Follow Up: H-2- I thought we had a zero tolerance for staff doing things against students. There are 5 disciplinary actions against staff that either texted students inappropriately or had some type of physical contact. Why are they not being terminated? Especially T. Dallas that is only getting one day for inappropriately texting a student.

Response: Each corrective action case received by the Professional Standards Department has a unique context that can lead to different final outcomes of corrective action. For the case regarding texting, there are different levels of texts that can be exchanged between students and staff. The number, content, and time of the text for each situation can dictate the level of correction action received by the employee.

The same concept applies for physical conduct. There can be physical contact that results in injury to a student or physical content that did not result in injury or harm. Physical contact could have been made with the intent to protect the student from themselves or others. Each situation follows the corrective action process outlined in District Policy 4.9, state statutes, and collective bargaining agreements.

HH/DA/:tjr

David Azzarito
Chief People Officer

Dr. Howard Hepburn
Superintendent of Schools

2/12/24 COMPLETED

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	H. Human Resources & Equity
DEPARTMENT:	Talent Acquisition

Agenda Item Number:	H-3.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	N/A

TITLE:

Supplemental Pay Position 7

REQUESTED ACTION:

Approve supplemental pay positions for the 2024-2025 school/fiscal year. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investments, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Supplemental Pay
- H-3 Response

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	David Azzarito	Phone:	754-321-1840
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David Azzarito, Chief People Officer

Signature

David Azzarito, Chief People Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: David Azzarito
Title: Chief People Officer
Human Resources & Equity
Phone: 754-321-1840

EXECUTIVE SUMMARY

Supplemental Pay Positions

Board Meeting Date: February 19, 2025

Recommended Action
Approve supplemental pay positions for the 2024-2025 School/Fiscal Year.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The supplement will remain, and the employee will receive the supplement(s) when paid.

If the Board votes "No": The supplement would need to be removed, and the employee may be overpaid. Notices would be sent to recover the overpayment.

Background/History
The collective bargaining agreement for the various employee groups outline the available supplements, their requirements and associated compensation. Policy 6210, Supplements, outlines the procedures for the positions. Principals/directors are responsible for advertising these positions, selecting the candidates to fill these rolls and processing the payments for assigned duties. An employee may qualify and may be selected for multiple supplemental positions. Individuals accepting supplements understand they must comply with regulations and policies set forth by the Florida Department of Education and the District.

Alignment to 2027 Goals and Guardrails
This item is aligned with Guardrail 3, School Support.

Measurable Outcome(s)/Return on Investment
The ability to earn supplements by employees leads to greater retention. Employees become more engaged and committed to their work when rewarded.

Financial Impact
No additional funding is required. The respective funding is allocated in school/department's budgets.

2024-2025 SUPPLEMENT LIST

February 19, 2025

Name	Location	Supplemental Pay	Annual Amount
ADAMS,HARMONY NA TERRIA	BOYD H. ANDERSON HIGH SCHOOL	ASST SWIMMING-G (HS) FALL	$1,302.00
ADAMS,HARMONY NA TERRIA	BOYD H. ANDERSON HIGH SCHOOL	ASST ATH DIR (HS)	$2,169.00
ALBERT,BETH AMY	WEST BROWARD HIGH	HD VOLLEYBALL-G (MD) SPR	$1,302.00
ALVAREZ DEL REAL,DANIEL RYAN	SSEP IZONES - ELY & HOLLYWOOD HILLS	ASST BASEBALL-B (HS) SPR	$1,302.00
AMERSON,ADJANEE LILLIEE	OLSEN MIDDLE	SOC ST COMP (SB)	$430.20
AMMANN,BETTY ANDRIENE	MCARTHUR HIGH	SCHOOL IMPROVEMENT	$717.00
ANDERSON,COURTNEY	BLANCHE ELY HIGH	HD TRACK-G (HS) SPR	$2,169.00
ANDERSON,OLIVIA SCHINEQUA	STRANAHAN HIGH	HD BSKTBALL-G (HS) WIN	$2,604.00
AQUINO,MICHELLE	FORT LAUDERDALE HIGH	CALLING SUBS (SUPPL)	$374.70
ARNOLD,NICOLE MARCELLE	CYPRESS BAY HIGH	HD VOLLEYBALL-G JV (HS) F	$1,185.00
AYALA,RAMON LUIS	HOLLYWOOD HILLS HIGH	HD BASEBALL-B (HS) SPR	$2,169.00
BAEZ,MARITZA	MCFATTER TECHNICAL COLLEGE	CLUB SPONSOR I	$392.00
BAEZ,MARITZA	MCFATTER TECHNICAL COLLEGE	CLUB SPONSOR 2	$392.00
BECERRA,MELISSA ANN	WESTERN HIGH	CHRPERSON/HIGH SCH	$936.00
BECKFORD,DAVID L	MCARTHUR HIGH	SCHOOL IMPROVEMENT	$717.00
BELIZAIRE,MELISSA	STUDENT SERVICES	SOCIAL WORKER	$1,559.36
BELLAMY,JOANNA	BROWARD ESTATES ELEMENTARY	VOLUNTEER COORD	$625.00
BENNER,ROSS D.	CHARLES FLANAGAN HIGH	HD SWIMMING-B/G COMB(HS)F	$2,761.00
BIAVA,SHARON LYNN	SILVER LAKES ELEMENTARY	CURRIC ACTIVITIES 2	$400.00
BISHOP,LAUREN JANE	LIBERTY ELEMENTARY	INTERVTN TEAM LDR	$2,521.00
BLUE,DELROY ANTION	EVERGLADES HIGH	ASST TRACK-B (HS) SPR	$1,735.00
BOODOO,REANNA K	DEERFIELD BEACH HIGH	ACAD SUPP EXTR P2	$2,700.00
BOUNOUTAS,STEVEN S	EVERGLADES HIGH	HD FLAG FB V & JV (HS) SP	$2,366.00
BOURBEAU,LAUREN ASHLEY	HARBORDALE ELEMENTARY	FIELD TRIP COORD	$93.60
BOWE,MELVERN BRIDGETTE	SILVER LAKES MIDDLE	CHRPERSON/MATH	$421.20
BOWLING,TIFFANY ANN	ATLANTIC TECHNICAL COLLEGE	CHRPERSONN/VOC	$468.00
BRAYBOY,SHUTEAMIA TAKEIRA	DEERFIELD BEACH HIGH	ACAD SUPP EXTR P1	$2,700.00
BRETZ,ERIKA LEAH	MAPLEWOOD ELEMENTARY	CHRPERSON/TEAM LEADER	$233.09
BROWN,ANTHONY	WALTER C. YOUNG MIDDLE	HD VOLLEYBALL B (MD) SPR	$651.00
BROWN,ANTHONY	WALTER C. YOUNG MIDDLE	HD FLAG FB GRLS (MD)	$651.00
BROWN,ANTHONY	WALTER C. YOUNG MIDDLE	HD FLAG FB BOYS (MD)	$1,302.00
BROWN,CARLYN ANTOINETTE	SOUTH BROWARD HIGH	CLUBS OTHER TVCA	$900.00
BROWN,KENNETH M	DEERFIELD BEACH HIGH	ACAD SUPP EXTR P2	$2,700.00
BRUNS,VERONICA ANNE	SOUTH BROWARD HIGH	CLUBS OTHER TVCA	$900.00
BRUNT,MICHAEL J	CYPRESS BAY HIGH	HD TENNIS-G (HS) SPR	$1,302.00

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Name	Location	Supplemental Pay	Annual Amount
BUA,JOHN J.	NOVA HIGH SCHOOL	HD TENNIS-B/G COMB (HS) S	$1,579.00
CAMACHO,JULIA MARIE	PINES LAKES ELEMENTARY	BUS.SUPRT CNTR I	$15.60
CAMACHO,JULIA MARIE	PINES LAKES ELEMENTARY	BUS.SUPRT CNTR II	$15.60
CAMACHO,JULIA MARIE	PINES LAKES ELEMENTARY	BUS.SUPRT CNTR III	$15.60
CAMERA,SHANE MICHAEL	WESTERN HIGH	HD WRSTLNG B (HS) WIN	$2,169.00
CARTER,MIKEYLA TYRA	CRYSTAL LAKE MIDDLE	FIELD TRIP COORD	$625.00
CEDILLOS,AFRICA NAOMI	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR I	$372.40
CHAMBERS,ANNMARIE ELIZABETH	MONARCH HIGH	CLUB SPONSOR 2	$196.00
CHERY,CREFLO	POMPANO BEACH HIGH	ASST TRACK-B (HS) SPR	$1,735.00
COBURN,CARYN MCCLURE	MCFATTER TECHNICAL COLLEGE	CLUB SPONSOR I	$392.00
COHEN,TRACI LYN	CRYSTAL LAKE MIDDLE	SCIENCE COMP (SB)	$717.00
COKE,WALLACE EMORY	WEST BROWARD HIGH	HD SOCCER-B (HS) WIN	$1,084.50
COKLEY JR,TIMOTHY THEODORE	PINE RIDGE EDUCATION CENTER	ASST BSKTBALL-B (HS WIN	$867.50
COLLOT,BRANDY CARMEL	DEERFIELD BEACH MIDDLE	BAND DIRECTOR (SUPPL)	$1,185.20
COMRIE-ANDERSON,HEATHER DAWN	WESTERN HIGH	HUMAN RELATIONS COUNCIL	$500.00
CONNER,FREDRICK DRAJON	SUBSTITUTE TEACHERS	ASST BSKTBALL-B (HS WIN	$1,735.00
CONNERY,COLLEEN	BAIR MIDDLE	YEARBOOK SPONSOR	$281.25
COSTANZO,JOSEPH CHARLES	WESTCHESTER ELEMENTARY	CLUB SPONSOR I	$352.80
COSTANZO,JOSEPH CHARLES	WESTCHESTER ELEMENTARY	CLUB SPONSOR 2	$392.00
COZZATI,NICHOLAS CHARLES	WEST BROWARD HIGH	HD FLAG FB-VAR (HS) SPR	$1,579.00
CRISTAFARO,PAUL	WESTERN HIGH	ASST WRSTLNG-B (HS) WIN	$1,735.00
CROSSLEY,SUSAN DAWN	EVERGLADES HIGH	HD SOFTBALL (HS) SPR	$2,169.00
CROWDER,GERALD JERMAINE	POMPANO BEACH HIGH	ASST BSKTBALL-G (HS WIN	$1,735.00
DARBY,JASON A	SUNLAND PARK ACADEMY	CAFETERIA DUTY/BREAKFAST	$358.50
DAVIS,OLIVIA MARBURY	SSEP IZONES - WEST BROWARD &	HD BSKTBALL-G (MD) WIN	$1,302.00
DAVIS,OLIVIA MARBURY	SSEP IZONES - WEST BROWARD &	HD FLAG FB GRLS (MD)	$601.00
DEAN,VASHONE LEANZA	CUSTODIAL/GROUNDS SERVICES	HD CHRLEADER (MD) WIN	$1,302.00
DELICES SR,DARIO	SUBSTITUTE TEACHERS	HD TRACK-B (HS) SPR	$2,169.00
DELICES SR,DARIO	SUBSTITUTE TEACHERS	HD. CR CNTRY- B (MD)	$601.00
DELICES SR,DARIO	SUBSTITUTE TEACHERS	HD. CR CNTRY- G (MD)	$601.00
DENNIS,BRIAN MAURICE	SILVER TRAIL MIDDLE	HD FLAG FB BOYS (MD)	$1,302.00
DEPANICIS,CYNTHIA	WESTERN HIGH	CURRIC ACTIVITIES 1	$358.40
DEROY,JESSICA ANN	WESTERN HIGH	FREE LUNCH COORD	$682.00
DEROY,JESSICA ANN	WESTERN HIGH	VOLUNTEER COORD	$312.00
DETOTTO,CRISTINA MIHAELA	NOVA DWIGHT D EISENHOWER	CHRPERSON/TEAM LEADER	$390.00

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Name	Location	Supplemental Pay	Annual Amount
DIAZ IBARRA,JOANNA ADRIANA	HOLLYWOOD HILLS HIGH	ESOL COORD/CONTCT	$1,150.00
DIDYMUS,THOMAS RICHARD	POMPANO BEACH HIGH	HD TRACK-G (HS) SPR	$2,169.00
DILLEHAY,SHANNON LEEANNE	SILVER TRAIL MIDDLE	CHRPERSON/TEXTBOOK	$968.40
DIPIERRO,MICHAEL J	POMPANO BEACH ELEMENTARY	HD BEACH VOLLEYBL G(HS)SP	$1,579.00
DUNCAN,LADONNA SHARICE	SSEP IZONES - COCONUT CREEK &	ASST SOFTBALL-G (HS) SPR	$1,302.00
DUNCAN,LADONNA SHARICE	SSEP IZONES - COCONUT CREEK &	ASST BSKTBALL-G (HS WIN	$1,735.00
DURANT,ANA CHRISTINA MARIA	DEERFIELD BEACH HIGH	ACAD SUPP EXTR P2	$2,700.00
EAGAN,PATRICK MICHAEL	POMPANO BEACH HIGH	HD FLAG FB-JV (HS) SPR	$1,185.00
ECHEVARRIA,KRISTEN DIAZ	NORTHEAST HIGH	INTERVTN TEAM LDR	$1,134.45
EDELSTEIN,DAWN TRACI	CHARLES FLANAGAN HIGH	ASST SWIMMING-G (HS) FALL	$1,302.00
EDWARDS,ELIZABETH T	STUDENT SERVICES	SOCIAL WORKER	$1,559.36
ESTELHOMME,TRACEY	PLANTATION HIGH	SR CLS SPON (SUPPL)	$512.20
FACEN,PORTIA ANTRINAE	LYONS CREEK MIDDLE	HD FLAG FB GRLS (MD)	$1,302.00
FAIR JR,WALLACE DAVIS	PINES MIDDLE	HD BSKTBALL-B (MD) WIN	$1,302.00
FALL,MAME-DIARRA BOUSSO	WINGATE OAKS CENTER	FIELD TRIP COORD	$717.00
FANFAN,ROBINSON	SSEP IZONES - DILLARD & STRANAHAN	ASST BSKTBALL-B (HS WIN	$1,735.00
FAUER,JAROD WAYNE	MIRAMAR HIGH	JROTC EXTRACURICLR	$501.90
FAUER,JAROD WAYNE	MIRAMAR HIGH	ROTC(SUPPL)	$913.50
FERRARO,NICOLE ANTOINETTE	HARBORDALE ELEMENTARY	CHRPERSON/TEAM LEADER	$322.74
FIELDS,WHITNEY LESLIE ANN	DILLARD ELEMENTARY	HD BSKTBALL-G (HS) WIN	$2,604.00
FIRTH,JOHNATHAN	POMPANO BEACH HIGH	HD FLAG FB-VAR (HS) SPR	$1,579.00
FOUNTAIN,WINDY RANI	PLANTATION HIGH	HD SOFTBALL (HS) SPR	$2,169.00
FOWLER,JENNIFER DEMOPOULOS	CHALLENGER ELEMENTARY	FIELD TRIP COORD	$215.40
GALVEZ,JOHN S	SILVER TRAIL MIDDLE	HD BSKTBALL-B (HS) WIN	$1,302.00
GARCIA,GEIDY FLOR	MCNAB ELEMENTARY	SAFETY PATROL (SUPPL)	$161.55
GARCIA,GEIDY FLOR	MCNAB ELEMENTARY	FIELD TRIP COORD	$281.25
GARCIA,ONEL D	WESTERN HIGH	HD BASEBALL-B (HS) SPR	$2,169.00
GAYLE,RAYON	TARAVELLA, J.P. HIGH	HD SOCCER-B (HS) WIN	$2,169.00
GENISE,CHRISTINE L	CRYSTAL LAKE MIDDLE	DEBATE (SUPPL)	$1,184.40
GOLDEN,CEDRIC DARREL	SSEP IZONES - ELY & HOLLYWOOD HILLS	HD FLAG FB V & JV (HS) SP	$2,169.00
GOPIE,FABION FEDERICK	BRIGHT HORIZONS SCHOOL	HD SOCCER-G (HS) WIN	$2,169.00
GORDON,COURTNEY D	MATERIALS LOGISTICS	ASST FLAG FOOTBALL HS SPR	$947.00
GREEN,AUDREY LYNN	SILVER TRAIL MIDDLE	TECH LIAISON COM	$717.00
GRISSETTE JR,JOSEPH LEE	WESTGLADES MIDDLE	HD FLAG FB BOYS (MD)	$651.00
GUEST,CHARLOTTE L	POMPANO BEACH HIGH	HD WATER POLO-G (HS) SPR	$1,185.00

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Name	Location	Supplemental Pay	Annual Amount
GUY,NATALIE NICOLE	MCFATTER TECHNICAL COLLEGE	CLUB SPONSOR I	$392.00
GUY,NATALIE NICOLE	MCFATTER TECHNICAL COLLEGE	SCHOOL IMPROVEMENT	$359.00
HAKAM,NOUHA	WESTERN HIGH	CURRIC ACTIVITIES 1	$717.00
HAMILTON,ALEXIA D'ANTE	CRYSTAL LAKE MIDDLE	CHRPERSON/MATH	$1,248.00
HAMILTON,SYDNEY MICHELLE	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR I	$372.40
HANAN,MARISSA SARA	COOPER CITY HIGH	HD CHLDR-VAR/JVCOMB(HS)FW	$690.25
HANSINGER,ERICA BETH	WESTERN HIGH	CURRIC ACTIVITIES 1	$359.00
HARRINGTON,BRIANNA GWENDOLYN	WESTPINE MIDDLE	ACADEMIC STUD ACT 1	$250.00
HAYNES,ANTWUAN MALIK	PLANTATION HIGH	HD TRACK-B (HS) SPR	$2,169.00
HEICHEN,AMANDA GABRIELA	PARK RIDGE ELEMENTARY	INTERVTN TEAM LDR	$1,260.60
HERRERA,HANZY J	NEW RIVER MIDDLE	HD SOCCER-G (HS) WIN	$2,169.00
HERRON,RICKY VALDANO	SSEP IZONES - ELY & HOLLYWOOD HILLS	HD TENNIS-B/G COMB (HS) S	$1,579.00
HOLLIS,JERMAINE	SAFETY & SECURITY OPERATIONS	ATHLETIC DIR (HS)	$4,490.00
HUBBARD,MARIA P	EARLY CHILDHOOD EDUCATION	ADD'T OFF ASSIGN 1	$218.75
HUBBARD,MARIA P	EARLY CHILDHOOD EDUCATION	ADD'T OFF ASSIGN 2	$218.75
JAMES,SHANNON NICOLE	COOPER CITY HIGH	ASST SOCCER-B (HS) WIN	$1,302.00
JEAN BAPTISTE,TACOYA J	ATLANTIC WEST ELEMENTARY	CURRIC ACTIVITIES 1	$359.00
JEAN BAPTISTE,TACOYA J	ATLANTIC WEST ELEMENTARY	SACS COORD	$359.00
JOHNSON,IYONNA	THE QUEST CENTER	BUS DUTY	$215.16
JOHNSON,TAHRIC ODANE	BROWARD COUNTY SCHOOLS POLICE	ASST SOCCER-B (HS) WIN	$1,302.00
JONAS,BRANDON SCOTT	BLANCHE ELY HIGH	ASST BSKTBALL-B (HS WIN	$867.50
JORDAN,ANTHONY M	SAFETY & SECURITY OPERATIONS	HD TRACK-B (HS) SPR	$2,169.00
KOPEK,KASANDRA ELAIN	MCFATTER TECHNICAL COLLEGE	CLUB SPONSOR I	$392.00
KOVARIK,ASHLEY NICOLE	NOB HILL ELEMENTARY	CLUB SPONSOR I	$313.60
KROUPOVA,DANIELA	MCNAB ELEMENTARY	CALLING SUBS (SUPPL)	$327.95
LATORRE,PAULINE ANN	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR I	$372.40
LATORRE,PAULINE ANN	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR 2	$372.40
LAUREANO,ALYSON BETH	WESTERN HIGH	SERVC LEARN COORD	$10,364.00
LEFFEL,CHRISTINE	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR I	$372.40
LENCHUS,GISELLE ALEXANDRA	POMPANO BEACH HIGH	HD TRACK-B (HS) SPR	$2,169.00
LERNER,JODY HEATHER	WESTGLADES MIDDLE	CAFETERIA DUTY/BREAKFAST	$187.50
LEVITT,HANNAH LEA	MCFATTER TECHNICAL COLLEGE	CLUB SPONSOR I	$392.00
LEVITT,HANNAH LEA	MCFATTER TECHNICAL COLLEGE	CLUB SPONSOR 2	$392.00
LIPTON,JON ERIC	MARJORY STONEMAN DOUGLAS HIGH	ASST LACROSS HS SPRING	$947.00
LOPEZ,BEGAINA	SSEP IZONES - COOPER CITY &	SSO FLOATER SUPL	$562.50

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Name	Location	Supplemental Pay	Annual Amount
LUCENA,BRYAN JEREMY	SILVER TRAIL MIDDLE	HD FLAG FB GRLS (MD)	$601.00
LUNA OTERO,ELIZABETH	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR I	$372.40
LYNN,BRIGITTE PFENNIGER	MCFATTER TECHNICAL COLLEGE	CLUB SPONSOR 2	$392.00
LYNN,BRIGITTE PFENNIGER	MCFATTER TECHNICAL COLLEGE	CLUB SPONSOR 3	$392.00
MALISZEWSKA,ANNA	SOUTH BROWARD HIGH	ASST SOCCER-G (HS) WIN	$651.00
MARANO,JOSEPH CARLO	POMPANO BEACH HIGH	HD LACROSSE B VARHS	$1,579.00
MARIN,RYAN MATTHEW	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR I	$215.60
MARTIN,DERRICK ROBERT	BLANCHE ELY HIGH	ASST BSKTBALL-B (HS WIN	$867.50
MARTIN,SHENARD DWAYNE	COCONUT CREEK HIGH	HD FLAG FB V & JV (HS) SP	$2,366.00
MARURI,JIMMY H	MIRAMAR HIGH	NST HONOR SOC	$592.60
MAXWELL,JASON S	FALCON COVE MIDDLE	HD TRACK-B (MD) SPR	$1,302.00
MCCRARY,MARCELLA CRYSTAL	STUDENT SERVICES	SOCIAL WORKER	$1,559.36
MCCREE,RONALD CHRISTIAN	SUBSTITUTE TEACHERS	ASST BSKTBALL-B (HS WIN	$1,735.00
MCCREE,RONALD CHRISTIAN	SUBSTITUTE TEACHERS	ASST FOOTBALL-B (HS) FALL	$2,169.00
MCDONOUGH,ERIN GILMORE	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR I	$215.60
MCGUIRE,JOHN	POMPANO BEACH HIGH	HD SOFTBALL (HS) SPR	$2,169.00
MCINTOSH,EDWARD MIDAS	SANDERS PARK ELEMENTARY	ASST BASEBALL-B (HS) SPR	$1,302.00
MCLEAN-BECKFORD,SHANA-KAY	SOUTH PLANTATION HIGH	ACAD SUPP EXTR P1	$5,400.00
MCNABB,KELVIN RAYVON	BLANCHE ELY HIGH	ASST BSKTBALL-B (HS WIN	$867.50
MEDINA DENBOW,JOY VICTORIA	MIRAMAR HIGH	ASST ATH DIR (HS)	$1,952.10
MEDINA DENBOW,JOY VICTORIA	MIRAMAR HIGH	CURRIC ACTIVITIES 1	$645.30
MEDINA,REYNALDO JR	DEERFIELD BEACH HIGH	ACAD SUPP EXTR P2	$2,700.00
MENDEZ,CHERRIE ANN	STEPHEN FOSTER ELEMENTARY	FREE LUNCH COORD	$511.50
MENDEZ,JANET DE LA CARIDAD	PIONEER MIDDLE	ESOL COORD/CONTCT	$67.50
MILLER,QUINTON BERON	BLANCHE ELY HIGH	HD BASEBALL-B (HS) SPR	$2,169.00
MILLIGAN,MICHAEL THOMAS	SSEP IZONES - S PLANTATION & PIPER	HD FLAG FB-VAR (HS) SPR	$1,579.00
MINCEY II,DARRELL K.	SSEP IZONES - ELY & HOLLYWOOD HILLS	SSO FLOATER SUPL	$375.00
MITCHELL-PHILPART,DRIANA C	DEERFIELD BEACH MIDDLE	HD CHRLEADER (MD) WIN	$1,302.00
MONECK,JOSEPH T	FOREST GLEN MIDDLE	HD LACROSSE B VARHS	$1,579.00
MOORE,JOSHUA JAVARRIS	HALLANDALE HIGH	ASST ATH DIR (HS)	$976.05
MORALES,ANIER RODOLFO	WESTERN HIGH	ASST BASEBALL-B (HS) SPR	$1,302.00
MORRIS,DEBRA BOTKNECHT	FLAMINGO ELEMENTARY	INSERVICE FAC (SUPPL)	$521.00
MORRIS,LAUREN JILL	NORTH FORK ELEMENTARY	CHRPERSON/TEAM LEADER	$322.74
MORTIMER,AMANDA ROSLYN	CORAL SPRINGS HIGH	HD COMP CHRLEADER HS WIN	$1,579.00
MOTT,CARY JAMES	SOUTH PLANTATION HIGH	HD SOCCER-G (HS) WIN	$2,169.00

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Name	Location	Supplemental Pay	Annual Amount
MYRICK III,TYRONE	MIRAMAR HIGH	ASST BSKTBALL-B (HS WIN	$867.50
NAGEL,RICHARD L	CRYSTAL LAKE MIDDLE	SOC ST COMP (SB)	$717.00
NURRITO,LISA MARIE	LIBERTY ELEMENTARY	INTERVTN TEAM LDR	$2,521.00
OPPY,AMY SUZANNE	WESTERN HIGH	INTERVTN TEAM LDR	$2,521.00
ORANGE,PUSHPA MARIE PETER	MAPLEWOOD ELEMENTARY	CHRPERSON/TEAM LEADER	$233.09
OSGOOD,OLIVIA KATHERINE	WINGATE OAKS CENTER	SACS COORD	$717.00
PALMAZ,ALEXANDER	TARAVELLA, J.P. HIGH	HD SOCCER-G (HS) WIN	$2,169.00
PALOMINO,JESSICA J	BOARD	ADD'T OFF ASSIGN 1	$312.50
PALOMINO,JESSICA J	BOARD	ADD'T OFF ASSIGN 2	$312.50
PASQUALIN,MARCIA	PARK RIDGE ELEMENTARY	INTERVTN TEAM LDR	$1,260.60
PEREZ,CARLOS DAVID	EVERGLADES HIGH	HD BASEBALL-B (HS) SPR	$2,169.00
PETROVA,DETELINA GEORGIEVA	DEERFIELD PARK ELEMENTARY	CURRIC ACTIVITIES 1	$143.60
PIERRE,BERLINDA	MCARTHUR HIGH	SCHOOL IMPROVEMENT	$717.00
POMMELLS,NYLEVE EBONY MARIE	EVERGLADES HIGH	CLUB SPONSOR 2	$392.00
POMMELLS,NYLEVE EBONY MARIE	EVERGLADES HIGH	CLUB SPONSOR 3	$392.00
POST,ANGELA	SOUTH PLANTATION HIGH	BUS.SUPRT CNTR I	$625.00
POST,ANGELA	SOUTH PLANTATION HIGH	BUS.SUPRT CNTR II	$625.00
RABEN,KELLY L	BOARD	ADD'T OFF ASSIGN 1	$343.75
RABEN,KELLY L	BOARD	ADD'T OFF ASSIGN 2	$343.75
RACHELS,RAPHINE R	DEERFIELD BEACH MIDDLE	CURRIC ACTIVITIES 1	$716.00
RAMIREZ,CARMEN	EARLY CHILDHOOD EDUCATION	ADD'T OFF ASSIGN 1	$218.75
RAMIREZ,CARMEN	EARLY CHILDHOOD EDUCATION	ADD'T OFF ASSIGN 2	$218.75
RICHARDS,JAIME CHRISTINE	BOYD H. ANDERSON HIGH SCHOOL	HD BSKTBALL-G (HS) WIN	$2,604.00
RIVERA,EVELYN	FLAMINGO ELEMENTARY	SCHOOL ADV CHAIRPERSON	$286.80
ROBINSON,JOY LYNETTE	LAUDERHILL PAUL TURNER ELEMENTARY	CHRPERSON/TEXTBOOK	$717.20
RODGERS,ANDREA LYNN	HOLLYWOOD HILLS HIGH	HD SOFTBALL (HS) SPR	$2,169.00
RODRIGUEZ,CRYSTAL	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR I	$215.60
RODRIGUEZ,IRAIDES J	RAMBLEWOOD ELEMENTARY	CAFETERIA DUTY/BREAKFAST	$363.85
RODRIGUEZ,IRAIDES J	RAMBLEWOOD ELEMENTARY	VOLUNTEER COORD	$681.15
RODRIGUEZ,NATALIE MANUELA	TEQUESTA TRACE MIDDLE	SOC ST COMP (SB)	$717.00
ROGERS JR,JOHN	BLANCHE ELY HIGH	ASST TRACK-B (HS) SPR	$1,735.00
RUGE,ADAM	POMPANO BEACH HIGH	HD VOLLEYBALL-B VAR (HS)S	$1,579.00
RUWE,VALERIE JOY	FORT LAUDERDALE HIGH	FL FUTURE EDUC OF AMER	$782.00
RUWE,VALERIE JOY	FORT LAUDERDALE HIGH	INSERVICE FAC (SUPPL)	$1,043.00
SCOTT,JOSHUA LENZIE	MCNICOL MIDDLE	HD FLAG FB BOYS (MD)	$1,302.00

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Name	Location	Supplemental Pay	Annual Amount
SHAPIRO,LONNY STEVEN	CYPRESS BAY HIGH	HD SOFTBALL (HS) SPR	$2,169.00
SIMPKINS JR.,TOBIAS DESMOND	SSEP IZONES - DEERFIELD BEACH &	HD FLAG FB BOYS (MD)	$1,302.00
SIMU,JENNIFER LAUREN	PIPER HIGH	ASST FLAG FOOTBALL HS SPR	$947.00
SMITH COURTNEY,TERIA TERELL	DRIFTWOOD MIDDLE	CHRPERSON/LANGUAGES ARTS	$436.80
SMITH TOUSSAINT,WHITNEY	RIVERLAND ELEMENTARY	TESTING COORDINATOR	$274.95
SMITH,BERYLYN K	ATLANTIC WEST ELEMENTARY	CHRPERSON/TEAM LEADER	$430.32
SMITH,CEDRIC	SSEP IZONES - BOYD ANDERSON &	ASST BSKTBALL-B (HS WIN	$1,735.00
SPENCER,BRITTANY CECELIA	COCONUT CREEK HIGH	HD VOLLEYBALL-B VAR (HS)S	$1,579.00
STEVENSON,TY'ANNA TAPHAZIA	SANDERS PARK ELEMENTARY	HD SOFTBALL (HS) SPR	$2,169.00
STEWART,ANN B	WESTCHESTER ELEMENTARY	CLUB SPONSOR I	$392.00
SWEET,DESHAUN LASHAY	ENDEAVOUR PRIMARY LEARNING	BUS DUTY	$359.00
TAYLOR JR.,PAT N	RIVERLAND ELEMENTARY	TESTING COORDINATOR	$274.95
TELESFORD,BETTY	RICKARDS MIDDLE SCHOOL	CLUB SPONSOR I	$254.80
THEZAN,HARRY PHILIPPE	COOPER CITY HIGH	ASST BSKTBALL-B (HS WIN	$867.50
THOMAS,DARRELL G	WINGATE OAKS CENTER	BUS DUTY	$717.20
THOMPKINS,MONICA LUREE	BOARD	ADD'T OFF ASSIGN 1	$312.50
THOMPKINS,MONICA LUREE	BOARD	ADD'T OFF ASSIGN 2	$312.50
TINAJERO,MARIUXI	SHERIDAN TECHNICAL COLLEGE	FOREIGN LANG COMP (CO)	$717.00
TOMSEY,DEANA	RIVERGLADES ELEMENTARY	SAFETY PATROL (SUPPL)	$179.60
TORRES,ALYSSA	STEPHEN FOSTER ELEMENTARY	CLUB SPONSOR I	$372.40
TRUESDALE,WILLIAM	SSEP IZONES - CYPRESS BAY &	HD TRACK-G (HS) SPR	$2,169.00
TURNER,DAPHNE DENISE	SSEP IZONES - BOYD ANDERSON &	HD COMP CHRLEADER HS WIN	$1,579.00
TYNES,ANITRA DENISE	COCONUT CREEK HIGH	HD TENNIS-G (HS) SPR	$651.00
UFFNER,DAVID SEYMOUR	SHERIDAN TECHNICAL COLLEGE	OTHER CLASS SPONSOR	$196.00
VERONEZ,THIAGO FERNANDES	BOYD H. ANDERSON HIGH SCHOOL	HD VOLLEYBALL-B VAR (HS)S	$1,579.00
VIERA,MARIA L	RIVERLAND ELEMENTARY	TESTING COORDINATOR	$274.95
VIGILLE,MALIK ACHILLE	BLANCHE ELY HIGH	ASST FOOTBALL-B (HS) FALL	$2,169.00
VIGILLE,MALIK ACHILLE	BLANCHE ELY HIGH	HD VOLLEYBALL-B VAR (HS)S	$1,579.00
VILLESCAZ,GLORIA P	WESTERN HIGH	JROTC EXTRACURICLR	$537.75
WALKER,YKISHA RENAE	PLANTATION HIGH	SERVC LEARN COORD	$1,092.13
WANG,JINGJING	CRYSTAL LAKE MIDDLE	FOREIGN LANG COMP (CO)	$322.65
WARMAN,MICHAEL	ATLANTIC TECHNICAL COLLEGE	NEWSPAPER-NOT POC	$1,579.00
WEINSTEIN,WAYNE	WESTWOOD HEIGHTS ELEMENTARY	ASST BASEBALL-B (HS) SPR	$1,302.00
WERLE,MARCIA CRISTINE	SUNRISE MIDDLE	CURRIC ACTIVITIES 1	$717.00
WHITE,ADMORE V	BOYD H. ANDERSON HIGH SCHOOL	HD BSKTBALL-B (HS) WIN	$2,604.00

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Name	Location	Supplemental Pay	Annual Amount
WHITE,NADINE NATALIA	NORTHEAST HIGH	CHRPERSON/READING	$717.20
WHITE,TAVARES LLOYD WESLEY	CHARLES FLANAGAN HIGH	ASST FOOTBALL-B (HS) FALL	$2,169.00
WILLIAMS,CHRISTINA VICTORIA	MCFATTER TECHNICAL COLLEGE	SCHOOL ADV CHAIRPERSON	$359.00
WILLIAMS,HALLE AJIH	MCNICOL MIDDLE	HD CHRLEADER (MD) WIN	$1,302.00
WOOD,DAVID A	MCFATTER TECHNICAL COLLEGE	NST HONOR SOC	$592.60
WOODS,EDWINA YVONNE	BLANCHE ELY HIGH	ASST CHRLEADER-G (HS) FW	$325.50
WOODS,EDWINA YVONNE	BLANCHE ELY HIGH	HD COMP CHRLEADER HS WIN	$789.50
WOODS,TRICIA ANN	WINGATE OAKS CENTER	BUS DUTY	$717.20
YOUNG,TARYN MULLIN	NOVA MIDDLE	CALLING SUBS (SUPPL)	$562.05
YOUNGBLOOD MCGOWAN,GRACE	CRYSTAL LAKE MIDDLE	CHRPERSON/READING	$702.00
YOUNGBLOOD MCGOWAN,GRACE	CRYSTAL LAKE MIDDLE	LANG ARTS COMP(SB)	$645.30
YRAOLA,SERGIO MIGUEL	CHARLES FLANAGAN HIGH	HD VOLLEYBALL-B VAR (HS)S	$1,579.00
ZACHARIAH-ESTRILL,NATASHA	STRANAHAN HIGH	CALLING SUBS (SUPPL)	$624.50

Approved by: *Angine Tyghter*

Angine Tyghter, Director
Talent Acquisition

Staff Follow Up: RSBM-021925-02 (D. Hixon)
Today's Date: February 11, 2025
Due Date: February 14, 2025

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Topic: H-3. Supplemental Pay Position 7

Staff Follow Up: When will we discuss increasing supplement pay now that it has been agreed to remove it from the BTU contract?

Response: The negotiations team will meet with the Board to provide information and get direction on supplements at the next closed door session on Wednesday, February 19, 2025.

HH/DA/:tjr

David Azzarito
Chief People Officer

Dr. Howard Hepburn
Superintendent of Schools

2/12/25 COMPLETED

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	A. Academics
DEPARTMENT:	Academics

Agenda Item Number:	A-1.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Agreement with University of St. Augustine (USA)

REQUESTED ACTION:

Approve the agreement between University of St. Augustine and The School Board of Broward County, Florida. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- USA Agreement

FINANCIAL IMPACT:

There is no financial impact to the district.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

School Support **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Dr. Angela Fulton	Phone:	754-321-2100
Name:	Saemone Hollingsworth	Phone:	754-321-2618

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Saemone Hollingsworth, Chief Academic Officer

Signature

Dr. Angela Fulton, Deputy Superintendent, Teaching &

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

University of St. Augustine

Board Meeting Date: February 19, 2025

Recommended Action
Approve the agreement between University of St. Augustine and The School Board of Broward County, Florida (SBBC).

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": If yes, Broward County Public Schools (BCPS) will be able to partner with University of St. Augustine provide Internship, Practicum, and/or Field Experience placement requests to recruit future educators.

If the Board votes "No": If no, BCPS will not be able to partner with University of St. Augustine to provide Internship, Practicum, and/or Field Experience placement requests to recruit future educators.

Background/History
An Agreement between a college or university and BCPS is required to accept any Student Teacher, Practicum, and/or Field Experience placements (student interns).

Our Field Experience Program is a borderless system with colleges/universities in Florida and other states for undergraduate and graduate students to gain practical experiences in pursuit of degrees in various majors/fields of study (Occupational Therapy, Physical Therapy, and Speech and Language Pathology programs).

Alignment to 2027 Goals and Guardrails
Guardrail 3: School Support

Measurable Outcome(s)/Return on Investment
By July 2025, there will be a 15% growth in BCPS college/university field experience agreements. This expansion in field experience agreements will play a pivotal role in the reduction of instructional vacancies, as students participating within the program will be strategically funneled toward full-time employment opportunities within our organization.

Financial Impact
There is no financial impact to the district.

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Docusign Envelope ID: 371A963F-0E09-4457-8900-D309E6418504

AGREEMENT

THIS AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

UNIVERSITY OF ST. AUGUSTINE FOR HEALTH SCIENCES
(hereinafter referred to as "UNIVERSITY"),
whose principal place of business is
700 Windy Point Drive, San Marcos, California 92069

WHEREAS, SBBC and UNIVERSITY wish, and intend by this Agreement to set forth the terms and conditions of engaging in a cooperative program ("Program") for the classroom field placement of selected students enrolled at UNIVERSITY with the mutual objective of preparing students for entry into the Occupational Therapy, Physical Therapy, and Speech Language Pathology education program professions; and

WHEREAS, UNIVERSITY students will gain practical experience as part of the UNIVERSITY course curriculum by completing internships within SBBC schools at no cost to SBBC.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** The term of this Agreement commences upon the date of the last signature below ("Effective Date") and concludes on June 30, 2026, unless terminated earlier pursuant to section 3.05 of this Agreement, and may by mutual agreement between SBBC and UNIVERSITY, be extended for two (2) additional one (1) year periods.

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2.02 **UNIVERSITY Responsibilities.**

2.02.1 UNIVERSITY shall plan and administer the UNIVERSITY educational program for its students and be responsible for the enrollment of its students in UNIVERSITY courses, including the clinical field placement.

2.02.2 UNIVERSITY shall maintain all educational records and reports relating to the UNIVERSITY educational programs completed by UNIVERSITY students during the clinical field experience.

2.02.3 UNIVERSITY shall determine, in its sole discretion, which of its enrolled students shall be eligible to participate in the Program.

2.02.4 UNIVERSITY shall provide a person to serve as its Coordinator to oversee its educational program and coordinate Program related activities with SBBC.

2.02.5 UNIVERSITY shall work through the SBBC department of Coaching and Induction to determine in advance placement sites for UNIVERSITY students in the Program, including dates and the number of UNIVERSITY students.

2.02.6 UNIVERSITY shall instruct its participating UNIVERSITY students to complete a security information background check form provided by SBBC and to submit to fingerprinting and criminal records background check to be performed by SBBC or at its direction.

2.02.7 UNIVERSITY shall, in consultation with SBBC, be responsible for grading of the field placement experience and determining whether a UNIVERSITY student has completed the requirements of the UNIVERSITY educational program.

2.02.8 UNIVERSITY students shall not be considered as employees or agents of the UNIVERSITY.

2.02.9 UNIVERSITY shall be responsible for providing professional development seminars to its students in the Program. SBBC may be requested to assist in such seminars.

2.02.10 UNIVERSITY shall be solely responsible for the conduct of any proceedings of its students related to academic or behavioral matters.

2.02.11 UNIVERSITY agrees to inform UNIVERSITY students that they are responsible for the rules and regulations of SBBC, including recognition of the confidential nature of information regarding pupils and their records.

2.02.12 UNIVERSITY will provide SBBC with a copy of course objectives for the learning experience. SBBC, together with UNIVERSITY, will make arrangements for evaluating the learning experience.

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2.02.13 UNIVERSITY shall instruct UNIVERSITY students that they shall not take, capture or record any photographs or any audio or video recordings while on any SBBC facilities without prior written consent of all parents, or students aged 18 or over, for all students that may be captured in such recordings to evaluate the intern's progress.

2.03 **SBBC Responsibilities.**

2.03.1 SBBC shall be responsible for the conduct of its operations, supervision of its staff and the education of its students. UNIVERSITY shall not control any of SBBC's property or operations.

2.03.2 SBBC shall provide forms for UNIVERSITY to use as Occupational Therapy, Physical Therapy, and/or Speech – Language Pathology internship applications.

2.03.3 SBBC shall determine, in consultation with UNIVERSITY, the UNIVERSITY students who will be placed at SBBC schools and which schools.

2.03.4 SBBC shall provide to UNIVERSITY students a security background information form to be completed by UNIVERSITY students and provide a process for fingerprinting and criminal records background check to be performed by SBBC or at its direction. SBBC shall determine whether a UNIVERSITY student has satisfactorily cleared the security screening.

2.03.5 SBBC shall, in consultation with UNIVERSITY, assign its teachers/staff to serve as supervising teachers for the evaluation of the UNIVERSITY students. SBBC supervising teachers/staff shall complete evaluation forms provided by UNIVERSITY. Site supervisors selected by SBBC will, a) assist in orienting UNIVERSITY students to the school, the classroom and the pupils; b) explain all school and district policies, rules, and regulations to students; c) provide prompt and substantive feedback to UNIVERSITY students regarding performance activities and interactions with SBBC personnel, pupils and parents; d) complete evaluations of UNIVERSITY student progress and submit them to UNIVERSITY after reviewing them with applicable UNIVERSITY students; e) immediately inform the UNIVERSITY faculty supervisor of any concerns regarding a UNIVERSITY student; f) establish a time to meet and discuss with UNIVERSITY students their activities, impressions, reflections, and suggestions for goals and areas of improvement; g) (For interns) supervise students on a daily basis while under supervision from SBBC site supervisor, if the site supervisor is absent from the classroom, under no circumstance can a UNIVERSITY student, even if he/she is certified, serve as the substitute of record during the student teaching experience unless a separate agreement has been negotiated by SBBC and the UNIVERSITY student.

2.03.6 SBBC shall provide the UNIVERSITY with written performance evaluation feedback about the UNIVERSITY student and completion logs based on the Florida Educator Accomplished Practices (FEAPS) with the prior written consent of the UNIVERSITY student.

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2.03.7 UNIVERSITY students shall not be deemed to be employees of SBBC for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any other purpose, because of their participation in the Program. Each UNIVERSITY student is placed with SBBC to receive clinical field experience as a part of his or her academic curriculum; those duties performed by a UNIVERSITY student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time during their practicum shall students replace or substitute for any employee of SBBC. This provision shall not be deemed to prohibit the employment of any such UNIVERSITY student by SBBC under a separate employment agreement for separate or additional duties.

2.03.8 SBBC agrees that UNIVERSITY students assigned to it for internship experiences are under the supervision, control and responsibility of SBBC.

2.03.9 SBBC shall retain the right in its sole discretion, to request the removal of any individual from any area of the school premises. UNIVERSITY students shall be instructed by the UNIVERSITY to promptly and without protest leave an area whenever they are requested to do so by an authorized SBBC representative.

2.03.10 SBBC will provide to UNIVERSITY students the policies and procedures and other relevant materials to allow students to function appropriately within the school.

2.03.11 SBBC will permit UNIVERSITY students access to the library facilities/curriculum laboratories available to personnel. UNIVERSITY students may not remove materials from the school without appropriate approval.

2.03.12 UNIVERSITY students shall not be considered employees or agents of SBBC.

2.03.13 SBBC acknowledges: (a) a UNIVERSITY student's provision of services in the clinical or field experience will not displace SBBC employees or provide any immediate advantage to the site; (b) no participating UNIVERSITY student will be entitled to employment by SBBC following internship; and (c) this internship will be without compensation to the UNIVERSITY student.

2.03.14 SBBC shall permit a UNIVERSITY supervisor to visit SBBC for purposes of ascertaining that UNIVERSITY's educational objectives for each UNIVERSITY student's rotation are met at SBBC. UNIVERSITY supervisor shall remain under the direct supervision of an SBBC employee at all times while on school grounds pursuant to Section 1012.468(2)(a)(1), Florida Statutes.

2.03.15 SBBC personnel who supervise UNIVERSITY student teachers during student teaching internships in a K-3 setting must have a certificate or endorsement in reading.

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2.03.16 SBBC personnel who supervise UNIVERSITY student teachers in state-approved programs in Prekindergarten-Primary Education, Elementary Education, English, English to Speakers of Other Languages, and Reading must have a certificate or endorsement in reading.

2.04 **SBBC Disclosure of Education Records.** Under this Agreement, UNIVERSITY students will gain practical experience by completing internships within SBBC schools.

(a) SBBC staff will provide UNIVERSITY students with the education records listed in this section for services performed individually, in small groups, and/or in a student's classroom, pursuant to this Agreement for the professions indicated below:

1. Occupational Therapy
2. Physical Therapy
3. Speech – Language Pathology

(b) SBBC will provide UNIVERSITY student the following SBBC student education records via secure email:

1) academic records
2) attendance records
3) emergency contact records
4) Individualized Education Program (IEP) or 504 Plan, when applicable, viewed only when on campus under the supervision of the SBBC supervising teacher
5) additional education records necessary for the UNIVERSITY student to complete his/her responsibilities, pursuant to this Agreement.

(c) SBBC must obtain the written consent from each student's parent/guardian or student age 18 years or older prior to disclosing the education records listed in this section for all purposes indicated above.

(d) The requirements of this section shall supersede any uses and disclosures of education records or the like as listed in UNIVERSITY'S privacy policies if any.

(e) Student teachers may redisclose de-identified student work samples and personally identifiable video/audio recordings pursuant to Section 2.02.13, to UNIVERSITY supervisor to receive feedback and evaluation, and ensure proper planning and delivery of occupational therapy, physical therapy, and speech and language pathology services.

2.05 **UNIVERSITY Safeguarding Confidentiality of SBBC Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, UNIVERSITY shall:

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1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party, in compliance with Section 1006.1494, Florida Statutes; and shall, otherwise be in full be in compliance with Section 1006.1494, Florida Statutes;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

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10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) purge education records from any media once the media is no longer in use or is to be disposed.

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) UNIVERSITY shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section survives the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.06 **Auditing of Data Protection Controls.**

(a) UNIVERSITY or any of UNIVERSITY's subcontractors with access to SBBC data shall provide an attestation stating the UNIVERSITY and/or UNIVERSITY's subcontractors with access to SBBC data have undergone a third-party audit and the security controls being used are in compliance with acceptable security standards. This attestation shall be provided to SBBC within ten (10) calendar days after the Effective Date of this Agreement and before the commencement of services by UNIVERSITY or by any of UNIVERSITY's subcontractors with access to SBBC data under this Agreement.

(b) At a minimum, the audit shall show what controls are used to:
1) protect SBBC against unauthorized access, unauthorized disclosure, and damage;
2) reduce the risk of compromise of the availability, integrity, confidentiality, and privacy of the provided SBBC data;
3) ensure SBBC student and/or staff personal information is collected, used, retained, disclosed, and disposed of in a manner to meet UNIVERSITY'S objectives while also ensuring the data is protected from unauthorized use or disclosure; and

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4) monitor compliance with established security controls.

(c) Additionally, the UNIVERSITY and/or the UNIVERSITY's subcontractors with access to SBBC data shall, at minimum, annually complete a third-party assessment of their security controls showing compliance with acceptable security standards and maintain compliance during the agreement. The UNIVERSITY shall provide SBBC an attestation of continued compliance by UNIVERSITY and/or UNIVERSITY's subcontractors with access to SBBC data within ten (10) business days of written request by SBBC.

2.07 **Inspection of UNIVERSITY'S Records by SBBC.** UNIVERSITY shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of UNIVERSITY's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to UNIVERSITY's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to UNIVERSITY pursuant to this Agreement. SBBC's agent or its authorized representative shall provide UNIVERSITY with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the UNIVERSITY's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. UNIVERSITY shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.08 **Notice.** When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director, Coaching and Induction The School Board of Broward County, Florida 3531 Davie Road Davie, Florida 33314
To University of St. Augustine:	University of St. Augustine for Health Sciences Attn: Ashley Carter, Contract Administrator 1 University Boulevard

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2.09 **Background Screening.** UNIVERSITY shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. Personnel who are subject to background screening include all of UNIVERSITY's non-exempt employees, representatives, agents, and sub-contractors performing duties under this Agreement who meet any of the three (3) descriptions listed above. This background screening will be conducted by SBBC in advance of UNIVERSITY or its personnel providing any services under this Agreement. UNIVERSITY shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement (FDLE) to maintain the fingerprints provided with respect to UNIVERSITY and its personnel. The parties agree that the failure of UNIVERSITY to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate this Agreement immediately for cause and with no opportunity required to permit UNIVERSITY to cure such default and no further responsibilities or duties for SBBC to perform under this Agreement. UNIVERSITY agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from UNIVERSITY's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes. SBBC issued identification badges must be worn at all times when on SBBC property or when performing services for SBBC and must be worn where they are visible and easily readable.

2.10 **Public Records.** Any party contracting with SBBC is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to SBBC, all public records in that party's possession upon termination of its Agreement with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to SBBC in a format that is compatible with SBBC's information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

2.11 **Indemnification.** Each party agrees to be fully responsible for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. This section survives the termination of all performance or obligations under this Agreement and is fully binding until such

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time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section survives the termination of all performance or obligations under this Agreement and is fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third-Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations under this Agreement in or upon any third person or entity. None of the parties intend to directly or substantially benefit a third-party by this Agreement. The parties agree that there are no third-party beneficiaries to this Agreement and that no third-party is entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The parties to this Agreement are acting in the capacity of independent contractors and not as an officer, employee, or agent of one another. Neither party or its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits, or any other benefits of SBBC employees exists as a result of the performance of any duties or responsibilities under this Agreement. SBBC is not responsible for Social Security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors, or assignees.

3.04 **Default.** The parties agree that, if either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days' written notice to cure the default. However, if said default cannot be cured within said thirty (30) calendar day period and the defaulting party is diligently attempting in good faith to cure same, the time period will be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy is cumulative and in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder precludes any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to section 3.05.

3.05 **Termination.** This Agreement may be terminated with or without cause by SBBC during the term hereof upon thirty (30) calendar days' written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, if the termination date

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occurs before a UNIVERSITY student has completed his or her learning experience at SBBC and the UNIVERSITY student is in good standing with SBBC, such UNIVERSITY student may be permitted to complete the scheduled learning experience pursuant to the terms of this Agreement.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All of SBBC's obligations under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and are payable and performable in Broward County, Florida.

3.08 **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 disputes, controversies, or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida has jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of 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 is predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred, or encumbered by any party without the prior written consent of the other party. There shall be no partial assignment of interests under this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles, and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe, or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. If any one or more of the sections, paragraphs, sentences, clauses, or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable, or void in any respect, such does not affect the remaining portions of this Agreement and the same remain in full force and effect as if such invalid, illegal, unlawful,

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unenforceable, or void sections, paragraphs, sentences, clauses, or provisions had never been included.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein is effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **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 is not a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver is only effective as to the specific instance for which it is obtained and is not a continuing or future waiver.

3.17 **Force Majeure**. Neither party is obligated to perform any duty, requirement, or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, 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, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available thereunder are in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

3.19 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds survive the termination of this Agreement.

3.20 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or her/his designee to take any actions necessary to implement and administer this Agreement.

3.21 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which is an original, but all of which, taken together, shall constitute one and the same Agreement.

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3.22 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the Effective Date.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

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FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By: _____
Debra Hixon, Chair

ATTEST:

Date: _____

_____
Dr. Howard Hepburn
Superintendent of Schools

Approved as to Form and Legal Content:

Maya Moore

Digitally signed by Maya Moore
Reason: Teach-Now Inc. dba Moreland University
Date: 2024.12.18 08:58:05 -05'00'

_____
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

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FOR UNIVERSITY:

(Corporate Seal)

UNIVERSITY OF ST. AUGUSTINE FOR HEALTH SCIENCES

ATTEST:

By: _____

_____, Secretary

Print Name: Brian Goldstein, Ph.D.

-or-

Title: President and Chief Academic Officer (CAO)

_____

Witness

Date: 12/14/2024

_____

Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF California

COUNTY OF San Diego

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 14th day of Dec. (*date*) by _____ (*name of officer or agent, title of officer or agent*) of _____ (*name of corporation acknowledging*), a _____ (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☐ personally known to me or has produced _____ (*type of identification*) as identification and who ☐☐did/☐did not first take an oath this _____ day of _____, 2024.

My Commission Expires:

_____

Signature – Notary Public

(SEAL)

SEE NOTARY ATTACHMENT

_____

Printed Name of Notary

_____

Notary's Commission No.

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CALIFORNIA ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Diego }

On Dec. 14th 2024 before me, John Sierra Luengas, Notary Public
Date *Here Insert Name and Title of the Officer*

personally appeared Brian Goldstein
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

JOHN SIERRA LUENGAS
COMM. #2439056
Notary Public - California
San Diego County
My Comm. Expires Feb. 24, 2027

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer – Title(s): _____	☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General	☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer is Representing: _____	Signer is Representing: _____

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Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	A. Academics
DEPARTMENT:	Academics

Agenda Item Number:	A-2.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Agreement with Lynn University

REQUESTED ACTION:

Approve the agreement between Lynn University and The School Board of Broward County, Florida. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Lynn University Agreement

FINANCIAL IMPACT:

There is no financial impact to the district.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

School Support **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Dr. Angela Fulton	Phone:	754-321-2100
Name:	Saemone Hollingsworth	Phone:	754-321-2618

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Saemone Hollingsworth, Chief Academic Officer

Signature

Dr. Angela Fulton, Deputy Superintendent, Teaching &

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:

Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Lynn University

Board Meeting Date: February 19, 2025

Recommended Action
Approve the agreement between Lynn University and The School Board of Broward County, Florida (SBBC).

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": If yes, Broward County Public Schools (BCPS) will be able to partner with Lynn University provide Student Teacher, Practicum, and/or Field Experience placement requests to recruit future educators.

If the Board votes "No": If no, BCPS will not be able to partner with Lynn University to provide Student Teacher, Practicum, and/or Field Experience placement requests to recruit future educators.

Background/History
An Agreement between a college or university and BCPS is required to accept any Student Teacher, Practicum, and/or Field Experience placements (student interns).

Our Field Experience Program is a borderless system with colleges/universities in Florida and other states for undergraduate and graduate students to gain practical experiences in pursuit of degrees in various majors/fields of study (Elementary Education, Early childhood Education, and the teaching profession.)

Alignment to 2027 Goals and Guardrails
Guardrail 3: School Support

Measurable Outcome(s)/Return on Investment
By July 2025, there will be a 15% growth in BCPS college/university field experience agreements. This expansion in field experience agreements will play a pivotal role in the reduction of instructional vacancies, as students participating within the program will be strategically funneled toward full-time employment opportunities within our organization.

Financial Impact
There is no financial impact to the district.

AGREEMENT

THIS AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

LYNN UNIVERSITY, INC.
(hereinafter referred to as "UNIVERSITY"),
whose principal place of business is
3601 North Military Trail, Boca Raton, Florida 33431

WHEREAS, SBBC and UNIVERSITY wish, and intend by this Agreement to set forth the terms and conditions of engaging in a cooperative program ("Program") for the classroom field placement of selected students enrolled at UNIVERSITY with the mutual objective of preparing students for entry into the Elementary Education & Early Childhood Education teaching professions; and

WHEREAS, UNIVERSITY students will gain practical experience as part of the UNIVERSITY course curriculum by completing internships within SBBC schools at no cost to SBBC.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** The term of this Agreement commences upon the date of the last signature below ("Effective Date") and concludes on June 30, 2026, unless terminated earlier pursuant to section 3.05 of this Agreement, and may by mutual agreement between SBBC and UNIVERSITY, be extended for two (2) additional one (1) year periods.

2.02 **UNIVERSITY Responsibilities.**

2.02.1 UNIVERSITY shall plan and administer the UNIVERSITY educational program for its students and be responsible for the enrollment of its students in UNIVERSITY courses, including the clinical field placement.

2.02.2 UNIVERSITY shall maintain all educational records and reports relating to the UNIVERSITY educational programs completed by UNIVERSITY students during the clinical field experience.

2.02.3 UNIVERSITY shall determine, in its sole discretion, which of its enrolled students shall be eligible to participate in the Program.

2.02.4 UNIVERSITY shall provide a person to serve as its Coordinator to oversee its educational program and coordinate Program related activities with SBBC.

2.02.5 UNIVERSITY shall work through the SBBC department of Teacher Development and Support to determine in advance placement sites for UNIVERSITY students in the Program, including dates and the number of UNIVERSITY students.

2.02.6 UNIVERSITY shall instruct its participating UNIVERSITY students to complete a security information background check form provided by SBBC and to submit to fingerprinting and criminal records background check to be performed by SBBC or at its direction.

2.02.7 UNIVERSITY shall, in consultation with SBBC, be responsible for grading of the field placement experience and determining whether a UNIVERSITY student has completed the requirements of the UNIVERSITY educational program.

2.02.8 UNIVERSITY students shall not be considered as employees or agents of the UNIVERSITY.

2.02.9 UNIVERSITY shall be responsible for providing professional development seminars to its students in the Program. SBBC may be requested to assist in such seminars.

2.02.10 UNIVERSITY shall be solely responsible for the conduct of any proceedings of its students related to academic or behavioral matters.

2.02.11 UNIVERSITY agrees to inform UNIVERSITY students that they are responsible for the rules and regulations of SBBC, including recognition of the confidential nature of information regarding pupils and their records.

2.02.12 UNIVERSITY will provide SBBC with a copy of course objectives for the learning experience. SBBC, together with UNIVERSITY, will make arrangements for evaluating the learning experience.

2.02.13 UNIVERSITY shall instruct UNIVERSITY students that they shall not take, capture or record any photographs or any audio or video recordings while on any SBBC facilities without prior written consent of all parents, or students aged 18 or over, for all students that may be captured in such recordings to evaluate intern's progress.

2.03 **SBBC Responsibilities.**

2.03.1 SBBC shall be responsible for the conduct of its operations, supervision of its staff and the education of its students. UNIVERSITY shall not control any of SBBC's property or operations.

2.03.2 SBBC shall provide forms for UNIVERSITY to use as student teacher internship applications.

2.03.3 SBBC shall determine, in consultation with UNIVERSITY, the UNIVERSITY students who will be placed at SBBC schools and which schools.

2.03.4 SBBC shall provide to UNIVERSITY students a security background information form to be completed by UNIVERSITY students and provide a process for fingerprinting and criminal records background check to be performed by SBBC or at its direction. SBBC shall determine whether a UNIVERSITY student has satisfactorily cleared the security screening.

2.03.5 SBBC shall, in consultation with UNIVERSITY, assign its teachers/staff to serve as supervising teachers for the evaluation of the UNIVERSITY students. SBBC supervising teachers/staff shall complete evaluation forms provided by UNIVERSITY. Site supervisors selected by SBBC will, a) assist in orienting UNIVERSITY students to the school, the classroom and the pupils; b) explain all school and district policies, rules, and regulations to students; c) provide prompt and substantive feedback to UNIVERSITY students regarding performance activities and interactions with SBBC personnel, pupils and parents; d) complete evaluations of UNIVERSITY student progress and submit them to UNIVERSITY after reviewing them with applicable UNIVERSITY students; e) immediately inform the UNIVERSITY faculty supervisor of any concerns regarding a UNIVERSITY student; f) establish a time to meet and discuss with UNIVERSITY students their activities, impressions, reflections, and suggestions for goals and areas of improvement; g) (For interns) supervise students on a daily basis while under supervision from SBBC site supervisor, if the site supervisor is absent from the classroom, under no circumstance can a UNIVERSITY student, even if he/she is certified, serve as the substitute of record during the student teaching experience unless a separate agreement has been negotiated by SBBC and the UNIVERSITY student.

2.03.6 SBBC shall provide the UNIVERSITY with written performance evaluation feedback about the UNIVERSITY student and completion logs based on the Florida Educator Accomplished Practices (FEAPS) with the prior written consent of the UNIVERSITY student.

2.03.7 UNIVERSITY students shall not be deemed to be employees of SBBC for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any other purpose, because of their participation in the Program. Each UNIVERSITY student is placed with SBBC to receive clinical field experience as a part of his or her academic curriculum; those duties performed by a UNIVERSITY student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time during their practicum shall students replace or substitute for any employee of SBBC. This provision shall not be deemed to prohibit the employment of any such UNIVERSITY student by SBBC under a separate employment agreement for separate or additional duties.

2.03.8 SBBC agrees that UNIVERSITY students assigned to it for internship experiences are under the supervision, control and responsibility of SBBC.

2.03.9 SBBC shall retain the right in its sole discretion, to request the removal of any individual from any area of the school premises. UNIVERSITY students shall be instructed by the UNIVERSITY to promptly and without protest leave an area whenever they are requested to do so by an authorized SBBC representative.

2.03.10 SBBC will provide to UNIVERSITY students the policies and procedures and other relevant materials to allow students to function appropriately within the school.

2.03.11 SBBC will permit UNIVERSITY students access to the library facilities/curriculum laboratories available to personnel. UNIVERSITY students may not remove materials from the school without appropriate approval.

2.03.12 UNIVERSITY students shall not be considered employees or agents of SBBC.

2.03.13 SBBC acknowledges: (a) a UNIVERSITY student's provision of services in the clinical or field experience will not displace SBBC employees or provide any immediate advantage to the site; (b) no participating UNIVERSITY student will be entitled to employment by SBBC following internship; and (c) this internship will be without compensation to the UNIVERSITY student.

2.03.14 SBBC shall permit a UNIVERSITY supervisor to visit SBBC for purposes of ascertaining that UNIVERSITY's educational objectives for each UNIVERSITY student's rotation are met at SBBC. UNIVERSITY supervisor shall remain under the direct supervision of an SBBC employee at all times while on school grounds pursuant to Section 1012.468(2)(a)(1), Florida Statutes.

2.03.15 SBBC personnel who supervise UNIVERSITY student teachers during student teaching internships in a K-3 setting must have a certificate or endorsement in reading.

2.03.16 SBBC personnel who supervise UNIVERSITY student teachers in state-approved programs in Prekindergarten-Primary Education, Elementary Education, English, English to Speakers of Other Languages, and Reading must have a certificate or endorsement in reading.

2.04 **SBBC Disclosure of Education Records.** Under this Agreement, UNIVERSITY students will gain practical experience by completing internships within SBBC schools for entry into the Elementary Education & Early Childhood Education profession.

(a) SBBC staff will provide UNIVERSITY student the records listed in this section for the purpose of classroom observations, classroom instruction, SBBC student work evaluation, and classroom assistance, pursuant to this Agreement.

(b) SBBC will provide UNIVERSITY student the following SBBC student education records via secure email:

1) first and last name
2) academic records
3) attendance records
4) emergency contact records
5) Individualized Education Program (IEP) or 504 Plan, when applicable, viewed only when on campus under the supervision of the SBBC supervising teacher
6) additional education records necessary for the UNIVERSITY student to complete his/her responsibilities, pursuant to this Agreement.

(c) SBBC must obtain the written consent from each student's parent/guardian or student age 18 years or older prior to disclosing the education records listed in this section for all purposes indicated above.

(d) The requirements of this section shall supersede any uses and disclosures of education records or the like as listed in UNIVERSITY'S privacy policies if any.

(e) Student teachers may redisclose de-identified student work samples and personally identifiable video/audio recordings pursuant to **Section 2.02.13**, to UNIVERSITY supervisor to receive feedback and evaluation, and ensure proper planning and delivery of instruction.

2.05 **UNIVERSITY Safeguarding Confidentiality of SBBC Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, UNIVERSITY shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state

or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party, in compliance with Section 1006.1494, Florida Statutes; and shall, otherwise be in full be in compliance with Section 1006.1494, Florida Statutes;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) purge education records from any media once the media is no longer in use or is to be disposed.

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) UNIVERSITY shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section survives the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.06 **Auditing of Data Protection Controls.**

(a) UNIVERSITY or any of UNIVERSITY's subcontractors with access to SBBC data shall provide an attestation stating UNIVERSITY and/or UNIVERSITY's subcontractors with access to SBBC data have undergone a third-party audit and the security controls being used comply with acceptable security standards. This attestation shall be provided to SBBC within ten (10) calendar days after the Effective Date of this Agreement and before the commencement of services by UNIVERSITY or by any of UNIVERSITY's subcontractors with access to SBBC data under this Agreement

(b) At a minimum, the audit shall show what controls are used to:

1. protect SBBC against unauthorized access, unauthorized disclosure, and damage;
2. reduce the risk of compromise of the availability, integrity, confidentiality, and privacy of the provided SBBC data;
3. ensure SBBC student and/or staff personal information is collected, used, retained, disclosed, and disposed of in a manner to meet UNIVERSITY'S objectives while also ensuring the data is protected from unauthorized use or disclosure; and
4. monitor compliance with established security controls.

(c) Additionally, UNIVERSITY and/or UNIVERSITY's subcontractors with access to SBBC data shall, at minimum, annually complete a third-party assessment of

their security controls showing compliance with acceptable security standards and maintain compliance during the agreement. UNIVERSITY shall provide SBBC an attestation of continued compliance by UNIVERSITY and/or UNIVERSITY's subcontractors with access to SBBC data within ten (10) business days of written request by SBBC.

2.07 **Inspection of UNIVERSITY'S Records by SBBC.** UNIVERSITY shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of UNIVERSITY's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to UNIVERSITY's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to UNIVERSITY pursuant to this Agreement. SBBC's agent or its authorized representative shall provide UNIVERSITY with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the UNIVERSITY's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. UNIVERSITY shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.08 **Notice.** When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director, Teacher Development and Support The School Board of Broward County, Florida 3531 Davie Road Davie, Florida 33314
To University:	Kathleen Weigel, Dean Lynn University, Inc. 3601 North Military Trail Boca Raton, Florida 33431
With a Copy to:	David Dudgeon, General Counsel Lynn University, Inc.

2.09 **Background Screening.** UNIVERSITY shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. Personnel who are subject to background screening include all of UNIVERSITY's non-exempt employees, representatives, agents, and sub-contractors performing duties under this Agreement who meet any of the three (3) descriptions listed above. This background screening will be conducted by SBBC in advance of UNIVERSITY or its personnel providing any services under this Agreement. UNIVERSITY shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement (FDLE) to maintain the fingerprints provided with respect to UNIVERSITY and its personnel. The parties agree that the failure of UNIVERSITY to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate this Agreement immediately for cause and with no opportunity required to permit UNIVERSITY to cure such default and no further responsibilities or duties for SBBC to perform under this Agreement. UNIVERSITY agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from UNIVERSITY's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes. SBBC issued identification badges must be worn at all times when on SBBC property or when performing services for SBBC and must be worn where they are visible and easily readable.

2.10 **Public Records**. Any party contracting with SBBC is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to SBBC, all public records in that party's possession upon termination of its Agreement with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to SBBC in a format that is compatible with SBBC's information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

2.11 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable, up to the limits of Section 768.28, Florida Statutes, for any damages resulting from said negligence.

(b) By UNIVERSITY: UNIVERSITY agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by UNIVERSITY, its agents, servants or employees; the equipment of UNIVERSITY, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of UNIVERSITY or the negligence of UNIVERSITY's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by UNIVERSITY, SBBC or otherwise.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section survives the termination of all performance or obligations under this Agreement and is fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third-Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations under this Agreement in or upon any third person or entity. None of the parties intend to directly or substantially benefit a third-party by this Agreement. The parties agree that there are no third-party beneficiaries to this Agreement and that no third-party is entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement are acting in the capacity of independent contractors and not as an officer, employee, or agent of one another. Neither party or its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits, or any other benefits of SBBC employees exists as a result of the performance of any duties or responsibilities under this Agreement. SBBC is not responsible for Social Security, withholding taxes, contributions to unemployment

compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors, or assignees.

3.04 **Default**. The parties agree that, if either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days' written notice to cure the default. However, if said default cannot be cured within said thirty (30) calendar day period and the defaulting party is diligently attempting in good faith to cure same, the time period will be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy is cumulative and in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder precludes any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to section 3.05.

3.05 **Termination**. This Agreement may be terminated with or without cause by SBBC during the term hereof upon thirty (30) calendar days' written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, if the termination date occurs before a UNIVERSITY student has completed his or her learning experience at SBBC and the UNIVERSITY student is in good standing with SBBC, such UNIVERSITY student may be permitted to complete the scheduled learning experience pursuant to the terms of this Agreement.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All of SBBC's obligations under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and are payable and performable in Broward County, Florida.

3.08 **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 disputes, controversies, or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida has jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of 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 is predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred, or encumbered by any party without the prior written consent of the other party. There shall be no partial assignment of interests under this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles, and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe, or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. If any one or more of the sections, paragraphs, sentences, clauses, or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable, or void in any respect, such does not affect the remaining portions of this Agreement and the same remain in full force and effect as if such invalid, illegal, unlawful, unenforceable, or void sections, paragraphs, sentences, clauses, or provisions had never been included.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein is effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **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 is not a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver is only effective as to the specific instance for which it is obtained and is not a continuing or future waiver.

3.17 **Force Majeure**. Neither party is obligated to perform any duty, requirement, or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, 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, or by reason of any other matter or condition beyond the control of either party,

and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available thereunder are in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

3.19 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds survive the termination of this Agreement.

3.20 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or her/his designee to take any actions necessary to implement and administer this Agreement.

3.21 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which is an original, but all of which, taken together, shall constitute one and the same Agreement.

3.22 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date of last execution below.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By: _____
Debra Hixon, Chair

ATTEST:

Date: _____

_____
Dr. Howard D. Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

Maya Moore

Digitally signed by Maya Moore
Reason: Teach-Now Inc. dba Moreland University
Date: 2024.12.18 08:58:05 -05'00'

_____
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR UNIVERSITY:

(Corporate Seal)

LYNN UNIVERSITY

ATTEST:

By: _____

_____, Secretary

Print Name: Christian Bonifonti

-or-

Title: CSTO

_____
Witness

Date: 1-17-2025

_____
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this January 17, 2025 (*date*) by Christian Bonifonti (*name of officer or agent, title of officer or agent*) of Lynn University (*name of corporation acknowledging*), a Florida (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☑ personally known to me or has produced _____ (*type of identification*) as identification and who ☐☐did/☐did not first take an oath this 17 day of January, 2025

My Commission Expires:

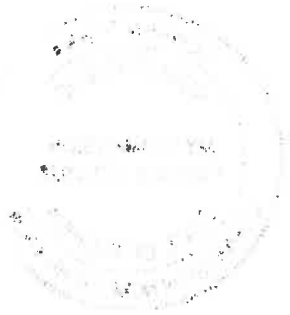
LewAnn Tonna
Signature – Notary Public

(SEAL)

LEWANN TONNA NOTARY PUBLIC MY COMMISSION EXPIRES 4-25-2028 STATE OF FLORIDA COMMISSION NUMBER HH 476298

LewAnn Tonna
Printed Name of Notary

HH 476298
Notary's Commission No.



Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	A. Academics
DEPARTMENT:	Academics

Agenda Item Number:	A-3.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Agreement with Teach-Now, Inc. d/b/a Moreland University (MU)

REQUESTED ACTION:

Approve the agreement between Teach-Now, Inc. d/b/a Moreland University and The School Board of Broward County, Florida. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Agreement

FINANCIAL IMPACT:

There is no financial impact to the district.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

School Support **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Dr. Angela Fulton	Phone:	754-321-2100
Name:	Saemone Hollingsworth	Phone:	754-321-2618

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Saemone Hollingsworth, Chief Academic Officer

Signature

Dr. Angela Fulton, Deputy Superintendent, Teaching &

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:

Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Teach-Now, Inc. d/b/a Moreland University

Board Meeting Date: February 19, 2025

Recommended Action
Approve the agreement between Teach-Now, Inc. d/b/a Moreland University (MU) and The School Board of Broward County, Florida (SBBC).

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": If yes, SBBC will be able to partner with MU provide Student Teacher, Practicum, and/or Field Experience placement requests to recruit future educators.

If the Board votes "No": If no, SBBC will not be able to partner with MU to provide Student Teacher, Practicum, and/or Field Experience placement requests to recruit future educators.

Background/History
An Agreement between a college or university and SBBC is required to accept any Student Teacher, Practicum, and/or Field Experience placements (student interns).

Our Field Experience Program is a borderless system with colleges/universities in Florida and other states for undergraduate and graduate students to gain practical experiences in pursuit of degrees in various majors/fields of study (general education, special education, etc.).

Alignment to 2027 Goals and Guardrails
Guardrail 3: School Support

Measurable Outcome(s)/Return on Investment
By July 2025, there will be a 15% growth in SBBC college/university field experience agreements. This expansion in field experience agreements will play a pivotal role in the reduction of instructional vacancies, as students participating within the program will be strategically funneled toward full-time employment opportunities within our organization.

Financial Impact
There is no financial impact to the district.

AGREEMENT

THIS AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

TEACH-NOW, INC. d/b/a MORELAND UNIVERSITY
(hereinafter referred to as "UNIVERSITY"),
whose principal place of business is
1100 17th Street, NW, Suite 650, Washington, D.C. 20036

WHEREAS, SBBC and UNIVERSITY wish, and intend by this Agreement to set forth the terms and conditions of engaging in a cooperative program ("Program") for the classroom field placement of selected students enrolled at UNIVERSITY with the mutual objective of preparing students for entry into teaching profession through the Teach-Now Teacher Preparation Certificate Program or Moreland's Master's Degrees in Education; and

WHEREAS, UNIVERSITY students will gain practical experience as part of the UNIVERSITY course curriculum by completing internships within SBBC schools at no cost to SBBC.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** The term of this Agreement commences upon the date of the last signature below ("Effective Date") and concludes on June 30, 2026, unless terminated earlier pursuant to section 3.05 of this Agreement, and may by mutual agreement between SBBC and UNIVERSITY, be extended for two (2) additional two (1) year periods.

2.02 **UNIVERSITY Responsibilities.**

2.02.1 UNIVERSITY shall plan and administer the UNIVERSITY educational program for its students and be responsible for the enrollment of its students in UNIVERSITY courses, including the clinical field placement.

2.02.2 UNIVERSITY shall maintain all educational records and reports relating to the UNIVERSITY educational programs completed by UNIVERSITY students during the clinical field experience.

2.02.3 UNIVERSITY shall determine, in its sole discretion, which of its enrolled students shall be eligible to participate in the Program.

2.02.4 UNIVERSITY shall provide a person to serve as its Coordinator to oversee its educational program and coordinate Program related activities with SBBC.

2.02.5 UNIVERSITY shall work through the SBBC department of Coaching and Induction to determine in advance placement sites for UNIVERSITY students in the Program, including dates and the number of UNIVERSITY students.

2.02.6 UNIVERSITY shall instruct its participating UNIVERSITY students to complete a security information background check form provided by SBBC and to submit to fingerprinting and criminal records background check to be performed by SBBC or at its direction.

2.02.7 UNIVERSITY shall, in consultation with SBBC, be responsible for grading of the field placement experience and determining whether a UNIVERSITY student has completed the requirements of the UNIVERSITY educational program.

2.02.8 UNIVERSITY students shall not be considered as employees or agents of the UNIVERSITY.

2.02.9 UNIVERSITY shall be responsible for providing professional development seminars to its students in the Program. SBBC may be requested to assist in such seminars.

2.02.10 UNIVERSITY shall be solely responsible for the conduct of any proceedings of its students related to academic or behavioral matters.

2.02.11 UNIVERSITY agrees to inform UNIVERSITY students that they are responsible for the rules and regulations of SBBC, including recognition of the confidential nature of information regarding pupils and their records.

2.02.12 UNIVERSITY will provide SBBC with a copy of course objectives for the learning experience. SBBC, together with UNIVERSITY, will make arrangements for evaluating the learning experience.

2.02.13 UNIVERSITY shall instruct UNIVERSITY students that they shall not take, capture or record any photographs or any audio or video recordings while on any SBBC facilities without prior written consent of all parents, or students aged 18 or over, for all students that may be captured in such recordings to evaluate intern's progress.

2.03 **SBBC Responsibilities.**

2.03.1 SBBC shall be responsible for the conduct of its operations, supervision of its staff and the education of its students. UNIVERSITY shall not control any of SBBC's property or operations.

2.03.2 SBBC shall provide forms for UNIVERSITY to use as student teacher applications.

2.03.3 SBBC shall determine, in consultation with UNIVERSITY, the UNIVERSITY students who will be placed at SBBC schools and which schools.

2.03.4 SBBC shall provide to UNIVERSITY students a security background information form to be completed by UNIVERSITY students and provide a process for fingerprinting and criminal records background check to be performed by SBBC or at its direction. SBBC shall determine whether a UNIVERSITY student has satisfactorily cleared the security screening.

2.03.5 SBBC shall, in consultation with UNIVERSITY, assign its teachers/staff to serve as supervising teachers for the evaluation of the UNIVERSITY students. SBBC supervising teachers/staff shall complete evaluation forms provided by UNIVERSITY. Site supervisors selected by SBBC will, a) assist in orienting UNIVERSITY students to the school, the classroom and the pupils; b) explain all school and district policies, rules, and regulations to students; c) provide prompt and substantive feedback to UNIVERSITY students regarding performance activities and interactions with SBBC personnel, pupils and parents; d) complete evaluations of UNIVERSITY student progress and submit them to UNIVERSITY after reviewing them with applicable UNIVERSITY students; e) immediately inform the UNIVERSITY faculty supervisor of any concerns regarding a UNIVERSITY student; f) establish a time to meet and discuss with UNIVERSITY students their activities, impressions, reflections, and suggestions for goals and areas of improvement; g) (For interns) supervise students on a daily basis while under supervision from SBBC site supervisor, if the site supervisor is absent from the classroom, under no circumstance can a UNIVERSITY student, even if he/she is certified, serve as the substitute of record during the student teaching experience unless a separate agreement has been negotiated by SBBC and the UNIVERSITY student.

2.03.6 SBBC shall provide the UNIVERSITY with written performance evaluation feedback about the UNIVERSITY student and completion logs based on the Florida Educator Accomplished Practices (FEAPS) with the prior written consent of the UNIVERSITY student.

2.03.7 UNIVERSITY students shall not be deemed to be employees of SBBC for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any other purpose, because of their participation in the Program. Each UNIVERSITY student is placed with SBBC to receive clinical field experience as a part of his or her academic curriculum; those duties performed by a UNIVERSITY student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time during their practicum shall students replace or substitute for any employee of SBBC. This provision shall not be deemed to prohibit the employment of any such UNIVERSITY student by SBBC under a separate employment agreement for separate or additional duties.

2.03.8 SBBC agrees that UNIVERSITY students assigned to it for internship experiences are under the supervision, control and responsibility of SBBC.

2.03.9 SBBC shall retain the right in its sole discretion, to request the removal of any individual from any area of the school premises. UNIVERSITY students shall be instructed by the UNIVERSITY to promptly and without protest leave an area whenever they are requested to do so by an authorized SBBC representative.

2.03.10 SBBC will provide to UNIVERSITY students the policies and procedures and other relevant materials to allow students to function appropriately within the school.

2.03.11 SBBC will permit UNIVERSITY students access to the library facilities/curriculum laboratories available to personnel. UNIVERSITY students may not remove materials from the school without appropriate approval.

2.03.12 UNIVERSITY students shall not be considered employees or agents of SBBC.

2.03.13 SBBC acknowledges: (a) a UNIVERSITY student's provision of services in the clinical or field experience will not displace SBBC employees or provide any immediate advantage to the site; (b) no participating UNIVERSITY student will be entitled to employment by SBBC following internship; and (c) this internship will be without compensation to the UNIVERSITY student.

2.03.14 SBBC shall permit a UNIVERSITY supervisor to visit SBBC for purposes of ascertaining that UNIVERSITY's educational objectives for each UNIVERSITY student's rotation are met at SBBC. UNIVERSITY supervisor shall remain under the direct supervision of an SBBC employee at all times while on school grounds pursuant to Section 1012.468(2)(a)(1), Florida Statutes.

2.03.15 SBBC personnel who supervise UNIVERSITY student teachers during student teaching internships in a K-3 setting must have a certificate or endorsement in reading.

2.03.16 SBBC personnel who supervise UNIVERSITY student teachers in state-approved programs in Prekindergarten-Primary Education, Elementary Education, English, English to Speakers of Other Languages, and Reading must have a certificate or endorsement in reading.

2.04 **SBBC Disclosure of Education Records.** Under this Agreement, UNIVERSITY students will gain practical experience by completing internships within SBBC schools for entry into the teaching profession.

(a) SBBC staff will provide UNIVERSITY student the records listed in this section for the purpose of classroom observations, classroom instruction, SBBC student work evaluation, and classroom assistance, pursuant to this Agreement.

(b) SBBC will provide UNIVERSITY student the following SBBC student education records via secure email:

1) academic records
2) attendance records
3) emergency contact records
4) Individualized Education Program (IEP) or 504 Plan, when applicable, viewed only when on campus under the supervision of the SBBC supervising teacher
5) additional education records necessary for the UNIVERSITY student to complete his/her responsibilities, pursuant to this Agreement.

(c) SBBC must obtain the written consent from each student's parent/guardian or student age 18 years or older prior to disclosing the education records listed in this section for all purposes indicated above.

(d) The requirements of this section shall supersede any uses and disclosures of education records or the like as listed in UNIVERSITY'S privacy policies if any.

(e) Student teachers may redisclose de-identified student work samples and personally identifiable video/audio recordings pursuant to **Section 2.02.13**, to UNIVERSITY supervisor to receive feedback and evaluation, and ensure proper planning and delivery of instruction.

2.05 **UNIVERSITY Safeguarding Confidentiality of SBBC Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, UNIVERSITY shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party, in compliance with Section 1006.1494, Florida Statutes; and shall, otherwise be in full be in compliance with Section 1006.1494, Florida Statutes;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) purge education records from any media once the media is no longer in use or is to be disposed.

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) UNIVERSITY shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section survives the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.06 **Auditing of Data Protection Controls.**

(a) UNIVERSITY or any of UNIVERSITY's subcontractors with access to SBBC data shall provide an attestation stating the UNIVERSITY and/or UNIVERSITY's subcontractors with access to SBBC data have undergone a third-party audit and the security controls being used are in compliance with acceptable security standards. This attestation shall be provided to SBBC within ten (10) calendar days after the Effective Date of this Agreement and before the commencement of services by UNIVERSITY or by any of UNIVERSITY's subcontractors with access to SBBC data under this Agreement.

(b) At a minimum, the audit shall show what controls are used to:
1) protect SBBC against unauthorized access, unauthorized disclosure, and damage;
2) reduce the risk of compromise of the availability, integrity, confidentiality, and privacy of the provided SBBC data;
3) ensure SBBC student and/or staff personal information is collected, used, retained, disclosed, and disposed of in a manner to meet UNIVERSITY'S objectives while also ensuring the data is protected from unauthorized use or disclosure; and
4) monitor compliance with established security controls.

(c) Additionally, the UNIVERSITY and/or the UNIVERSITY's subcontractors with access to SBBC data shall, at minimum, annually a third-party of their security controls showing compliance with acceptable security standards and maintain compliance during the agreement. The UNIVERSITY shall provide SBBC an attestation of

continued compliance by UNIVERSITY and/or UNIVERSITY's subcontractors with access to SBBC data within ten (10) business days of written request by SBBC.

2.07 **Inspection of UNIVERSITY'S Records by SBBC.** UNIVERSITY shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of UNIVERSITY's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to UNIVERSITY's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to UNIVERSITY pursuant to this Agreement. SBBC's agent or its authorized representative shall provide UNIVERSITY with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the UNIVERSITY's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. UNIVERSITY shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.08 **Notice.** When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director, Coaching and Induction The School Board of Broward County, Florida 3531 Davie Road Davie, Florida 33314
To Moreland University:	Dr. Susanne H. Thompson, President 1100 17th Street, NW Suite 650, Washington, D.C. 20036
With a Copy to:	Carol Sanginario, Sr. Director, Regulatory & Compliance 1100 17th Street, NW Suite 650, Washington, D.C. 20036

2.09 **Background Screening.** UNIVERSITY shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct

contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. Personnel who are subject to background screening include all of UNIVERSITY's non-exempt employees, representatives, agents, and sub-contractors performing duties under this Agreement who meet any of the three (3) descriptions listed above. This background screening will be conducted by SBBC in advance of UNIVERSITY or its personnel providing any services under this Agreement. UNIVERSITY shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement (FDLE) to maintain the fingerprints provided with respect to UNIVERSITY and its personnel. The parties agree that the failure of UNIVERSITY to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate this Agreement immediately for cause and with no opportunity required to permit UNIVERSITY to cure such default and no further responsibilities or duties for SBBC to perform under this Agreement. UNIVERSITY agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from UNIVERSITY's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes. SBBC issued identification badges must be worn at all times when on SBBC property or when performing services for SBBC and must be worn where they are visible and easily readable.

2.10 **Public Records**. Any party contracting with SBBC is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to SBBC, all public records in that party's possession upon termination of its Agreement with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to SBBC in a format that is compatible with SBBC's information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

2.11 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable, up to the limits of Section 768.28, Florida Statutes, for any damages resulting from said negligence.

(b) By UNIVERSITY: UNIVERSITY agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by UNIVERSITY, its agents, servants or employees; the equipment of UNIVERSITY, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of UNIVERSITY or the negligence of UNIVERSITY's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by UNIVERSITY, SBBC or otherwise.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section survives the termination of all performance or obligations under this Agreement and is fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third-Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations under this Agreement in or upon any third person or entity. None of the parties intend to directly or substantially benefit a third-party by this Agreement. The parties agree that there are no third-party beneficiaries to this Agreement and that no third-party is entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement are acting in the capacity of independent contractors and not as an officer, employee, or agent of one another. Neither party or its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits, or any other benefits of SBBC employees exists as a result of the performance of any duties or responsibilities under this Agreement. SBBC is not responsible for Social Security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors, or assignees.

3.04 **Default**. The parties agree that, if either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days' written notice to cure the default. However, if said default cannot be cured within said thirty (30) calendar day period and the defaulting party is diligently attempting in good faith to cure same, the time period will be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this

Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy is cumulative and in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder precludes any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to section 3.05.

3.05 **Termination**. This Agreement may be terminated with or without cause by SBBC during the term hereof upon thirty (30) calendar days' written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, if the termination date occurs before a UNIVERSITY student has completed his or her learning experience at SBBC and the UNIVERSITY student is in good standing with SBBC, such UNIVERSITY student may be permitted to complete the scheduled learning experience pursuant to the terms of this Agreement.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All of SBBC's obligations under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and are payable and performable in Broward County, Florida.

3.08 **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 disputes, controversies, or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida has jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of 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 is predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred, or encumbered by any party without the prior written consent of the other party. There shall be no partial assignment of interests under this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles, and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe, or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. If any one or more of the sections, paragraphs, sentences, clauses, or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable, or void in any respect, such does not affect the remaining portions of this Agreement and the same remain in full force and effect as if such invalid, illegal, unlawful, unenforceable, or void sections, paragraphs, sentences, clauses, or provisions had never been included.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein is effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **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 is not a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver is only effective as to the specific instance for which it is obtained and is not a continuing or future waiver.

3.17 **Force Majeure**. Neither party is obligated to perform any duty, requirement, or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, 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, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available thereunder are in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

3.19 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit

of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds survive the termination of this Agreement.

3.20 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or her/his designee to take any actions necessary to implement and administer this Agreement.

3.21 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which is an original, but all of which, taken together, shall constitute one and the same Agreement.

3.22 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the Effective Date.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By: _____
Debra Hixon, Chair

ATTEST:

Date: _____

_____
Dr. Howard Hepburn
Superintendent of Schools

Approved as to Form and Legal Content:

Maya Moore

Digitally signed by Maya Moore
Reason: Teach-Now Inc. dba Moreland University
Date: 2024.12.18 08:58:05 -05'00'

_____
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

(Corporate Seal)

FOR UNIVERSITY:

TEACH-NOW, INC. d/b/a MORELAND UNIVERSITY

ATTEST:

—

_____, Secretary

-or-

_____
Witness

_____
Witness

By: Susanne H. Thompson Ed.D.

Print Name: Susanne H. Thompson, Ed.D.

Title: President

Date: 12.17.2024

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF District of Columbia

COUNTY OF —

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 12/17/2024 (*date*) by Susanne H. Thompson (*name of officer or agent, title of officer or agent*) of Teach-Now Inc. dba Moreland University (*name of corporation acknowledging*), a Delaware (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☐ personally known to me or has produced driver Licence (*type of identification*) as identification and who ☐☐did/☐did not first take an oath this 17 day of December, 2024.

My Commission Expires: November 14, 2029

NAZAR VYSOTSKYI NOTARY PUBLIC EXP. 11-14-29 DISTRICT OF COLUMBIA (SEAL)

_____
Signature – Notary Public

Nazar Vysotskyi
Printed Name of Notary

N/A in Washington, DC
Notary's Commission No.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	C. Office of The Superintendent
DEPARTMENT:	Chief of Staff

Agenda Item Number:	C-1.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Administrative Complaint Carol Nissen

REQUESTED ACTION:

Adopt the Superintendent's recommendation to suspend the Assistant Principal, Carol Nissen, for three (3) days without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely requests a hearing. District 6.

RATIONALE:

For the Requested Action, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s) Return on Investments, Financial Impact, and Rational, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Notice of Board Meeting
- Administrative Complaint
- Affidavit of Service

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Maya A. Moore	Phone:	754-321-2050
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Ernie Lozano, Task Assigned, Chief Safety & Security Officer

Signature

David Azzarito, Chief People Officer Feb. 4, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:

Name: Esmeralda E. Negron
Title: Assistant General Counsel
Phone: 754-321-2050

EXECUTIVE SUMMARY
Administrative Complaint Carol Nissen

Board Meeting Date:
February 19, 2025

Recommended Action:
Adopt the Superintendent's recommendation to suspend Carol Nissen, for three (3) days and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely requests a hearing.

District-zone Impact:
District 6.

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The School Board ("Board") adopts the Superintendent's recommendation to suspend Carol Nissen for three (3) days without pay.

If the Board votes "No": The School Board ("Board") rejects the Superintendent's recommendation to suspend Carol Nissen, and she will not serve a three (3) day suspension without pay.

Background/History:
This item request Board approval of the Superintendent's recommendation to suspend Carol Nissen ("Nissen"), an Assistant Principal at Tequesta Trace Middle School. On or about May 22, 2024, while on cafeteria duty. Nissen learned of two students involved in an incident and she proceeded to yell, "You want to fight, go ahead and fight! Go ahead and fight, you'll get nine days!" As Nissen continued to yell at the students, she encouraged them to fight, even after one of the students stated, "I don't want to fight."

Nissen was served with an Administrative Complaint on January 28, 2025. Her deadline for requesting a hearing will expire prior to the Board meeting. Staff will advise the Board whether a hearing has been requested no later than the start of the Board meeting on February 19, 2025.

Alignment to 2027 Goals and Guardrails:
Business Operations.

Measurable Outcome(s)/Return on Investment:
Not Applicable.

Financial Impact:
There is no financial impact to the District.

Established 1915
BROWARD
County Public Schools

Office of the Superintendent
Dr. Howard Hepburn
Superintendent of Schools
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301
phone: 754-321-2600 • fax: 754-321-2701
superintendent@browardschools.com
browardschools.com

The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

January 28, 2025

Carol Nissen
1309 SW 19th Avenue
Ft. Lauderdale, Florida 33312

Re: Dr. Howard Hepburn v. Carol Nissen

Dear Ms. Nissen,

Pursuant to Florida Statute §1012.33, you are hereby notified that I, Dr. Howard Hepburn, Superintendent of Schools, will make a recommendation to The School Board of Broward County, Florida for your suspension. This recommendation is predicated upon the charges outlined in the attached Administrative Complaint.

These charges will be presented to the School Board on **Wednesday, February 19, 2025,** at **8:45 A.M.**, at Kathleen C. Wright Administration Building, 600 Southeast Third Avenue, Fort Lauderdale, Florida. Pursuant to Florida Statute Chapter 120, you may request a formal hearing, provided that you request said hearing, in writing, to the Superintendent as set forth in the Notice section of the Administrative Complaint.

This is your notice pursuant to Florida Statute 1012.31 that the material contained in your investigative file is a public record and it will become available for inspection by the public ten days from receipt of this letter. Any request made by the public for the documentation referred to above will be provided in accordance with the laws of the State of Florida and Federal law.

Sincerely,

Dr. Howard Hepburn
Superintendent of Schools

Established 1915
BROWARD
County Public Schools

NOTICE

If you wish to contest the charges, you must, **within 21 calendar days after receipt of the written notice**, submit a written request for a hearing to Dr. Howard Hepburn, Superintendent, School Board of Broward County, Florida, 600 S.E. 3rd Ave., Fort Lauderdale, FL 33301. You may also present a written statement presenting your side of the story and/or reasons why the proposed action should not be taken. If timely requested, such hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings of the Department of Management Services. The hearing shall be conducted within 60 days after receipt of the written appeal in accordance with chapter 120, Florida Statutes.

FAILURE TO TIMELY REQUEST A HEARING WILL RESULT IN A WAIVER OF THE RIGHT TO CONTEST THE CHARGES.

IF YOU WANT TO HIRE AN ATTORNEY, YOU HAVE THE RIGHT TO BE REPRESENTED BY AN ATTORNEY IN THIS MATTER.

HH/EEN:saj
Attachment

c: John Sullivan, Chief Communications/Legislative Affairs Officer
Dr. Angela R. Fulton, Deputy Superintendent, Teaching/Learning
David Azzarito, Chief People Officer
Alan Strauss, South Regional Superintendent, Teaching & Learning
Marylin Batista, General Counsel
Susan Rockelman, Executive Director, Talent Management,
Angine Tyghter, Director, Talent Acquisition & Operations (Instructional)
Ernie Lozano, Executive Director, Professional Standards/Labor Relations
Sherline Manzo, Director, Professional Standards
Jeffrey S. Levine, Sergeant, Professional Standards
Robert Rivera Principal, Tequesta Trace Middle School
Kevin Nosowicz, Chief, Broward County School Police
Samantha Gordon, Manager, Human Resource Support Services

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

DR. HOWARD HEPBURN, as
Superintendent for
The School Board of Broward County, Florida,

Petitioner,

v.

CAROL NISSEN,

Respondent.
_____/

ADMINISTRATIVE COMPLAINT

Petitioner, Dr. Howard Hepburn, as Superintendent for The School Board of Broward County, Florida ("Petitioner"), through his undersigned counsel, files this Administrative Complaint against Respondent, CAROL NISSEN ("NISSEN"). The Petitioner seeks a three (3) day suspension of NISSEN's employment with The School Board of Broward County, Florida ("School Board"), pursuant to Chapter 120 and Sections 1001.51, 1012.27(5), and 1012.33 Florida Statutes and Rule 6A-5.056 of the Florida Administrative Code. The Petitioner alleges the following:

I. JURISDICTIONAL BASIS

1. The agency is The School Board of Broward County, Florida, located at 600 Southeast Third Avenue, Fort Lauderdale, Broward County, Florida 33301.
2. The Petitioner is Dr. Howard Hepburn, who is the Superintendent for The School Board of Broward County,

Florida.

3. The Petitioner is statutorily obligated to recommend the placement of school personnel and to require compliance and observance with all laws, rules, and regulations. Petitioner is authorized to report and enforce any violation thereof, together with recommending the appropriate disciplinary action against any instructional personnel employed by the School Board, inclusive of NISSEN.

4. NISSEN is currently employed as an Assistant Principal for the School Board pursuant to a Professional Service Contract issued in accordance with Section 1012.33, Florida Statutes.

5. The last known address of NISSEN is 1309 SW 19TH Avenue, Fort Lauderdale, Florida 33312.

II. MATERIAL ALLEGATIONS

6. This recommendation is based upon conduct occurring in the 2023-2024 school year.

7. NISSEN is currently an Assistant Principal at Tequesta Trace Middle School ("TEQUESTA").

8. On or about August 24, 1993, the School Board hired NISSEN as an instructional employee.

9. On or about May 18, 2006, NISSEN became an Acting/Interim Assistant Principal.

10. On or about May 19, 2006, NISSEN became an Assistant Principal.

11. On or about May 22, 2024, while on cafeteria lunch duty, student D.H. asked if he could speak with Nicole Ancieta (Ancieta), Teacher ESE Support Facilitator, regarding an incident between he and student J.M.
12. After speaking with D.H., Ancieta spoke with NISSEN regarding the incident between the two students.
13. As D.H. was standing at the back of the line, NISSEN began to yell "you want to fight, go ahead and fight."
14. After verifying if J.M. was the other student, NISSEN pulled him out of the line, and proceeded to yell "go ahead and fight him, you'll get nine days."
15. J.M. said "I don't want to fight him." Multiple times, the student tried to explain what happened, however, NISSEN said, "it doesn't matter."
16. As J.M. turned around to go back in the line, NISSEN said "great sportsmanship."
17. Ancieta, went to speak with D.H, who looked visibly upset, pinching the bridge of his nose and closing his eyes.
18. Later in the cafeteria, D.H. got up from his assigned table to speak with Ancieta, and over the microphone NISSEN told the student to "sit back down."
19. According to D.H., NISSEN made him feel uncomfortable because she shouted at him in front of the entire cafeteria, which

made things worse. D.H. stated that he wanted the situation to be confidential.

III. DUE PROCESS

20. On June 6, 2024, NISSEN attended her Due Process Meeting regarding the recommendation for suspension.

21. On June 6, 2024, NISSAN was issued a Corrective Action Report regarding the recommendation for a three (3) day suspension.

IV. PRIOR DISCIPLINE

22. On or about October 17, 2023, NISSEN received a written reprimand for inappropriate and unprofessional behavior and comments toward a student.

23. This reprimand stems from video footage captured on September 5, 2023, showing NISSEN yelling at a student over the microphone, grabbing and yanking a second student by the shirt and grabbing a third student by their hair and pushing the student.

V. ADMINISTRATIVE CHARGES

24. Petitioner realleges and incorporates herein by reference the allegations set forth in paragraphs one (1) through twenty - three (23) above.

25. Just cause exists for the requested relief pursuant to Fla. Stat. § 1012.33, Section 6A-5.056 F.A.C., the Respondent's employment contract, School Board rules and regulations, the Code of Ethics of the Education Profession, and the Employee

Disciplinary Guidelines promulgated by the School Board.

26. "Just cause" means cause that is legally sufficient. "Just cause" includes, **but is not limited to**:

***

B. "Misconduct in Office" means one or more of the following:

1. A violation of the Code of Ethics of the Education Profession in Florida as adopted in Rule 6A-10.080, F.A.C.[1];
2. A violation of the Principles of Professional Conduct for the Education Profession in Florida as adopted in Rule 6A-10.081, F.A.C.;
3. A violation of the adopted School Board rules;
4. Behavior that disrupts the student's learning environment; or
5. Behavior that reduces the teacher's ability or his or her colleagues' ability to effectively perform duties.

C. "Incompetency" means the inability, failure or lack of fitness to discharge the required duty as a result of inefficiency or incapacity.

1. "Inefficiency" means one or more of the following:
   a. Failure to perform duties prescribed by law;
   b. Failure to communicate appropriately with and relate to students;

***

2. "Gross insubordination" means the intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority; misfeasance, or malfeasance as to involve failure in the performance of the required duties.

3. "Willful neglect of duty" means intentional or reckless failure to carry out required duties.

***

[1] Repealed 3-23-16. Now included in 6A-10.081 F.A.C., Principles of Professional Conduct for the Education Profession in Florida.

A. JUST CAUSE

27. Respondent's actions constitute just cause to suspend her for three (3) days.

B. MISCONDUCT IN OFFICE

28. Respondent's actions, as alleged in paragraphs six (6) through twenty-three(23), incorporated herein and by reference, constitute misconduct in office. The Respondent through her above-described conduct has violated Fla. Stat. §1012.33 and one or more of Rules 6A-5.056(2)(a) through (e) of the Florida Administrative Code which defines "misconduct".

RULE 6A-10.081 F.A.C., PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

29. Pursuant to the Principles of Professional Conduct for the Education Profession in Florida,

(1) Florida educators shall be guided by the following ethical principles:

***

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

***

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

***

(c) Obligation to the profession of education requires that the individual:

***

C. INCOMPETENCY

30. Respondent's actions, as alleged in paragraphs six (6) through twenty-three(23), incorporated herein by reference, constitute incompetency. The Respondent, through her above-described conduct has violated Florida Statute §1012.33 and Rule 6A-5.056(3)(a) of the Florida Administrative Code. Her actions show a failure to perform the required duties as a result of inefficiency and incapacity.

(a) "Inefficiency" means one or more of the following:

1. Failure to perform duties prescribed by law;
2. Failure to communicate appropriately with and relate to students;

***

D. SCHOOL BOARD POLICY 4008

31. Respondent's actions, as alleged in paragraphs six (6) through twenty-three(23), incorporated herein by reference, are in violation of School Board Policy 4008 titled, "Responsibilities and Duties (Principals and Instructional Personnel)," which requires all employees who have been issued contracts to comply with the provisions of the Florida School Code, State Board Regulations and regulations and policies of the Board.

32. Furthermore, School Board Policy 4008(B) requires that "members of instructional staff shall perform the following functions:"

> 1. Comply with the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
>
> ***
>
> 3. Treat all students with kindness, consideration, and humanity, administering discipline in accordance with regulations of the State Board and the School Board; provided that in no case shall cruel or inhuman punishment be administered to any child attending the public school.
>
> ***
>
> 8. Conform to all rules and regulations that may be prescribed by the State Board and by the School Board.
>
> ***

E. INSUBORDINATION

33. Respondent's actions, as alleged in paragraphs six (6)

through twenty-three(23), incorporated herein by reference, constitute gross insubordination. The Respondent, through her above-described conduct has violated Florida Statute §1012.33 and Rule 6A-5.056(4).

34. "Gross insubordination" means the intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority; misfeasance, or malfeasance as to involve failure in the performance of the required duties.

35. "Willful neglect of duty" means intentional or reckless failure to carry out required duties.

DEMAND FOR RELIEF

WHEREFORE, based upon the foregoing, Petitioner, Dr. Howard Hepburn, Superintendent for The School Board of Broward County, Florida, recommends that the School Board suspend the Respondent, CAROL NISSEN, for three (3) days without pay based upon the foregoing facts and legal authority.

EXECUTED this 28th day of January, 2025.

DR. HOWARD HEPBURN,
Superintendent for
The School Board of Broward County, Florida

Respectfully submitted:

Esmeralda E. Negron, Esq.
Assistant General Counsel

NOTICE

If you wish to contest the charges, you must, within 21 calendar days after receipt of the written notice, submit a written request for a hearing to Dr. Howard Hepburn, Superintendent, School Board of Broward County, Florida, 600 S.E. 3rd Ave., Fort Lauderdale, FL 33301. You may also present a written statement presenting your side of the story and/or reasons why the proposed action should not be taken. If timely requested, such hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings of the Department of Management Services. The hearing shall be conducted within 60 days after receipt of the written appeal in accordance with chapter 120, Florida Statutes.

FAILURE TO TIMELY REQUEST A HEARING WILL RESULT IN A WAIVER OF THE RIGHT TO CONTEST THE CHARGES.

IF YOU WANT TO HIRE AN ATTORNEY, YOU HAVE THE RIGHT TO BE REPRESENTED BY AN ATTORNEY IN THIS MATTER.

Carol Nissen

THIS HAS BEEN ISSUED AT THE REQUEST OF:
Esmeralda E. Negron, Esq., (754)321-2050

RECEIVED THIS 12 **PAGE NOTICE AND** 12 **PAGE ADMINISTRATIVE COMPLAINT ON:**

January 28, 2025, at 3:25 o'clock, P.m., and served Carol S. Nissen the same on January 28, 2025, at 3:25 o'clock, P.m., by delivering a true copy thereof to: Carol S. Nissen

COMPLETE IF SERVED BY SWORN LAW ENFORCEMENT OFFICER

January 28, 2025 at 3:26 o'clock, P.m. By: J Bulter

Title: Sergeant

12

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	C. Office of The Superintendent
DEPARTMENT:	Chief of Staff

Agenda Item Number:	C-2.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Administrative Complaint Myrlande Francois

REQUESTED ACTION:

Adopt the Superintendent's recommendation to suspend the teacher, Myrlande Francois, for three (3) days without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely requests a hearing. District 7.

RATIONALE:

For the Requested Action, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s) Return on Investments, Financial Impact, and Rational, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Amended Notice of Board Mee…
- Administrative Complaint
- Affidavit of Service

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Maya A. Moore	Phone:	754-321-2050
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Ernie Lozano, Task Assigned, Chief Safety & Security Officer

Signature

David Azzarito, Chief People Officer Feb. 4, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:

Name: Esmeralda E. Negron
Title: Assistant General counsel
Phone: 754-321-2050

EXECUTIVE SUMMARY
Administrative Complaint Myrlande Francois

Board Meeting Date:
February 19, 2025

Recommended Action:
Adopt the Superintendent's recommendation to suspend Myrlande Francois for three (3) days without pay and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely requests a hearing.

District-zone Impact:
District 7.

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The School Board ("Board") adopts the Superintendent's recommendation to suspend Myrlande Francois for three (3) days without pay.

If the Board votes "No": The School Board ("Board") rejects the Superintendent's recommendation to suspend Myrlande Francois, and she will not serve a three (3) day suspension without pay.

Background/History:
This item requests Board approval of the Superintendent's recommendation to suspend Myrlande Francois ("Francois"), a teacher at Sanders Park Elementary School, for three (3) days without pay. On or about May 23, 2024, a student was seen by parent volunteer, Ernest Reyes, ("Reyes") exiting the back door of Francois's classroom and proceeding to sit alone on the bus bench without staff supervision. The student was taken inside by teacher, Marsha Richards ("Richards"). The student was then escorted to ESE Specialist Teacher, Athlean Clarke-Smith's office. Clarke-Smith attempted to call Francois's classroom for approximately 35 minutes, but there was no answer. Teacher Assistant, Melani Shaheed, ("Shaheed"), retrieved and returned the student back to Francois.

Francois was served with an Administrative Complaint on January 28, 2025. Her deadline for requesting a hearing will expire prior to the Board meeting. Staff will

advise the Board whether a hearing has been requested no later than the start of the Board meeting on February 19, 2025.

Alignment to 2027 Goals and Guardrails:
Business Operations.

Measurable Outcome(s)/Return on Investment:
Not Applicable.

Financial Impact:
There is no financial impact to the District.

Established 1915
BROWARD
County Public Schools

Office of the Superintendent
Dr. Howard Hepburn
Superintendent of Schools
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301
phone: 754-321-2600 • fax: 754-321-2701
superintendent@browardschools.com
browardschools.com

The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

January 31, 2025

Myrlande Francois
1501 NE 40th Street
Pompano Beach, Florida 33064

Re: Dr. Howard Hepburn v. Myrlande Francois
Amended Notice of Board Meeting (Amended As To Day Only)

Dear Ms. Francois,

Pursuant to Florida Statute §1012.33, you are hereby notified that I, Dr. Howard Hepburn, Superintendent of Schools, will make a recommendation to The School Board of Broward County, Florida for your suspension. This recommendation is predicated upon the charges outlined in the attached Administrative Complaint.

These charges will be presented to the School Board on **Wednesday, February 19, 2025,** at **8:45 A.M.**, at Kathleen C. Wright Administration Building, 600 Southeast Third Avenue, Fort Lauderdale, Florida. Pursuant to Florida Statute Chapter 120, you may request a formal hearing, provided that you request said hearing, in writing, to the Superintendent as set forth in the Notice section of the Administrative Complaint.

This is your notice pursuant to Florida Statute 1012.31 that the material contained in your investigative file is a public record and it will become available for inspection by the public ten days from receipt of this letter. Any request made by the public for the documentation referred to above will be provided in accordance with the laws of the State of Florida and Federal law.

Sincerely,

Dr. Howard Hepburn
Superintendent of Schools

Established 1915
BROWARD
County Public Schools

NOTICE

If you wish to contest the charges, you must, **within 15 calendar days after receipt of the written notice**, submit a written request for a hearing to Dr. Howard Hepburn, Superintendent, School Board of Broward County, Florida, 600 S.E. 3rd Ave., Fort Lauderdale, FL 33301. You may also present a written statement presenting your side of the story and/or reasons why the proposed action should not be taken. If timely requested, such hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings of the Department of Management Services. The hearing shall be conducted within 60 days after receipt of the written appeal in accordance with chapter 120, Florida Statutes.

FAILURE TO TIMELY REQUEST A HEARING WILL RESULT IN A WAIVER OF THE RIGHT TO CONTEST THE CHARGES.

IF YOU WANT TO HIRE AN ATTORNEY, YOU HAVE THE RIGHT TO BE REPRESENTED BY AN ATTORNEY IN THIS MATTER.

HH/EEN:saj

c: John Sullivan, Chief Communications/Legislative Affairs Officer
Dr. Angela R. Fulton, Deputy Superintendent, Teaching/Learning
David Azzarito, Chief People Officer
Dr. Jermaine Fleming, Nouth Regional Superintendent, Teaching & Learning
Marylin Batista, General Counsel
Susan Rockelman, Executive Director, Talent Management,
Angine Tyghter, Director, Talent Acquisition & Operations (Instructional)
Ernie Lozano, Executive Director, Professional Standards/Labor Relations
Sherline Manzo, Director, Professional Standards
Jeffrey S. Levine, Sergeant, Professional Standards
Karen Nesbeth, Principal, Sanders Park Elementary School
Kevin Nosowicz, Chief, Broward County School Police
Samantha Gordon, Manager, Human Resource Support Services

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

DR. HOWARD HEPBURN, as
Superintendent for
The School Board of Broward County, Florida,

Petitioner,

v.

MYRLANDE FRANCOIS,

Respondent.
_____/

ADMINISTRATIVE COMPLAINT

Petitioner, Dr. Howard Hepburn, as Superintendent for The School Board of Broward County, Florida ("Petitioner"), through his undersigned counsel, files this Administrative Complaint against Respondent, MYRLANDE FRANCOIS ("FRANCOIS"). The Petitioner seeks a three (3) day suspension of FRANCOIS's employment with The School Board of Broward County, Florida ("School Board"), pursuant to Chapter 120 and Sections 1001.51, 1012.27(5), and 1012.33 Florida Statutes and Rule 6A-5.056 of the Florida Administrative Code. The Petitioner alleges the following:

I. JURISDICTIONAL BASIS

1. The agency is The School Board of Broward County, Florida, located at 600 Southeast Third Avenue, Fort Lauderdale, Broward County, Florida 33301.
2. The Petitioner is Dr. Howard Hepburn, who is the Superintendent for The School Board of Broward County,

Florida.

3. The Petitioner is statutorily obligated to recommend the placement of school personnel and to require compliance and observance with all laws, rules, and regulations. Petitioner is authorized to report and enforce any violation thereof, together with recommending the appropriate disciplinary action against any instructional personnel employed by the School Board, inclusive of FRANCOIS.

4. FRANCOIS is an employee of the School Board and is currently employed as a teacher pursuant to a Professional Service Contract issued in accordance with Section 1012.33, Florida Statutes.

5. The last known address of FRANCOIS is 1501 NE 40th Street, Pompano Beach, Florida 33064.

II. MATERIAL ALLEGATIONS

6. This recommendation is based upon conduct occurring in the 2023-2024 school year.

7. FRANCOIS is currently a teacher at Sanders Park Elementary School ("SANDERS").

8. On or about August 29, 1994, the School Board hired FRANCOIS as an instructional employee.

9. On or about May 23, 2024, A.T., a male student eloped from FRANCOIS's classroom through the backdoor and sat on the bench in the bus loop.

10. While on the phone near the bus pick up area, parent volunteer, Ernesto Reyes,("Reyes"), saw student, A.T. exit the backdoor of FRANCOIS' classroom and proceed to sit on the bus bench alone without staff supervision.
11. Reyes, informed Teacher, Marsha Richards ("Richards") who then took the student inside. Security footage shows A.T. sitting on the bench and being taken inside by an adult.
12. Classroom Assistant, Jamecia McCutcheon ("McCutcheon") walked the student to ESE Specialist Teacher, Athlean Clarke-Smith ("Clarke-Smith"). Clarke-Smith was in a meeting with an ESE Director when alerted about the unsupervised child. Clarke-Smith attempted to call FRANCOIS's classroom, but there was no answer.
13. FRANCOIS notified the front office approximately thirty-five (35) minutes later that she was missing a student.
14. Teacher Assistant, Melani Shaheed, ("Shaheed"), while on break retrieved the student from McCutcheon's classroom to return the student to FRANCOIS.
15. Despite prior discipline and opportunities to improve, FRANCOIS continues with this concerning pattern of not adhering to directives related to adequately supervising and accounting for her students, as well as not reporting these incidents in a timely manner.

III. DUE PROCESS

16. On or about June 3, 2024, FRANCOIS attended her Due Process Meeting regarding the recommendation for suspension.

17. On or about June 10, 2024, FRANCOIS was issued a Corrective Action Report regarding the recommendation for a three (3) day suspension.

IV. PRIOR DISCIPLINE

18. On or about June 8, 2023, FRANCOIS received a written reprimand for failure to properly supervise a student and adhere to policies and procedures in reporting the incident.

19. The written reprimand specifically directed FRANCOIS to actively supervise her students at all times, notify the front office anytime a student is unaccounted for, ensure that all students are supervised at all times, take student attendance every period, and notify administration as soon as she notices a student is missing.

V. ADMINISTRATIVE CHARGES

20. Petitioner realleges and incorporates herein by reference the allegations set forth in paragraphs one (1) through nineteen (19) above.

21. Just cause exists for the requested relief pursuant to Fla. Stat. § 1012.33, Section 6A-5.056 F.A.C., the Respondent's employment contract, School Board rules and regulations, the Code of Ethics of the Education Profession, and the Employee

Disciplinary Guidelines promulgated by the School Board.

22. "Just cause" means cause that is legally sufficient. "Just cause" includes, **but is not limited to**:

***

B. "Misconduct in Office" means one or more of the following:

1. A violation of the Code of Ethics of the Education Profession in Florida as adopted in Rule 6A-10.080, F.A.C.[1];
2. A violation of the Principles of Professional Conduct for the Education Profession in Florida as adopted in Rule 6A-10.081, F.A.C.;
3. A violation of the adopted School Board rules;
4. Behavior that disrupts the student's learning environment; or
5. Behavior that reduces the teacher's ability or his or her colleagues' ability to effectively perform duties.

C. "Incompetency" means the inability, failure or lack of fitness to discharge the required duty as a result of inefficiency or incapacity.

1. "Inefficiency" means one or more of the following:
   a. Failure to perform duties prescribed by law;
   b. Failure to communicate appropriately with and relate to students;
   c. Failure to communicate appropriately with and relate to colleagues, administrators, subordinates, or parents;
   d. Disorganization of his or her classroom to such an extent that the health, safety or welfare of the students is diminished;

***

2. "Gross insubordination" means the intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority; misfeasance, or malfeasance as to involve failure

[1] Repealed 3-23-16. Now included in 6A-10.081 F.A.C., Principles of Professional Conduct for the Education Profession in Florida.

in the performance of the required duties.

3. "Willful neglect of duty" means intentional or reckless failure to carry out required duties.

***

A. JUST CAUSE

23. Respondent's actions constitute just cause to suspend her for three (3) days.

B. MISCONDUCT IN OFFICE

24. Respondent's actions, as alleged in paragraphs six (6) through nineteen (19), incorporated herein by reference, constitute misconduct in office. The Respondent through her above-described conduct has violated Fla. Stat. §1012.33 and one or more of Rules 6A-5.056(2)(a) through (e) of the Florida Administrative Code which defines "misconduct".

RULE 6A-10.081 F.A.C., PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

25. Pursuant to the Principles of Professional Conduct for the Education Profession in Florida,

(1) Florida educators shall be guided by the following ethical principles:

***

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the

respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

***

C. INCOMPETENCY

26. Respondent's actions, as alleged in paragraphs six (6) through nineteen (19), incorporated herein by reference, constitute incompetency. The Respondent, through her above-described conduct has violated Florida Statute §1012.33 and Rule 6A-5.056(3)(a) of the Florida Administrative Code. Her actions show a failure to perform the required duties as a result of inefficiency and incapacity.

1. "Inefficiency" means one or more of the following:

a. Failure to perform duties prescribed by law;
b. Failure to communicate appropriately with and relate to students;
c. Failure to communicate appropriately with and relate to colleagues, administrators, subordinates, or parents;

d. Disorganization of his or her classroom to such an extent that the health, safety or welfare of the students is diminished;

***

D. SCHOOL BOARD POLICY 4008

27. Respondent's actions, as alleged in paragraphs six (6) through nineteen (19), incorporated herein by reference, are in violation of School Board Policy 4008 titled, "Responsibilities and Duties (Principals and Instructional Personnel)," which requires all employees who have been issued contracts to comply with the provisions of the Florida School Code, State Board Regulations and regulations and policies of the Board.

28. Furthermore, School Board Policy 4008(B) requires that "members of instructional staff shall perform the following functions:"

1. Comply with the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.

***

3. Infuse in the classroom, the District's adopted Character Education Traits of Respect, Honesty, Kindness, Self-control, Tolerance, Cooperation, Responsibility and Citizenship.

4. Treat all students with kindness, consideration, and humanity, administering discipline in accordance with regulations of the State Board and the School Board; provided that in no case shall cruel or inhuman punishment be administered to any child attending the public school.

***

8. Conform to all rules and regulations that may be prescribed by the State Board and by the School Board.

***

E. INSUBORDINATION

29. Respondent's actions, as alleged in paragraphs six (6) through nineteen (19), incorporated herein by reference, constitute gross insubordination. The Respondent, through her above-described conduct has violated Florida Statute §1012.33 and Rule 6A-5.056(4).

30. "Gross insubordination" means the intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority; misfeasance, or malfeasance as to involve failure in the performance of the required duties.

31. "Willful neglect of duty" means intentional or reckless failure to carry out required duties.

DEMAND FOR RELIEF

WHEREFORE, based upon the foregoing, Petitioner, Dr. Howard Hepburn, Superintendent for The School Board of Broward County, Florida, recommends that the School Board suspend the Respondent, Myrlande Francois, for three (3) days without pay based upon the foregoing facts and legal authority.

[Intentionally Left Blank; Signature Page Follows.]

EXECUTED this 28th day of January, 2025.

DR. HOWARD HEPBURN,
Superintendent for
The School Board of Broward County,
Florida

Respectfully submitted:
Esmeralda E. Negron, Esq.
Assistant General Counsel

NOTICE

If you wish to contest the charges, you must, within 15 calendar days after receipt of the written notice, submit a written request for a hearing to Dr. Howard Hepburn, Superintendent, School Board of Broward County, Florida, 600 S.E. 3rd Ave., Fort Lauderdale, FL 33301. You may also present a written statement presenting your side of the story and/or reasons why the proposed action should not be taken. If timely requested, such hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings of the Department of Management Services. The hearing shall be conducted within 60 days after receipt of the written appeal in accordance with chapter 120, Florida Statutes.

FAILURE TO TIMELY REQUEST A HEARING WILL RESULT IN A WAIVER OF THE RIGHT TO CONTEST THE CHARGES.

IF YOU WANT TO HIRE AN ATTORNEY, YOU HAVE THE RIGHT TO BE REPRESENTED BY AN ATTORNEY IN THIS MATTER.

Myrlande Francois

THIS HAS BEEN ISSUED AT THE REQUEST OF:
Esmeralda E. Negron, Esq., (754)321-2050

RECEIVED THIS 13 **PAGE NOTICE AND** MF **PAGE ADMINISTRATIVE COMPLAINT ON:**

January 28, 2025, at 2:03 o'clock, P.m., and served Myrlande E Francois the same on _____, 20___, at _____ o'clock, ___.m., by delivering a true copy thereof to: Myrlande E Francois

COMPLETE IF SERVED BY SWORN LAW ENFORCEMENT OFFICER

Jan. 28, 2025, at 2:05pm o'clock, ___.m. By: _____

Title: Sgt Butler, A.

13

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	C. Office of The Superintendent
DEPARTMENT:	Chief of Staff

Agenda Item Number:	C-3.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Administrative Complaint Shelly Ripper

REQUESTED ACTION:

Adopt the Superintendent's recommendation to suspend the teacher, Shelly Ripper, for three (3) days without pay, and transmit the matter to the Division of Administrative Hearings ("DOAH") if the employee timely request a hearing. District 3.

RATIONALE:

For the Requested Action, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s) Return on Investments, Financial Impact, and Rational, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Notice of Board Meeting
- Administrative Complaint
- Affidavit of Service

FINANCIAL IMPACT:

There is not financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Maya A. Moore	Phone:	754-321-2050
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Ernie Lozano, Task Assigned, Chief Safety & Security Officer

Signature

David Azzarito, Chief People Officer Feb. 4, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Esmeralda E. Negron
Title: Assistant General Counsel
Phone: 754-321-2050

EXECUTIVE SUMMARY
Administrative Complaint Shelly Ripper

Board Meeting Date:
February 19, 2025

Recommended Action
Adopt the Superintendent's recommendation to suspend teacher, Shelly Ripper, for three (3) days without pay and transmit the matter to the Division of Administrative Hearings ("DOAH"), if the employee timely requests a hearing.

District-zone Impact:
District 3.

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The School Board ("Board") adopts the Superintendent's recommendation to suspend Shelly Ripper for three (3) days without pay.

If the Board votes "No": The School Board ("Board") rejects the Superintendent's recommendation to suspend Shelly Ripper, and she will not serve a three (3) day without pay suspension.

Background/History:
This item requests Board approval of the Superintendent's recommendation to suspend Shelly Ripper, a teacher at Sunrise Middle School for three (3) days without pay, based on her inappropriate and unprofessional behavior towards a student. On or about May 23, 2024, after P.E. in the gym, the students were cleaning up and putting away equipment. One of the students was dribbling a basketball and refused to put it away. Ripper snatched the ball from the student and shoved him.

Ripper was served with the Administrative Complaint on January 31, 2025**.** Her deadline for requesting a hearing will expire prior to the Board meeting. Staff will advise the Board whether a hearing has been requested no later than the start of the Board meeting on February 19, 2025.

Alignment to 2027 Goals and Guardrails:
Business Operations.

Measurable Outcome(s)/Return on Investment:
Not Applicable.

Financial Impact:
There is no financial impact to the District.

Established 1915
BROWARD
County Public Schools

Office of the Superintendent
Dr. Howard Hepburn
Superintendent of Schools
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301
phone: 754-321-2600 • fax: 754-321-2701
superintendent@browardschools.com
browardschools.com

The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

January 28, 2025

Shelly Ripper
145 Markham G.,
Deerfield Beach, Florida 33442

Re: Dr. Howard Hepburn v. Shelly Ripper

Dear Ms. Ripper,

Pursuant to Florida Statute §1012.33, you are hereby notified that I, Dr. Howard Hepburn, Superintendent of Schools, will make a recommendation to The School Board of Broward County, Florida for your suspension. This recommendation is predicated upon the charges outlined in the attached Administrative Complaint.

These charges will be presented to the School Board on **Wednesday, February 19, 2025,** at **8:45 A.M.**, at Kathleen C. Wright Administration Building, 600 Southeast Third Avenue, Fort Lauderdale, Florida. Pursuant to Florida Statute Chapter 120, you may request a formal hearing, provided that you request said hearing, in writing, to the Superintendent as set forth in the Notice section of the Administrative Complaint.

This is your notice pursuant to Florida Statute 1012.31 that the material contained in your investigative file is a public record and it will become available for inspection by the public ten days from receipt of this letter. Any request made by the public for the documentation referred to above will be provided in accordance with the laws of the State of Florida and Federal law.

Sincerely,

Dr. Howard Hepburn
Superintendent of Schools

Established 1915
BROWARD
County Public Schools

NOTICE

If you wish to contest the charges, you must, **within 15 calendar days after receipt of the written notice**, submit a written request for a hearing to Dr. Howard Hepburn, Superintendent, School Board of Broward County, Florida, 600 S.E. 3rd Ave., Fort Lauderdale, FL 33301. You may also present a written statement presenting your side of the story and/or reasons why the proposed action should not be taken. If timely requested, such hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings of the Department of Management Services. The hearing shall be conducted within 60 days after receipt of the written appeal in accordance with chapter 120, Florida Statutes.

FAILURE TO TIMELY REQUEST A HEARING WILL RESULT IN A WAIVER OF THE RIGHT TO CONTEST THE CHARGES.

IF YOU WANT TO HIRE AN ATTORNEY, YOU HAVE THE RIGHT TO BE REPRESENTED BY AN ATTORNEY IN THIS MATTER.

HH/EEN:saj
Attachment

c: John Sullivan, Chief Communications/Legislative Affairs Officer
Dr. Angela R. Fulton, Deputy Superintendent, Teaching/Learning
David Azzarito, Chief People Officer
Dr. Ted Toomer, Central Regional Superintendent, Teaching & Learning
Marylin Batista, General Counsel
Susan Rockelman, Executive Director, Talent Management,
Angine Tyghter, Director, Talent Acquisition & Operations (Instructional)
Ernie Lozano, Executive Director, Professional Standards/Labor Relations
Sherline Manzo, Director, Professional Standards
Jeffrey S. Levine, Sergeant, Professional Standards
Ryan Atwood Principal, Sunrise Middle School
Kevin Nosowicz, Chief, Broward County School Police
Samantha Gordon, Manager, Human Resource Support Services

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

DR. HOWARD HEPBURN, as
Superintendent for
The School Board of Broward County, Florida,

Petitioner,

v.

SHELLY RIPPER,

Respondent.
_____/

ADMINISTRATIVE COMPLAINT

Petitioner, Dr. Howard Hepburn, as Superintendent for The School Board of Broward County, Florida ("Petitioner"), through his undersigned counsel, files this Administrative Complaint against Respondent, SHELLY RIPPER ("RIPPER"). The Petitioner seeks a three (3) day suspension of RIPPER's employment with The School Board of Broward County, Florida ("School Board"), pursuant to Chapter 120 and Sections 1001.51, 1012.27(5), and 1012.33 Florida Statutes and Rule 6A-5.056 of the Florida Administrative Code. The Petitioner alleges the following:

I. JURISDICTIONAL BASIS

1. The agency is The School Board of Broward County, Florida, located at 600 Southeast Third Avenue, Fort Lauderdale, Broward County, Florida 33301.
2. The Petitioner is Dr. Howard Hepburn, who is the Superintendent for The School Board of Broward County,

Florida.

3. The Petitioner is statutorily obligated to recommend the placement of school personnel and to require compliance and observance with all laws, rules, and regulations. Petitioner is authorized to report and enforce any violation thereof, together with recommending the appropriate disciplinary action against any instructional personnel employed by the School Board, inclusive of RIPPER.

4. RIPPER is an employee of the School Board and is currently employed as a teacher pursuant to a Professional Service Contract issued in accordance with Section 1012.33, Florida Statutes.

5. The last known address of RIPPER is 145 Markham G, Deerfield Beach, Florida 33442.

II. MATERIAL ALLEGATIONS

6. This recommendation is based upon conduct occurring in the 2023-2024 school year.

7. RIPPER is currently a teacher at Sunrise Middle School ("SUNRISE").

8. On or about August 1, 2002, the School Board hired RIPPER as an instructional employee.

9. On or about May 23, 2024, after P.E. in the gym, students were cleaning up and putting equipment away. One of the

students, R.C. was dribbling a basketball and refused to put it away.

10. RIPPER snatched the ball from the student and shoved him. Four students witnessed the incident between RIPPER and R.C.

11. According to R.C., RIPPER shoved him, and said "leet *[sic]* me have the ball and I didn't hear her the *[sic]* she shoved me and walked away."

III. DUE PROCESS

12. On June 5, 2024, RIPPER attended her Due Process Meeting regarding the recommendation for suspension.

13. On August 9, 2024, RIPPER was issued a Corrective Action Report regarding this recommendation for a three (3) day suspension.

IV. PRIOR DISCIPLINE

14. On or about February 15, 2024, RIPPER received a written reprimand for inappropriate physical contact, disparaging remarks, and overall unprofessional behavior towards a student.

V. ADMINISTRATIVE CHARGES

15. Petitioner realleges and incorporates herein by reference the allegations set forth in paragraphs one (1) through fourteen (14) above.

16. Just cause exists for the requested relief pursuant to Fla. Stat. § 1012.33, Section 6A-5.056 F.A.C., the Respondent's

employment contract, School Board rules and regulations, the Code of Ethics of the Education Profession, and the Employee Disciplinary Guidelines promulgated by the School Board.

17. "Just cause" means cause that is legally sufficient. "Just cause" includes, **but is not limited to**:

***

B. "Misconduct in Office" means one or more of the following:

1. A violation of the Code of Ethics of the Education Profession in Florida as adopted in Rule 6A-10.080, F.A.C.[1];
2. A violation of the Principles of Professional Conduct for the Education Profession in Florida as adopted in Rule 6A-10.081, F.A.C.;
3. A violation of the adopted School Board rules;
4. Behavior that disrupts the student's learning environment; or
5. Behavior that reduces the teacher's ability or his or her colleagues' ability to effectively perform duties.

C. "Incompetency" means the inability, failure or lack of fitness to discharge the required duty as a result of inefficiency or incapacity.

1. "Inefficiency" means one or more of the following:
   a. Failure to perform duties prescribed by law;
   b. Failure to communicate appropriately with and relate to students;

***

2. "Gross insubordination" means the intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority; misfeasance, or malfeasance as to involve failure in the performance of the required duties.

[1] Repealed 3-23-16. Now included in 6A-10.081 F.A.C., Principles of Professional Conduct for the Education Profession in Florida.

3. "Willful neglect of duty" means intentional or reckless failure to carry out required duties.

***

A. JUST CAUSE

18. Respondent's actions constitute just cause to suspend her for three (3) days.

B. MISCONDUCT IN OFFICE

19. Respondent's actions, as alleged in paragraphs six (6) through fourteen (14), incorporated herein and by reference, constitute misconduct in office. The Respondent through her above-described conduct has violated Fla. Stat. §1012.33 and one or more of Rules 6A-5.056(2)(a) through (e) of the Florida Administrative Code which defines "misconduct".

RULE 6A-10.081 F.A.C., PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

20. Pursuant to the Principles of Professional Conduct for the Education Profession in Florida,

(1) Florida educators shall be guided by the following ethical principles:

***

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the

community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

***

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

***

C. INCOMPETENCY

21. Respondent's actions, as alleged in paragraphs six (6) through fourteen (14), incorporated herein by reference, constitute incompetency. The Respondent, through her above-described conduct has violated Florida Statute §1012.33 and Rule 6A-5.056(3)(a) of the Florida Administrative Code. Her actions show a failure to perform the required duties as a result of inefficiency and incapacity.

(a) "Inefficiency" means one or more of the following:

1. Failure to perform duties prescribed by law;
2. Failure to communicate appropriately with and relate to students;

***

D. SCHOOL BOARD POLICY 4008

22. Respondent's actions, as alleged in paragraphs six (6) through fourteen (14), incorporated herein by reference, are in violation of School Board Policy 4008 titled, "Responsibilities and Duties (Principals and Instructional Personnel)," which requires all employees who have been issued contracts to comply with the provisions of the Florida School Code, State Board Regulations and regulations and policies of the Board.

23. Furthermore, School Board Policy 4008(B) requires that "members of instructional staff shall perform the following functions:"

> 1. Comply with the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
>
> ***
>
> 3. Treat all students with kindness, consideration, and humanity, administering discipline in accordance with regulations of the State Board and the School Board; provided that in no case shall cruel or inhuman punishment be administered to any child attending the public school.
>
> ***
>
> 8. Conform to all rules and regulations that may be prescribed by the State Board and by the School Board.
>
> ***

E. INSUBORDINATION

24. Respondent's actions, as alleged in paragraphs six (6) through fourteen (14), incorporated herein by reference, constitute gross insubordination. The Respondent, through her above-described conduct has violated Florida Statute §1012.33 and Rule 6A-5.056(4).

25. "Gross insubordination" means the intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority; misfeasance, or malfeasance as to involve failure in the performance of the required duties.

26. "Willful neglect of duty" means intentional or reckless failure to carry out required duties.

DEMAND FOR RELIEF

WHEREFORE, based upon the foregoing, Petitioner, Dr. Howard Hepburn, Superintendent for The School Board of Broward County, Florida, recommends that the School Board suspend the Respondent, SHELLY RIPPER, for three (3) days without pay based upon the foregoing facts and legal authority.

EXECUTED this 28th day of January, 2025.

[Intentionally left Blank; Signature Page Follows.]

DR. HOWARD HEPBURN,
Superintendent for
The School Board of Broward County,
Florida

Respectfully submitted:
Esmeralda E. Negron, Esq.
Assistant General Counsel

NOTICE

If you wish to contest the charges, you must, within 15 calendar days after receipt of the written notice, submit a written request for a hearing to Dr. Howard Hepburn, Superintendent, School Board of Broward County, Florida, 600 S.E. 3rd Ave., Fort Lauderdale, FL 33301. You may also present a written statement presenting your side of the story and/or reasons why the proposed action should not be taken. If timely requested, such hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings of the Department of Management Services. The hearing shall be conducted within 60 days after receipt of the written appeal in accordance with chapter 120, Florida Statutes.

FAILURE TO TIMELY REQUEST A HEARING WILL RESULT IN A WAIVER OF THE RIGHT TO CONTEST THE CHARGES.

IF YOU WANT TO HIRE AN ATTORNEY, YOU HAVE THE RIGHT TO BE REPRESENTED BY AN ATTORNEY IN THIS MATTER.

Shelly Ripper

THIS HAS BEEN ISSUED AT THE REQUEST OF:
Esmeralda E. Negron, Esq., (754)321-2050

RECEIVED THIS 12 **PAGE NOTICE AND** 12 **PAGE ADMINISTRATIVE COMPLAINT ON:**

1-31-25, 20 25 at 9:36 o'clock, A.M. m., and served Shelly Ripper the same on January 31, 20 25 at 9:36 o'clock, A .m., by delivering a true copy thereof to: Shelly Ripper

COMPLETE IF SERVED BY SWORN LAW ENFORCEMENT OFFICER

January 31, 2025 at 9:32 Am o'clock, A .m. By:

Title: OFFICE Manager

12

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	C. Office of The Superintendent
DEPARTMENT:	Chief of Staff

Agenda Item Number:	C-4.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Final Order on Broward County School Board vs. Kervin Dalencour

REQUESTED ACTION:

Approve the Final Order adopting the Recommended Order entered on December 4, 2024, by June C. McKinney, Administrative Law Judge, in the matter of Broward County School Board vs. Kervin Dalencour, Case No. 23-4782TTS, before the State of Florida Division of Administrative Hearings. District 3.

RATIONALE:

For the Requested Action, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s) Return on Investments, Financial Impact, and Rational, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Proposed Final Order

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Maya A. Moore	Phone:	754-321-2050
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David Azzarito, Chief People Officer

Signature

Ernie Lozano, Task Assigned, Chief Safety & Security Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Maya A. Moore
Title: Assistant General Counsel
Phone: 754-321-2050

EXECUTIVE SUMMARY

Final Order on Broward County School Board vs. Kervin Dalencour

Board Meeting Date:

February 19, 2025

Recommended Action:

Approve the Final Order adopting the Recommended Order entered on December 4, 2024, by June C. McKinney, Administrative Law Judge ("ALJ"), in the matter of Broward County School Board vs. Kervin Dalencour, Case No. 23-4782TTS, in the State of Florida Division of Administrative Hearings.

District-zone Impact:

District 3.

Impact if the Board Voted Yes or No

If the Board votes "Yes": The School Board approves the Final Order upholding the Superintendent's recommendation to suspend Kervin Dalencour for ten (10) days without pay.

If the Board votes "No": Not applicable. The School Board must take final agency action by rendering a Final Order.

Background/History:

This item requests that the Board enter a Final Order adopting the Administrative Law Judge's recommendation to uphold the ten (10) day suspension of Kervin Dalencour ("Dalencour"), a teacher at Whiddon-Rogers Education Center-DJJ ("Whiddon-Rogers"). The suspension was based on Dalencour's failure to adhere to Florida Department of Juvenile Justice ("FDJJ") policies and procedures and his excessive absenteeism. On or about April 4, 2023, when a student was returning from the restroom, Dalencour stopped the student and gave him $1.25 to purchase chips. Under FDJJ policies and procedures, currency and coins are prohibited items at a residential facility.

Additionally, during the 2022/2023 school year, Dalencour was absent from work for over twenty-five days, using ten (10) days and five (5) hours of his accrued sick time and an additional fifteen (15) days and 2.50 hours without accrued leave (PLV). Dalencour was served with the Amended Administrative Complaint on November 8, 2023, and he timely requested a hearing.

A Final Hearing was held before Administrative Law Judge June C. McKinney ("ALJ") on September 17, 2024. The ALJ issued her Recommend Order on December 4, 2024. Neither party filed exceptions to the Recommended Order.

Alignment to 2027 Goals and Guardrails:

Business Operations.

Measurable Outcome(s)/Return on Investment:

Not Applicable.

Financial Impact:

There is no financial impact to the District.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

BROWARD COUNTY SCHOOL BOARD,

Petitioner,

v.

KERVIN DALENCOUR,

Respondent.
_____/

DOAH CASE NO. 23-4782TTS

RSBM Agenda: 02-19-2025 – C-4

FINAL ORDER

THIS CAUSE came before THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ("School Board") at its meeting conducted on February 19, 2025, to consider adoption of the Recommended Order entered on December 4, 2024, by June C. McKinney, Administrative Law Judge ("ALJ") of the State of Florida Division of Administrative Hearings.

IT IS THEREUPON ADJUDGED that:

1. No party filed exceptions.

2. The SCHOOL BOARD adopts the Recommended Order in its entirety, which is incorporated herein by reference. *See* Recommended Order attached hereto as Exhibit "A".

3. THE SCHOOL BOARD hereby suspends Respondent, KERVIN DALENCOUR from his employment for ten (10) days without pay.

DONE AND ORDERED in Fort Lauderdale, Broward County, Florida, this ____ day of _____, 2025.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
DEBRA HIXON, CHAIR

Filed in the Official School Board Records the _____ day of _____, 2025.

_____
Supervisor, Official School Board Records

Copies Furnished to:

DENISE M. HEEKIN, ESQUIRE
Bryant Miller Olive P.A.
One Southeast Third Avenue, Suite 2200
Miami, Florida 33131
Counsel for the School Board

MELISSA C. MIHOK, ESQUIRE
Mihok Law, P.A.
409 Durham Shore Court.
Apollo Beach, Florida 33572
Counsel for Kervin Dalencour

DR. HOWARD HEPBURN, Superintendent of Schools
Office of the Superintendent
The School Board of Broward County, Florida
600 Southeast Third Avenue - 10th Floor
Fort Lauderdale, Florida 33301

STATE OF FLORIDA, DIVISION OF
ADMINISTRATIVE HEARINGS
The DeSoto Building
1230 Apalachee Parkway
Tallahassee, Florida 32399-3060

APPEAL OF FINAL ORDER

Pursuant to Section 120.68, Florida Statutes, a party to this proceeding may seek judicial review of this Final Order in the appropriate district court of appeal by filing a notice of appeal with Noemi Gutierrez, Agency Clerk, Official School Board Records, The School Board of Broward County, Florida, 600 Southeast Third Avenue – 2nd Floor, Fort Lauderdale, Florida 33301, on or before thirty (30) days from the date of this Final Order. A copy of the notice and a copy of this Final Order, together with the appropriate filing fee, must also be filed with the Clerk, Fourth District Court of Appeal, 110 South Tamarind Avenue, West Palm Beach, Florida 33401. If you fail to file your notice of appeal within the time prescribed by laws and the rules of court, you will lose your right to appeal this Final Order.

STATE OF FLORIDA
DIVISION OF ADMINISTRATIVE HEARINGS

BROWARD COUNTY SCHOOL BOARD,

Petitioner,

Case No. 23-4782TTS

vs.

KERVIN DALENCOUR,

Respondent.
_____/

RECOMMENDED ORDER

Pursuant to notice, a hearing was conducted by Zoom video conference on September 17, 2024, before Administrative Law Judge June C. McKinney of the Division of Administrative Hearings ("DOAH").

APPEARANCES

For Petitioner: Denise Marie Heekin, Esquire
Ayla Arshad, Esquire
Bryant Miller Olive, P.A.
One Southeast Third Avenue, Suite 2200
Miami, Florida 33131

For Respondent: Melissa C. Mihok, Esquire
Mihok Law, P.A.
409 Durham Shore Court
Apollo Beach, Florida 33572

STATEMENT OF THE ISSUE

Whether just cause exists to sustain Kervin Dalencour's ("Respondent" or "Dalencour") suspension without pay for ten days from employment with the Broward County School Board ("Petitioner" or "School Board").

EXHIBIT "A"

PRELIMINARY STATEMENT

On or about September 22, 2023, Dalencour was notified by an Administrative Complaint dated September 18, 2023, that the School Board acted to suspend Respondent for ten days without pay. Respondent challenged the discipline by timely requesting a hearing pursuant to sections 120.569 and 120.57(1), Florida Statutes. On October 11, 2023, the Administrative Complaint was withdrawn. On November 8, 2023, the School Board served Respondent an Amended Administrative Complaint dated November 7, 2023. Dalencour timely requested a hearing, and the matter was referred to DOAH to conduct a hearing. The case was assigned to the undersigned Administrative Law Judge.

A final hearing for the suspension case was originally scheduled for May 7 and 8, 2024. After a joint continuance for good cause, the case was rescheduled and proceeded on September 17, 2024.

At the hearing, the School Board presented the testimony of six witnesses: Wylie Howards, Jr.; Sabrina Smith; Jeffrey Williams; Yvrose Adelson; Carmita Rosenberg; and Yeni Flores Ortiz. Petitioner's Exhibits 1 through 43 and 45[1] were admitted into evidence. Respondent testified on his own behalf and did not produce any exhibits.

At the close of the hearing, the parties stipulated that proposed recommended orders would be due 30 days after the filing of the transcript. On October 2, 2024, the Transcript was filed at DOAH. The parties filed two joint motions to extend the deadline for filing proposed recommended orders. The undersigned granted both motions. Petitioner filed its Proposed Recommended Order on November 15, 2024, and Respondent filed its

[1] Upon examining the exhibits, the undersigned discovered Exhibit 44 was not submitted into the portal.

Proposed Recommended Order on November 18, 2024. Without any objections, both parties' proposed recommended orders have been considered in the preparation of this Recommended Order.

Unless otherwise noted, all statutory references are the versions in effect at the time of the alleged violations.

FINDINGS OF FACT

1. Petitioner is a duly-constituted school board charged with the duty to operate, control, and supervise all free public schools within Broward County, Florida. Art. IX, § 4(b), Fla. Const., and § 1001.32, Fla. Stat. Specifically, the School Board has the authority to discipline employees. § 1012.22(1)(f), Fla. Stat.

2. Dalencour started his employment with the School Board on September 23, 2013. He taught at Miramar High School from the 2013-2014 school year through the 2019-2020 school year. Due to a surplus of teachers, Dalencour was laid off from Miramar High School at the end of the 2019-2020 school year. He was then hired as a social studies teacher at Whiddon-Rogers Education Center ("Whiddon-Rogers") for the 2020-2021 school year.

3. Dalencour was employed with the School Board pursuant to a professional services contract under the Broward Teachers Union ("BTU").

4. Whiddon-Rogers is a nontraditional school that provides alternative education for middle, high, and adult students. It also provides educational services to facilities under the Florida Department of Juvenile Justice ("DJJ"), including the residential facilities, Broward Juvenile Detention Center ("Detention Center") and the Broward Youth Treatment Center ("Treatment Center").

5. The Detention Center is a transient residential facility for juveniles in the process of being adjudicated. It serves as a holding facility, and juveniles can stay up to 21 days. The Treatment Center is a residential facility where

adjudicated male juveniles are housed after being sentenced for their crimes to six months, eight months, or sometimes up to a year incarceration. The Treatment Center provides educational services, mental health services, medical services, and case management.

6. The School Board does not control either the Detention Center or Treatment Center. The School Board is only contracted to provide educational services to the incarcerated juveniles, who have a right to an education within the facilities by law.

7. Employees working at Whiddon-Rogers are subject to the rules and policies of the Detention Center and Treatment Center.

2022-2023 School Year

8. During the 2022-2023 school year, Wylie L. Howard, Jr. ("Principal Howard") was the principal at Whiddon-Rogers. Sabrina Smith ("AP Smith") and Marc Larose ("AP Larose") were assistant principals at Whiddon-Rogers.

9. AP Smith oversees the daily operations and supervises the teachers who worked in all of the DJJ facilities, including the Detention Center and Treatment Center.

10. Jeffrey Williams ("Williams"), the DJJ contract manager specialist administrator for the School Board, writes the contracts between the School Board and DJJ. He also provides the training to teachers, staff, School Board staff, and DJJ regarding the rules and regulations of the Detention Center and Treatment Center.

11. On August 9, 2022, Dalencour signed an acknowledgement that it was his responsibility to read and comply with the contents of the Whiddon-Rogers Employee Handbook. The acknowledgement states, "I have read the Employee Handbook and agree to adhere to the policies and procedures set within them, as well as all other School Board Policies. I understand that failure to comply with any of the policies may result in disciplinary action."

12. On or about August 22, 2022, Dalencour was removed from the classroom because of allegations regarding a threat issue from two former students. While the investigation was pending, Principal Howard assigned Dalencour to work in a support capacity. In the support position, Dalencour did not have a classroom and helped with testing and whatever else needed support.

13. During Dalencour's employment at Whiddon-Rogers, Dalencour requested a union representative ("representative") when meeting with the administration.

14. On September 20, 2022, AP Larose instructed Dalencour by email that he was assigned to the Detention Center and that he was to report to the location as an instructional staff member on Monday, September 26, 2022.

15. AP Smith also spoke to Dalencour regarding his starting the teaching position and followed up by email on September 23, 2022, reminding him of his work hours at the Detention Center and instructing him to wear "long pants, and leave your cell phone and other items at home or locked in your car."

16. From approximately September 26, 2022, through October 13, 2022, Dalencour was assigned to teach social studies at the Detention Center.

17. On September 27, 2022, Dalencour received training from Williams on the rules and regulations for the Detention Center.

18. That same day, Williams emailed Dalencour the Prison Rape Elimination Act ("PREA") manual. He also sent Dalencour a separate welcome email that listed the following rules and regulations for the Detention Center:

> • PREA, please do not hesitate to contact an administrator, either Ms. Smith or me if you witness any kind of abuse. I can be reached at 954-649-3016. Please call the Child Abuse Hotline if you witness abuse of a student and cannot reach us.

> ● Secured area. The following items are not allowed in the secured area: cell phones, food, personal keys, contraband.
> ● Dress Code: Short pants or open toe shoes are not allowed.
> ● Student conduct. The Detention Center is required to have a secured guard in each classroom at all times. Please immediately leave the classroom for all student altercations.
> ● Do not give students gifts, i.e. food without prior approval.
> ● Teacher Meetings. Please be available to meet for our Weekly Teacher Meetings every Wednesday, at 11:30 am. This meeting will either be in person or on Teams.

19. On October 13, 2022, Dalencour brought his cell phone into the Detention Center and used his cell phone on the secured side.

20. The Detention Center prohibited Dalencour from returning to the facility to work after he brought the cell phone contraband into the facility in violation of the rules.

21. Since Respondent could no longer work at the Detention Center, he was assigned back to Whiddon-Rogers' main campus to help in a support capacity.

22. On February 2, 2023, Dalencour received a Notice of Disciplinary Action informing him that he was being suspended for three days for bringing cell phone contraband into the facility. The Corrective Action Report detailed that:

> On September 27, 2022, you signed an acknowledgment form stating that you completed and understood the FDJJ 1919 policies and procedures, which includes a full definition of contraband. In addition, on August 9, 2022, you signed and acknowledged that you read and understood the following sections, Facility Rules & Orientation, Prison Rape Elimination Act (PREA), and Contraband of the Handbook listed in the Whiddon-Rogers Education Handbook on page 82.

23. Eventually, a teaching position opened up at the Treatment Center, and, on February 27, 2023, Dalencour was assigned to teach at the Treatment Center.

24. Prior to starting his assignment at the Treatment Center, AP Smith talked to Dalencour about his work hours, pull-outs,[2] and other job duties to help the students finish their social studies work and earn credits needed for graduation.

25. On February 27, 2023, Williams met with Dalencour at the Treatment Center to provide training regarding the Treatment Center's rules, regulations, and expectations. During the training, Williams introduced Dalencour to the administrators; went over his work hours and duties; explained he should never be alone with students and told him a guard should always be present, as well as directed him to remain visible/exposed to guards at all time; revisited PREA rules; discussed contraband rules, including cell phones being prohibited; and instructed Dalencour not to provide the students gifts of any kind.[3]

26. Williams followed up the training meeting by emailing Dalencour a summary of the meeting and rules stating the following:

> **Building Administrators:** Ms. Rosenberg is the Director and Ms. Lockhart is the Assistant Director at BYTC.
>
> **Work hours:** Work hours are from 7:15 am - 2:45 pm. We also discussed your daily duties, conducting pull-outs, 2-3 students at a time to provide a double dose in social science, which Ms. Smith will elaborate with you. Ms. Smith is working on a schedule for you to identify which students to conduct pull-outs with.

[2] A pull-out is working with students one-on-one or in small groups.

[3] Williams' testimony is found to be credible, logical, and more persuasive than Dalencour's testimony regarding Dalencour's training and contraband. Even though Dalencour testified that he felt that the training was brief, he also admitted that he did not recall if he was told not to bring money into the facility.

> **PREA:** We revisited PREA's rules and regulations. If you hear something pertaining to students being abused, say something. Please immediately contact an administrator. If we are not available, immediately contact the Child Abuse Hotline to report the alleged incident.
>
> **Contraband:** Cell phones "**are not**" allowed in the facility. You can either place your cell phone in the locker or leave it in your car. Please do not provide food for the students.

27. The next day, Dalencour responded to the email and thanked Williams for "taking the time to review and go over my duties/responsibilities & all of the policies and procedures as a member of the [Treatment Center] team."

28. Dalencour taught social studies in the secured area.

29. While working at the Treatment Center, Dalencour and all educational staff were required to enter date, time, print name and sign each time upon entrance to the Treatment Center on the visitor sign-in log as visitors. The top of the sign-in sheet stated:

> I understand that I may not possess illegal items such as any unauthorized article of food or clothing, non-facility issued electronic equipment or cellular devices, smartwatches (for those not approved to carry cellular devices), electronic or vaporless cigarettes, any intoxicating beverage or any beverage that causes or may cause an intoxicating effect, any controlled substance, as defined in section 893.02, F.S., marijuana as defined in 381.986 F.S., hemp as defined in 581.217 F.S., industrial hemp as defined in 1004.4473 F.S., or any prescription or nonprescription drug that has a hypnotic, stimulating, or depressing effect, and any firearm or weapon of any kind or any explosive substance. I also may not possess prohibited items such as sharps, escape paraphernalia, tobacco products, lighters or matches, unauthorized currency or coin, non-facility issued keys, jewelry, candy, gum, drinks, flashlights, gang related items, pornography, aerosol cans, ropes, wire or other items

> not indicated as approved within the handbook, or any other forbidden items while on Broward Youth Treatment Center property. I agree that I will not give any of the above items to any youth at Broward Youth Treatment Center or any other form of contraband. I understand that if I violate any of the above prohibitions or any other rules of the facility that law enforcement may be contacted and I may be denied future visits to the facility, and may be referred for prosecution; which could result in imprisonment.

30. The Treatment Center also maintained a brochure on the table where the sign-in sheets for visitors were located. The brochure listed "unauthorized currency or coin" in the prohibited items section.

31. Visitors' guidelines signage was also posted at the entrance of the Treatment Center. It stated "[a]bsolutely NO personal items are to be brought into the facility of any type. No money, candy, clothing or pictures."

32. Upon entering the Treatment Center lobby, a sign stated: "[a]t no time shall contraband be allowed in the facility as more broadly defined in subsection 63E-7.100(20), F.A.C., which items include: sharps, escape paraphernalia, tobacco products, lighters or matches, metals, unauthorized currency or coin, and non-facility issued keys."

33. While working at the Treatment Center, Dalencour helped seven students pass their courses. Dalencour rewarded six students by providing them with unauthorized snacks.

34. On April 4, 2023, Dalencour gave a student inmate $1.25 and instructed him to go to the vending machine and get one bag of plantain chips so that Dalencour could reward the seventh student who just successfully completed the course.

35. The student reported Dalencour's instructions to Yvrose Adelson ("Adelson"), a supervisor employed at the Treatment Center, who took the $1.25 from the student and informed Dalencour that his actions were inappropriate, broke the code of conduct, and broke facility rules to give a

student money. Adelson gave the money to the administration and filled out an incident report documenting the event.

36. The next day, Belinda Smith, the school counselor at the Treatment Center, emailed Dalencour informing him to refrain from giving money to students to get snacks from the vending machine, reminding him that his assigned room to work in was No. 115, and instructing him to refrain from sending students out of the classrooms.

37. That same day, Dalencour responded to the email and explained that the snack the student was purchasing was a gift or reward for their efforts in class that day, not for himself. He also stated, "I completely understand the reward issue and/or asking a student to retrieve any items on my behalf and that will not happen again going forward."

38. Carmita Rosenberg ("Rosenberg"), the Treatment Center administrator, was notified by her assistant principal that there might have been a breach of protocol. Rosenberg was informed that Dalencour had given one of the youths money to purchase something out of the vending machine. After Rosenberg learned about the incident, she started an investigation into the matter, which included conducting interviews with the student and staff, reviewing the incident report, and watching closed circuit television recordings.

39. On April 5, 2023, Rosenberg emailed AP Smith and informed her that by Dalencour's own admission he had breached protocol by introducing contraband into the program. Rosenberg explained that since prohibited contraband had been brought in, it was determined that Dalencour breached protocol by introducing contraband to the facility and going forward he was prohibited from returning back to work at the facility. Rosenberg requested that another teacher be assigned.

40. AP Smith updated Principal Howard regarding the money and plantain chip incident along with the contraband allegations against Dalencour and determined that she would conduct an investigation per

School Board protocols. AP Smith contacted School Board Employee Relations ("Employee Relations") for guidance.

41. During the school year, Dalencour had also exhausted all of his personal and sick leave, having been absent from work 27 days, including 11 days of accrued sick time and 16 days off without having leave.

42. Dalencour was absent using accrued sick time on October 3, 4, 6, 7, 17, and 18, 2022; November 28, 2022; December 20 and 23, 2022; February 17, 2023; and March 3, 2023. He was also absent without accrued leave on October 19 and 20, 2022; January 12, 2023; March 3, 2023 (2.5 hours); April 5, 6, 18, 19, 20, 24, 25, 26, 27, and 28, 2023; and May 1 and 9, 2023. A determination was made that Dalencour had excessive absenteeism.

43. On or about April 25, 2023, AP Smith issued Dalencour an "excessive absenteeism no accrued sick leave" letter by email and mail because he did not report to work for him to provide the letter to him.

44. The letter informed Dalencour that he had been absent from work since April 18, 2023; had exhausted his accumulated leave; and had been on unauthorized leave without pay since April 19, 2023. AP Smith also advised Dalencour in the letter that:

> The following options are available to you:
>
> 1. Report to work no later than Monday, May 1, 2023.
> 2. Provide me the appropriate leave request by Monday, May 1, 2023[.]
> 3. Submit your signed resignation by Monday, May 1, 2023[.]
>
> The failure to comply with one of the directives above may result in corrective action up to and including termination. Your continued absences are being considered excessive absenteeism and in violation of Florida Statute 1012.67[.]

45. Dalencour responded to AP Smith's email that he had been sick with food poisoning and that he would provide a doctor's note.

46. Dalencour continued to be absent on unpaid leave April 26, 27, and 28, and May 1 and 9, 2023.

47. Dalencour provided a note to Whiddon-Rogers dated April 19, 2023, from Dr. James Zelch, stating he had been seen by the doctor's office and was able to return to work on May 2, 2023, with the restriction of being able to use the restroom whenever needed.

48. AP Smith met with Employee Relations regarding Dalencour's Treatment Center money contraband protocol violation and his excessive absenteeism. Employee Relations recommended Dalencour be disciplined and, because of Dalencour's multiple violations, previous suspension, and attendance, he should receive a ten-day suspension for the inappropriate conduct and second contraband violation with the money.

49. On or about May 4, 2023, Dalencour received a Due Process Meeting Notice advising him of a scheduled due process meeting on May 8, 2023, regarding the April 4, 2023, money and chips contraband incident at the Treatment Center and his excessive absenteeism.

50. Dalencour attended the rescheduled due process meeting on May 16, 2023, regarding the ten-day suspension recommendation for the money contraband violation at the Treatment Center and excessive absenteeism.

51. On August 22, 2023, Dalencour was issued a Corrective Action Report for a ten-day suspension. On September 18, 2023, an Administrative Complaint regarding Dalencour was issued by Superintendent Peter B. Licata ("Superintendent Licata"). It was served on Dalencour on September 22, 2023. Dalencour timely requested a hearing with DOAH. The Administrative Complaint was withdrawn on October 11, 2023, to fix an inaccurate reference[4] in the corrective action.

52. On November 2, 2023, Dalencour was issued an Amended Corrective Action Report that included a recommendation for a ten-day suspension. On

[4] The inaccurate policy referenced in page number 2 was "refusal to adhere to FDJJ policy 1919," which refers to rape.

November 7, 2023, an Amended Administrative Complaint regarding Dalencour was issued by Superintendent Licata. It was served on Dalencour on November 8, 2023. Dalencour timely requested a hearing with DOAH.

Prior Discipline

53. On October 13, 2022, Dalencour violated School Board policies by bringing a cell phone in the secured Detention Center and using it, a contraband violation, and for sleeping while on duty. On or about May 22, 2023, the School Board issued Dalencour a three-day suspension for his inappropriate conduct.

ULTIMATE FINDINGS OF FACT

54. At hearing, the competent substantial evidence demonstrated that Dalencour did not adhere to DJJ policies and procedures for which he was trained.

55. The evidence shows that on April 4, 2023, Dalencour brought money contraband into the Treatment Center, handed $1.25 to a student, and instructed the student to go to the vending machine outside the secured area to purchase some plantain chips in violation of the prohibition against currency and coin contraband, to which Dalencour had repeatedly been made aware.

56. By placing his signature on the Treatment Center sign-in sheet, Dalencour daily affirmed and acknowledged that he read and understood the contraband rules at the secured facility, which specifically prohibited unauthorized currency and coin.

57. At the hearing, Rosenberg credibly explained that contraband items are not allowed in the secured Treatment Center as a safety measure for the adjudicated students who might use contraband to commit additional crimes, including bartering or leaving the facility.

58. The Whiddon-Rogers Employee Handbook defines contraband and provides, in relevant part: "Contraband is defined as anything not approved to be inside the facility (See facility supervisor for items identified as contraband). The facility administration and school administrator must **approve ALL items BEFORE they are brought into any facility**."

59. Dalencour testified at hearing about his excessive absenteeism, stating that he was absent and not reporting to work because he had scheduled meetings with administration and lacked a representative to accompany him.

60. Petitioner ultimately filed charges against Dalencour by an Administrative Complaint dated September 22, 2023, which was withdrawn. On November 7, 2023, the School Board took action to suspend Respondent for ten days without pay by charging him in an Amended Administrative Complaint that included charges of misconduct in office, incompetency, gross insubordination, willful neglect of duty, and violation of School Board Policy 4008(B). Respondent contests the reasons for suspension.

CONCLUSIONS OF LAW

61. DOAH has jurisdiction over the subject matter of this proceeding and the parties thereto pursuant to sections 120.569 and 120.57(1), Florida Statutes (2024).

62. Section 1012.33(6)(a), Florida Statutes, provides that the teacher "may be suspended or dismissed at any time during the term of the contract," but only "for just cause." "Just cause" is defined in section 1012.33(1)(a) to include "misconduct in office," "gross insubordination," "incompetency," and "willful neglect of duty."

63. The burden of proof in this proceeding is on the School Board to prove by the preponderance of the evidence that just cause exists to suspend the employment of Dalencour for ten days without pay. *McNeill v. Pinellas Cnty. Sch. Bd.*, 678 So. 2d 476, 477 (Fla. 2d DCA 1996) ("The School Board bears the burden of proving by a preponderance of the evidence, each element of the

charged offense which may warrant dismissal."); *Allen v. Sch. Bd. of Dade Cnty.*, 571 So. 2d 568 (Fla. 3d DCA 1990); *Dileo v. Sch. Bd. of Dade Cnty.*, 569 So. 2d 883 (Fla. 3d DCA 1990). "Preponderance of the evidence" is evidence that more likely than not tends to prove the proposition set forth by the proponent. *Gross v. Lyons,* 763 So. 2d 276, 280 n.l (Fla. 2000).

64. In the Amended Administrative Complaint filed against Respondent in this proceeding, the School Board seeks to suspend Respondent from his teaching position without pay for ten days and charges him with the following five violations: 1) misconduct in office; 2) incompetency; 3) gross insubordination; 4) willful neglect of duty; and 5) violation of School Board Policy 4008(B).

65. Florida Administrative Code Rule 6A-5.056 is entitled, "Criteria for Suspension and Dismissal," and it provides the basis for the charges of misconduct in office, incompetency, gross insubordination, and willful neglect of duty.

I. Misconduct in Office

66. Rule 6A-5.056(2) defines the term "misconduct in office" and provides, in relevant part:

> (2) "Misconduct in Office" means one or more of the following:
>
> * * *
>
> (b) A violation of the Principles of Professional Conduct for the Education Profession in Florida as adopted in Rule 6A-10.081, F.A.C.;
>
> (c) A violation of the adopted school board rules;
>
> (d) Behavior that disrupts the student's learning environment; or

> (e) Behavior that reduces the teacher's ability or his or her colleagues ability to effectively perform duties.

67. Florida Administrative Code Rule 6A-10.081, Principles of Professional Conduct for the Education Profession in Florida, provides, in relevant part:

> (2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
>
> (a) Obligation to the student requires that the individual:
>
> 1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

68. Based on the Findings of Fact, the record evidence establishes that Respondent committed Misconduct in Office by directly failing to adhere to School Board policies and rules, when he introduced money contraband into a secured facility, provided $1.25 to a student, and asked the student to buy chips from a vending machine contrary to the rules prohibiting such actions. It is also important to note that by Dalencour giving the student money and asking him to run a noneducational errand to the unsecured vending machine area, he interfered with the student's education during school hours and created a potential risk to his safety by providing him contraband. Furthermore, when the student reported the incident, that created a further disruption to the student's learning environment because he was performing another noneducational-related task. In addition, Dalencour's conduct of excessive absenteeism reduced his ability to effectively perform his duties because he was not present at work to carry out his responsibilities.

69. Accordingly, the record in this case established by the preponderance of the evidence that Respondent committed Misconduct in Office. Dalencour violated the Principles of Professional Conduct for the Education Profession in Florida by not protecting the student's safety when he provided the student money contraband pursuant to rule 6A-10.081, which is a violation of rule 6A-5.056(2)(b). The School Board has also demonstrated above that Respondent's conduct constituted violations of rules 6A-5.056(2)(c), (d), and (e).

II. Incompetency

70. Rule 6A-5.056(3) defines "incompetency" and provides, in relevant part:

> (3) "Incompetency" means the inability, failure or lack of fitness to discharge the required duty as a result of inefficiency or incapacity.
>
> (a) "Inefficiency" means one or more of the following:
>
> 1. Failure to perform duties prescribed by law;
>
> 2. Failure to communicate appropriately with and relate to students;
>
> * * *
>
> 5. Excessive absences or tardiness.

71. As set forth in the Findings of Fact above, the evidence, taken as a whole, demonstrates that Dalencour failed to perform his duties, because of excessive absenteeism. The evidence establishes he was absent 27 times with 16 times being without paid leave. The evidence further shows that Dalencour intentionally did not report to work to avoid meetings with administration that he did not want to attend without a representative. Furthermore, the record demonstrates that Dalencour's communication, instructing the student to take money contraband and go to an unsecured

area to get chips, is contrary to the rules and was an inappropriate communication. Accordingly, the record in this case establishes that Respondent committed the charged incompetency violation of rules 6A-5.056(3)(a)1., 2., and 5.

III. Gross Insubordination and Willful Neglect of Duty

72. Rule 6A-5.056(4) defines "gross insubordination," and rule 6A-5.056(5) defines "willful neglect of duty," which provide, in relevant part:

> (4) "Gross insubordination" means the intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority; misfeasance, or malfeasance as to involve failure in the performance of the required duties.
>
> (5) "Willful neglect of duty" means intentional or reckless failure to carry out required duties.

73. As set forth in the Findings of Fact above, the evidence demonstrates that Dalencour did not adhere to the policies and procedures and brought money contraband into the secured Treatment Center. The record evidence is clear that Dalencour was made aware of the money contraband policy. First, Dalencour was specifically addressed regarding the prohibition of contraband and its importance by Williams' first email on September 27, 2022; by Dalencour's February 2, 2023, Notice of Disciplinary Action that specifically referenced the handbook contraband section starting on page 82; and by Dalencour's three-day suspension for bringing contraband into the secured Detention Center. Furthermore, Williams conducted a second training with Dalencour upon his starting at the Treatment Center, reinforcing the contraband policy rules. The record also shows Williams' follow-up email from the second training specifically instructed Dalencour not to provide food for the students. The evidence further demonstrates that Dalencour walked by a prominent sign at the entrance of the secured Treatment Center daily with the explicitly stated prohibition of "no money"; Dalencour signed a daily sign-

in sheet acknowledging the prohibition of "unauthorized currency or coin" as contraband and prohibiting it by rule; a brochure in plain sight and accessible to him at the sign-in log also listed currency and coin as prohibited items; and the facility had signs posted on the wall upon entrance to the lobby that clearly listed "unauthorized currency or coin" as banned contraband. By disregarding and failing to adhere to the explicit policies and procedures regarding contraband at the Treatment Facility, Dalencour's conduct of wrongdoings is gross insubordination in direct violation of rule 6A-5.056(4).

74. The evidence also establishes Dalencour's excessive absences were intentional. Even though he had a bout of food poisoning, he chose not to come to work often because he did not want to meet with administration without his representative, so he stayed home. Such intentional absences caused him to fail to carry out his duties and is a willful neglect of duty in violation of rule 6A-5.056(5).

IV. School Board Policy 4008(B)

75. School Board Policy 4008(B) requires all employees who have been issued contracts to comply with the provisions of the Florida School Code, State Board Regulations, and regulations and policies of the School Board and provides, in relevant part:

> B. DUTIES OF INSTRUCTIONAL PERSONNEL
>
> The members of instructional staff shall perform the following functions:
>
> 1. Comply with the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
>
> * * *

> 8. Conform to all rules and regulations that may be prescribed by the State Board and by the School Board.

76. The School Board proved Respondent violated the Principles of Professional Conduct above in paragraph 69 and that Respondent violated the rules and regulations by not adhering to them by bringing money contraband into the Treatment Center. Therefore, Respondent violated School Board Policy 4.008(B).

77. The record in this case establishes Respondent committed the five charges in the Amended Administrative Complaint: 1) misconduct in office; 2) incompetency; 3) gross insubordination; 4) willful neglect of duty; and 5) violation of School Board Policy 4008(B), and, therefore, the just cause standard has been met to impose discipline.

Penalty

78. Petitioner's Corrective Action Policy 4.9 establishes the corrective action process and applicable sanctions for specified types of employee misconduct.

79. For Category B offenses, which include employee violation of State Board of Education rules, insubordination, and failure to comply with Petitioner's policies or state law, Corrective Action Policy 4.9, section II., establishes a penalty range from reprimand to dismissal.

80. Corrective Action Policy 4.9, section III., codifies factors that may be considered in determining the appropriate penalty for Category B offenses. Relevant here, these include: the severity of the offense; degree of student involvement; impact on students and/or educational process; the number of repetitions of the offenses and length of time between offenses; deterrent effect of discipline imposed; any effort of rehabilitation by the employee; actual knowledge of the employee pertaining to the misconduct; and any relevant mitigating or aggravating factors under the circumstances.

81. Dalencour's first offense of taking money contraband into the secured facility, providing a student $1.25, and instructing that student to go purchase chips out of the vending machine directly involved a student and was serious. Dalencour's actions put a student's safety at risk, as well as had the student engaging in noneducational behavior. Furthermore, his prior disciplinary history of a three-day suspension is only within six months and should be taken into consideration, especially since it is for the same violation, contraband prohibition. Additionally, Dalencour's excessive absenteeism because he did not want to report to work is a second offense for discipline in this matter. Accordingly, for the reasons found and concluded herein, pursuant to Corrective Action Policy 4.9, it is concluded that a ten-day suspension without pay is an appropriate penalty to be imposed.

RECOMMENDATION

Upon consideration of the Findings of Fact and the Conclusions of Law reached, it is RECOMMENDED that the Broward County School Board enter a final order suspending Kervin Dalencour from his employment for ten days without pay.

DONE AND ENTERED this 4th day of December, 2024, in Tallahassee, Leon County, Florida.

June C. McKinney

Case No. 23-4782TTS

JUNE C. MCKINNEY
Administrative Law Judge
DOAH Tallahassee Office

Division of Administrative Hearings
1230 Apalachee Parkway
Tallahassee, Florida 32301-3060
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www.doah.state.fl.us

Filed with the Clerk of the
Division of Administrative Hearings
this 4th day of December, 2024.

COPIES FURNISHED:

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(eServed)

Dr. Howard Hepburn, Superintendent
(eServed)

Manny Diaz, Jr., Commissioner of Education
(eServed)

NOTICE OF RIGHT TO SUBMIT EXCEPTIONS

All parties have the right to submit written exceptions within 15 days from the date of this Recommended Order. Any exceptions to this Recommended Order should be filed with the agency that will issue the Final Order in this case.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	F. Financial Management
DEPARTMENT:	Accounting & Financial Reporting

Agenda Item Number:	F-1.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Surplus of Tangible Personal Property for the Period Ended December 31, 2024

REQUESTED ACTION:

Approve the Surplus of Tangible Personal Property for the Period Ended December 31, 2024. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Surplus Report December 2024

FINANCIAL IMPACT:

There is no additional financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Romaneir Johnson	Phone:	754-321-1990
Name:	Gerrilyn Arlotta	Phone:	754-321-2270

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Romaneir Johnson, Chief Financial Officer

Signature

Romaneir Johnson, Chief Financial Officer Jan. 21, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Romaneir Johnson
Title: Chief Financial Officer
Phone: 754-321-1990

EXECUTIVE SUMMARY

Surplus of Tangible Personal Property

Board Meeting Date: February 19, 2025

Requested Action:

Approve the Surplus of Tangible Personal Property for the Period Ended December 31, 2024.

District-zone Impact: District-wide.

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The District will be following statutory requirements per Florida Statute 274.07.

If the Board votes "No": The District will be out of compliance with statutory requirements per Florida Statute 274.07.

Background/History:

The surpluses of tangible personal property shall be submitted to the Board pursuant to Florida Statute 274.07, which requires "the disposal of property shall be recorded in the minutes of the governmental unit". This item includes a Surplus of Tangible Personal Property for the period ended December 31, with a net book value of $8,882.72. The net book value is an accounting term used to describe the cost of an asset, less accumulated depreciation, or amortization. Items recommended for a surplus are reviewed and approved by the Surplus Committee. All items will be disposed of as prescribed by law.

Alignment to 2027 Goals and Guardrails:

Business Operations.

Measurable Outcome(s)/Return on Investment:

Proper and timely disposition of the District's surplus of tangible personal property with a net book value under $500,000.

Financial Impact:

There is no financial impact to the District.

THE SCHOOL BOARD OF BROWARD COUNTY,FLORIDA
LIST OF SURPLUS PROPERTY UNDER $500,000

BPI NUMBER	ASSET NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	# OF UNITS	DATE OF ACQUISITION	ACQUISITION VALUE	CLASS CODE	LOC #	DATE OF SURLUS	CONDITION	AGE IN YEARS	ESTIMATED USEFUL LIFE	ACCUMULATED DEPRECIATION	NET BOOK VALUE
S16007037	440000077303	LENOVO THINKPAD YOGA 12	MP096U8P	1	10/19/2015	1,074.00	044B	1641	12/31/2024	T	9	5	(1,074.00)	-
01-22342	110000000029	SMARTBOARD 560 60"	SB560-19123	1	5/16/2001	1,399.00	011A	1641	12/31/2024	T	24	7	(1,399.00)	-
01-13038	090000000048	GOLF CART/MODEL JOHN DEERE 6X4 GATOR	W006X4X049980	1	12/7/2000	6,519.00	009A	3101	12/31/2024	G	24	10	(6,519.00)	-
S16008690	440000080149	APC SMART UPS 1500	AS1526212267	1	10/28/2015	730.85	044D	1211	12/31/2024	T	9	5	(730.85)	-
S19-04230	440000231117	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050Z77	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04200	440000231087	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050YYC	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04267	440000231154	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050Z6K	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04147	440000231034	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD051098	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04204	440000231091	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050Z08	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04154	440000231041	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD0510DR	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04189	440000231076	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050YT0	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04209	440000231096	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050YG5	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04133	440000231020	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050ZAY	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-07853	440000233562	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD06J08X	1	3/7/2019	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04213	440000231100	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050YJ8	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-07860	440000233569	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD06HZXP	1	3/7/2019	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04124	440000231011	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050ZN2	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04198	440000231085	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050YY5	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
S19-04119	440000231006	LAPTOP, LENOVO 300E (WNDWS), N3450 PROC	YD050ZKT	1	9/14/2018	239.00	044D	2531	12/31/2024	G	6	5	(239.00)	-
98-90361	130000003382	Mixer, Hobart H600T, 60 qt	11-464-230	1	1/1/1998	7,500.00	013A	1071	12/31/2024	G	27	7	(7,500.00)	-
R01-81422	130000005565	Refrigerator, Traulsen RRI232LPUT-FHS, Roll-thru 2	T915860D00	1	8/3/2000	6,500.00	013A	3101	12/31/2024	G	24	7	(6,500.00)	-
R09-83749	130000005554	Mixer, Hobart HL600, 60 qt	31-1409-771	1	1/7/2009	10,565.00	013A	0761	12/31/2024	G	16	7	(10,565.00)	-
R98-90736	130000003774	Mixer, Hobart D300T, 30 qt	31-1136-946	1	1/31/1998	4,600.00	013A	3591	12/31/2024	G	27	7	(4,600.00)	-
R02-83500	130000003897	Mixer, Hobart H600, 60 qt	31-1266-546	1	6/30/2002	7,314.00	013A	3581	12/31/2024	G	23	7	(7,314.00)	-
R01-81370	130000003716	Hobart H600 Mixer, 60 qt	31-1235-064	1	1/1/2001	7,314.20	013A	3741	12/31/2024	G	24	7	(7,314.20)	-
R01-81458	130000005906	Steamer. Groen HY-6E	97250337	1	4/16/2001	7,042.00	013A	3622	12/31/2024	G	24	7	(7,042.00)	-
97-28398	130000003227	Mixer, Hobart H600T, 60 qt	31-1089-141	1	1/1/1997	4,600.00	013A	0881	12/31/2024	G	28	7	(4,600.00)	-
R09-83649	130000005247	Mixer, Hobart HL600, 60 qt	31-1403-750	1	8/19/2008	10,565.00	013A	1621	12/31/2024	G	16	7	(10,565.00)	-
95-27268	130000003089	Mixer, Hobart H600T, 60 qt	11-1030-836	1	1/1/1995	7,500.00	013A	3291	12/31/2024	G	30	7	(7,500.00)	-
14-05911	440000084839	LAPTOP CART - BLACK BOX CART 30 UNIT	14058954910	1	6/30/2014	1,339.00	044A	0761	12/31/2024	T	11	5	(1,339.00)	-
15-01231	440000087793	LENOVO THINKCENTRE M93Z 23" NON-TOUCH	MJ015A25	1	9/2/2014	1,070.00	044A	0761	12/31/2024	T	10	5	(1,070.00)	-
15-01344	440000088017	LAPTOP CART - BLACK BOX CART 30 UNIT	14058954911	1	9/8/2014	1,339.00	044A	0761	12/31/2024	T	10	5	(1,339.00)	-
16-01991	440000099766	LENOVO THINKPAD X250 I5 TOUCH	PC08YCAP	1	12/14/2015	1,048.00	044A	0761	12/31/2024	T	9	5	(1,048.00)	-
S17005849	440000179155	LAPTOP CART-EARTH WALK CART (30 USER)	59008	1	9/21/2016	1,339.00	044B	0761	12/31/2024	G	8	5	(1,339.00)	-
S17006214	440000179520	LENOVO 11E YOGA (TOUCH) LAPTOP	LR068X70	1	9/21/2016	264.00	044D	0761	12/31/2024	G	8	5	(264.00)	-
S17006307	440000179613	LENOVO 11E YOGA (TOUCH) LAPTOP	LR068PKN	1	9/21/2016	264.00	044D	0761	12/31/2024	G	8	5	(264.00)	-
10-05381	220000000338	SPEAKER SYSTEM MIPRO MA808	809258108A	1	6/22/2010	2,049.00	022A	0761	12/31/2024	T	15	10	(2,049.00)	-
S18-11763	400000028881	SPEAKER, LIBERTY ANCHOR 800	F701028	1	1/17/2018	1,450.00	040B1	0761	12/31/2024	G	7	5	(1,450.00)	-
10-03165	130000001081	Oven, Blodgett BCX14G, Combi	110409JU095S	1	1/25/2010	22,905.70	013A	0861	12/31/2024	T	15	7	(22,905.70)	-
13-04582	440000071394	HP PROCURVE 2915-8G-POE SWITCH	CN32B0305T	1	5/16/2013	1,079.10	044A	3821	12/31/2024	T	12	5	(1,079.10)	-
02-80691	160000000152	BLANCER, WHEEL HUNTER	JL8582	1	11/27/2001	8,905.00	016A	1051	12/31/2024	T	23	7	(8,905.00)	-
06-09267	160000000933	ALIGNER, HUNTER WITH MONITOR	LP8073	1	1/23/2006	20,596.80	016A	1051	12/31/2024	T	19	7	(20,596.80)	-
07-81077	820000000028	WELDER, CEBORA PULSE MIG	C75645	1	1/19/2007	4,400.00	082A	1051	12/31/2024	T	18	15	(4,400.00)	-
07-81080	820000000031	EXTENSION, CEBORA TORCH	C72466	1	1/19/2007	1,500.00	082A	1051	12/31/2024	T	18	15	(1,500.00)	-
07-81081	820000000032	INVERTER PLASMA CUTTER	467017/061	1	1/19/2007	1,500.00	082A	1051	12/31/2024	T	18	15	(1,500.00)	-
09-07248	140000001308	CUTTER, SNAP-ON PLASMA	D52714	1	10/31/2008	3,075.00	014A	1051	12/31/2024	T	16	7	(3,075.00)	-
09-07250	140000001309	WASHER, SNAP-ON PRESSURE	F8093271	1	10/27/2008	1,505.81	014A	1051	12/31/2024	T	16	7	(1,505.81)	-
09-07252	820000000064	WELDER, SNAP-ON TIG250 GAS TORCH	D23501	1	10/31/2008	4,937.83	082A	1051	12/31/2024	T	16	15	(4,937.83)	-
87-24057	160000001700	SHOP BRAKE ACCUTURN 8911/8910 LATHE	UN00169601	1	2/24/1987	6,006.00	016A	1051	12/31/2024	G	38	7	(6,006.00)	-
R84-23970	820000000086	WELDER, MILLER DIALARC HF	JD678978	1	10/13/1983	1,841.25	082A	1051	12/31/2024	T	41	15	(1,841.25)	-
07-05765	180000000050	JACK, YALE PALLET	B827N21342D	1	12/12/2006	4,680.00	018A	1051	12/31/2024	T	18	7	(4,680.00)	-
07-28918	160000000261	SENSORS, ALIGNMENT HUNTER DSP600L	GR6138	1	7/23/2007	11,909.10	016A	1051	12/31/2024	T	17	7	(11,909.10)	-
07-28917	160000000260	SYSTEM, ALIGNMENT HUNTER S811	GR8349	1	7/23/2007	12,088.12	016A	1051	12/31/2024	T	17	7	(12,088.12)	-
12-04200	180000000622	ELECTRIC PALLET JACK YALE MPB040 E	B827N47475K	1	5/31/2012	4,550.00	018A	1051-W	12/31/2024	T	13	7	(4,550.00)	-
13-80246	160000002022	Heavy Duty Scan Tool MD3417	ACJ06255178	1	10/26/2012	1,216.34	016A	1051-W	12/31/2024	T	12	7	(1,216.34)	-
12-05076	160000001986	EECS306C Battery Sys Tester	1211650050	1	6/11/2012	2,469.99	016A	1051-W	12/31/2024	T	13	7	(2,469.99)	-
97-10332	160000001811	TRAINER, BRODHEAD-GARRETT 9240REFRIGERATION	12280	1	11/8/1996	1,485.90	016A	1051	12/31/2024	G	28	7	(1,485.90)	-
08-10319	160000000568	MEGABS4 4 WHEEL ABS BRAKE TRAINER	19010031	1	2/25/2008	9,728.00	016A	1051	12/31/2024	T	17	7	(9,728.00)	-
09-12544	160000000893	BENCHTOP STARTING & CHARGING TRAINER.	M4682	1	6/11/2009	6,545.00	016A	1051	12/31/2024	T	16	7	(6,545.00)	-
R14-80182	160000001340	MANUAL TRANSMISSION RWD CUTAWAY, ATECH 140	1026	1	3/5/2014	6,675.00	016A	1051	12/31/2024	T	11	7	(6,675.00)	-
07-13984	160000001959	BRAKE SYSTEMS, LATHE	32045861	1	6/14/2007	8,060.00	016A	1051-W	12/31/2024	T	18	7	(8,060.00)	-
16-00277	140000002163	GIRBAU COMM WASHER	2370009G14	1	7/27/2015	7,824.00	014A	1051	12/31/2024	T	9	7	(7,824.00)	-
02-09233	160000000097	BALANCER, WHEEL HUNTER	JL8713	1	11/27/2001	8,905.00	016A	1051	12/31/2024	T	23	7	(8,905.00)	-
03-81470	160000000218	CHANGER, TIRE AIR ACCUTURN PRO TOOL 4502	05026022107	1	11/25/2002	3,695.95	016A	1051	12/31/2024	T	22	7	(3,695.95)	-
12-01383	160000001153	TIRE CHANGER HUNTER TC3715E	00002073	1	10/3/2011	10,657.50	016A	1051	12/31/2024	T	13	7	(10,657.50)	-
15-04214	160000001568	ALIGNMENT WHEEL STANDS	10510126	1	3/23/2015	1,691.00	016A	1051	12/31/2024	T	10	7	(1,691.00)	-
00-04014	440000000024	WHITEPRINTER, ODOR FREE 30 INCH	904032	1	3/22/2000	1,393.20	044A	1391	12/31/2024	G	25	5	(1,393.20)	-
03-81422	560000000392	PROJECTOR, SVGA EPSON	D8602X1690K	1	12/4/2002	1,621.00	056A	1391	12/31/2024	T	22	6	(1,621.00)	-

THE SCHOOL BOARD OF BROWARD COUNTY,FLORIDA
LIST OF SURPLUS PROPERTY UNDER $500,000

BPI NUMBER	ASSET NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	# OF UNITS	DATE OF ACQUISITION	ACQUISITION VALUE	CLASS CODE	LOC #	DATE OF SURLUS	CONDITION	AGE IN YEARS	ESTIMATED USEFUL LIFE	ACCUMULATED DEPRECIATION	NET BOOK VALUE
05-39753	460000001550	SCANNER, NCS PEARSON SCORING TEST	4407091	1	1/4/2005	3,759.00	046A	1391	12/31/2024	T	20	7	(3,759.00)	-
05-39754	460000001551	SCANNER, NCS PEARSON SCORING TEST	4407092	1	1/4/2005	3,759.00	046A	1391	12/31/2024	T	20	7	(3,759.00)	-
05-46662	460000001813	HHP IMAGE TEAM 3875 SCANNER	Y0406800	1	2/25/2005	1,365.00	046A	1391	12/31/2024	T	20	7	(1,365.00)	-
05-49450	440000031454	IBM SERVER X236, INTEL XEON 2.8 GHZ (ETS)	KPXD793	1	4/14/2005	12,048.17	044A	1391	12/31/2024	T	20	5	(12,048.17)	-
05LA00089	440000169701	Apple Refresh Server	QP532063SLZ	1	7/22/2005	3,021.23	044A	1391	12/31/2024	T	19	5	(3,021.23)	-
05LL01871	440000146391	Lexmark Refresh Printer-T640n	7902FL0	1	6/17/2005	1,099.66	044A	1391	12/31/2024	T	20	5	(1,099.66)	-
05LL01872	440000146393	Lexmark Refresh Printer-T640n	7902NZN	1	6/17/2005	1,099.66	044A	1391	12/31/2024	T	20	5	(1,099.66)	-
05LL01875	440000146398	Lexmark Refresh Printer-T640n	7902FDZ	1	6/17/2005	1,099.66	044A	1391	12/31/2024	T	20	5	(1,099.66)	-
05LL01877	440000146400	Lexmark Refresh Printer-T640n	7902FKC	1	6/17/2005	1,099.66	044A	1391	12/31/2024	T	20	5	(1,099.66)	-
05LL01884	440000146408	Lexmark Refresh Printer-T640n	790217V	1	6/17/2005	1,099.66	044A	1391	12/31/2024	T	20	5	(1,099.66)	-
05LL01885	440000146410	Lexmark Refresh Printer-T640n	7902186	1	6/17/2005	1,099.66	044A	1391	12/31/2024	T	20	5	(1,099.66)	-
05LL01887	440000146412	Lexmark Refresh Printer-T640n	790216R	1	6/17/2005	1,099.66	044A	1391	12/31/2024	T	20	5	(1,099.66)	-
05LL01996	440000146663	Lexmark Refresh Printer-T640n	7901KHX	1	6/17/2005	1,099.66	044A	1391	12/31/2024	T	20	5	(1,099.66)	-
06-05412	460000002784	VIDEO CONFERENCE, OPUS SYSTEM	25A41989	1	10/12/2005	23,368.87	046A	1391	12/31/2024	T	19	7	(23,368.87)	-
06-10858	460000003545	PRO IMAGE XL 3000 (POSTER PRINTER)	91204642	1	3/8/2006	4,995.00	046A	1391	12/31/2024	T	19	7	(4,995.00)	-
07-02693	440000049700	PRINTER, LEXMARK T640N B/W LASER	7909XF2	1	9/25/2006	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-03253	580000000573	CAMCORDER, COMMERCIAL VIDEO DIGITAL PANASON	H6TD00277	1	10/11/2006	1,768.00	058A	1391	12/31/2024	T	18	7	(1,768.00)	-
07-03442	560000001870	PROJECTOR FOR CART, HIGHEND, EPSON 821P	GDQG680847F	1	10/11/2006	1,400.00	056A	1391	12/31/2024	T	18	6	(1,400.00)	-
07-06541	440000002431	PRINTER LEXMARK T640N B/W LASER 2 DRAWERS	790WDHD	1	1/5/2007	1,384.00	044A	1391	12/31/2024	T	18	5	(1,384.00)	-
07-06543	440000002433	PRINTER LEXMARK T640N B/W LASER	790WG68	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06544	440000002436	PRINTER LEXMARK T640N B/W LASER	790WG54	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06552	440000002446	PRINTER LEXMARK T640N B/W LASER	790WDYL	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06558	440000002456	PRINTER LEXMARK T640N B/W LASER	790WCP4	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06560	440000002457	PRINTER LEXMARK T640N B/W LASER	790WDL5	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06561	440000002458	PRINTER LEXMARK T640N B/W LASER	790WDKV	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06565	440000002462	PRINTER LEXMARK T640N B/W LASER	790WDKW	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06567	440000002465	PRINTER LEXMARK T640N B/W LASER	790WDHF	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06569	440000002469	PRINTER LEXMARK T640N B/W LASER	790WDM6	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06573	440000002473	PRINTER LEXMARK T640N B/W LASER	790WG5R	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06574	440000002475	PRINTER LEXMARK T640N B/W LASER	790WG5H	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06580	440000002486	PRINTER LEXMARK T640N B/W LASER	790WDZ4	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06583	440000002493	PRINTER LEXMARK T640N B/W LASER 2 DRAWERS	790WDGN	1	1/5/2007	1,384.00	044A	1391	12/31/2024	T	18	5	(1,384.00)	-
07-06585	440000002496	PRINTER LEXMARK T640N B/W LASER	790WDLB	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06587	440000002499	PRINTER LEXMARK T640N B/W LASER	790WG5G	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
07-06589	440000002501	PRINTER LEXMARK T640N B/W LASER	790WG43	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
09-02884	460000001985	LPX-60 LASER SCANNER - ROLAND	ZV30145	1	8/20/2008	7,995.00	046A	1391	12/31/2024	T	16	7	(7,995.00)	-
09-04655	440000034757	CART MEDIA SPECIALIST	13910007	1	9/9/2008	3,131.02	044A	1391	12/31/2024	T	16	5	(3,131.02)	-
10-05221	110000003650	F14641 VTL VANTAGE LITE BLUE	4117VTL	1	5/20/2010	7,095.00	011A	1391	12/31/2024	T	15	7	(7,095.00)	-
11-01991	440000052538	PRINTER, LEXMARK X652DE & PARALLEL ADAPT	794FH6X	1	12/15/2010	2,404.00	044A	1391	12/31/2024	T	14	5	(2,404.00)	-
12-00441	440000057309	COMPUTER, APPLE IMAC INTEL	C02FD0GWDHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00442	440000057310	COMPUTER, APPLE IMAC INTEL	C02FMZS6DHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00445	440000057313	COMPUTER, APPLE IMAC INTEL	C17FM1Q3DHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00447	440000057315	COMPUTER, APPLE IMAC INTEL	C17FM7PMDHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00450	440000057318	COMPUTER, APPLE IMAC INTEL	C17FMFJDDHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00453	440000057321	COMPUTER, APPLE IMAC INTEL	C17FMFPMDHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00456	440000057324	COMPUTER, APPLE IMAC INTEL	C17FM0G5DHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00458	440000057326	COMPUTER, APPLE IMAC INTEL	C17FM23FDHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00460	440000057328	COMPUTER, APPLE IMAC INTEL	C17FMFDFDHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00465	440000057333	COMPUTER, APPLE IMAC INTEL	C17FMFMSDHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
12-00466	440000057334	COMPUTER, APPLE IMAC INTEL	C17FN1L7DHJF	1	8/25/2011	1,291.39	044A	1391	12/31/2024	T	13	5	(1,291.39)	-
13-01549	440000066073	COMPUTER, LAPTOP 11 APPLE MACBOOK AIR	C02J6HYEDRV6	1	10/9/2012	1,366.00	044A	1391	12/31/2024	T	12	5	(1,366.00)	-
13-02749	440000068069	APPLE IMAC INTEL W/21.5 LED GLSY WDSCN	D25JF16DDHJF	1	1/14/2013	1,307.85	044A	1391	12/31/2024	T	12	5	(1,307.85)	-
13-02752	440000068075	APPLE IMAC INTEL W/21.5 LED GLSY WDSCN	D25JF16GDHJF	1	1/14/2013	1,307.85	044A	1391	12/31/2024	T	12	5	(1,307.85)	-
13-02765	440000068101	APPLE IMAC INTEL W/21.5 LED GLSY WDSCN	D25JF17ADHJF	1	1/14/2013	1,307.85	044A	1391	12/31/2024	T	12	5	(1,307.85)	-
13-80351	460000004360	Single Sided ID Card Printer	B2321273	1	10/31/2012	1,795.00	046A	1391	12/31/2024	T	12	7	(1,795.00)	-
14-03892	440000081207	APPLE MACBOOK PRO IOS SYNC STATION	C1MM2CWUDTY3	1	2/6/2014	1,316.00	044A	1391	12/31/2024	T	11	5	(1,316.00)	-
14-04185	440000081723	PRINTER, LEXMARK W850DN - PRINTER - B/W	2306045	1	2/25/2014	4,736.00	044A	1391	12/31/2024	T	11	5	(4,736.00)	-
14-04524	110000006216	MIMIOVOTE STUDENT RESPONSE SYSTEM - 24 H	FED46938	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-04525	110000006217	MIMIOVOTE STUDENT RESPONSE SYSTEM - 24 H	F7FFC756	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-04526	110000006218	MIMIOVOTE STUDENT RESPONSE SYSTEM - 24 H	2F6DA292	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-04527	110000006219	MIMIOVOTE STUDENT RESPONSE SYSTEM - 24 H	500E8705	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-04528	110000006220	MIMIOVOTE STUDENT RESPONSE SYSTEM - 24 H	84E8EADE	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-05098	110000006250	MIMIOVOTE STUDENT RESPONSE SYSTEM-24 H	26ABE740	1	4/28/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-05099	110000006251	MIMIOVOTE STUDENT RESPONSE SYSTEM-24 H	1453A1CE	1	4/28/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-05100	110000006252	MIMIOVOTE STUDENT RESPONSE SYSTEM-24 H	272B4033	1	4/28/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-05101	110000006253	MIMIOVOTE STUDENT RESPONSE SYSTEM-24 H	1F8CAF49	1	4/28/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-05102	110000006254	MIMIOVOTE STUDENT RESPONSE SYSTEM-24 H	D405E15A	1	4/28/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
14-05103	110000006255	MIMIOVOTE STUDENT RESPONSE SYSTEM-24 H	43C23CA1	1	4/28/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-

THE SCHOOL BOARD OF BROWARD COUNTY,FLORIDA
LIST OF SURPLUS PROPERTY UNDER $500,000

BPI NUMBER	ASSET NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	# OF UNITS	DATE OF ACQUISITION	ACQUISITION VALUE	CLASS CODE	LOC #	DATE OF SURLUS	CONDITION	AGE IN YEARS	ESTIMATED USEFUL LIFE	ACCUMULATED DEPRECIATION	NET BOOK VALUE
14-05463	110000006264	TEKBOARD INTELLIGENT BOARD 55	201404080017AA6482	1	5/20/2014	4,670.00	011A	1391	12/31/2024	T	11	7	(4,670.00)	-
14-05552	580000000885	SONY DIGITAL HD VIDEOCASSETTE RECORDER	0115803	1	5/22/2014	2,039.00	058A	1391	12/31/2024	T	11	7	(2,039.00)	-
14-05603	460000004437	LAMINATOR, 27" ROLL - HEAT SEALED	AC00284G	1	5/27/2014	1,406.00	046A	1391	12/31/2024	T	11	7	(1,406.00)	-
14-05759	440000084529	LENOVO THINKPAD W540	R900RWWN	1	6/25/2014	1,349.00	044A	1391	12/31/2024	T	11	5	(1,349.00)	-
14-06059	440000085140	LENOVO THINKCENTRE M93Z, TOUCHSCREEN	MJ00NHRD	1	6/23/2014	1,240.00	044A	1391	12/31/2024	T	11	5	(1,240.00)	-
14-06060	440000085142	LENOVO THINKCENTRE M93Z, TOUCHSCREEN	MJ00NHRM	1	6/23/2014	1,240.00	044A	1391	12/31/2024	T	11	5	(1,240.00)	-
14-06062	440000085146	LENOVO THINKCENTRE M93Z, TOUCHSCREEN	MJ00NHRK	1	6/23/2014	1,240.00	044A	1391	12/31/2024	T	11	5	(1,240.00)	-
14-06063	440000085149	LENOVO THINKCENTRE M93Z, TOUCHSCREEN	MJ00NHRH	1	6/23/2014	1,240.00	044A	1391	12/31/2024	T	11	5	(1,240.00)	-
14-06064	440000085151	LENOVO THINKCENTRE M93Z, TOUCHSCREEN	MJ00NHRL	1	6/23/2014	1,240.00	044A	1391	12/31/2024	T	11	5	(1,240.00)	-
14-06065	440000085153	LENOVO THINKCENTRE M93Z, TOUCHSCREEN	MJ00NHRJ	1	6/23/2014	1,240.00	044A	1391	12/31/2024	T	11	5	(1,240.00)	-
14-06066	440000085155	LENOVO THINKCENTRE M93Z, TOUCHSCREEN	MJ00NHRP	1	6/23/2014	1,240.00	044A	1391	12/31/2024	T	11	5	(1,240.00)	-
14-06068	440000085160	LENOVO THINKCENTRE M93Z, TOUCHSCREEN	MJ00NHRE	1	6/23/2014	1,240.00	044A	1391	12/31/2024	T	11	5	(1,240.00)	-
15-03796	110000006641	FRONT ROW JN-SYS JUNO SYSTEM WITH TOWER	RD0117074	1	2/24/2015	1,129.00	011A	1391	12/31/2024	T	10	7	(1,129.00)	-
15-04700	440000093942	LAPTOP CART - EARTH WALK CART 30 USER	50384	1	5/13/2015	1,339.00	044A	1391	12/31/2024	T	10	5	(1,339.00)	-
15-04734	440000094012	LAPTOP CART - EARTH WALK CART 30 USER	52335	1	5/13/2015	1,339.00	044A	1391	12/31/2024	T	10	5	(1,339.00)	-
15-06083	110000006723	AVROVER CART	200-4742	1	6/29/2015	2,929.00	011A	1391	12/31/2024	T	10	7	(2,929.00)	-
15-06084	110000006724	AVROVER CART	200-4763	1	6/29/2015	2,929.00	011A	1391	12/31/2024	T	10	7	(2,929.00)	-
15-06085	110000006725	AVROVER CART	200-4764	1	6/29/2015	2,929.00	011A	1391	12/31/2024	T	10	7	(2,929.00)	-
15-06086	110000006726	AVROVER CART	200-4765	1	6/29/2015	2,929.00	011A	1391	12/31/2024	T	10	7	(2,929.00)	-
16-00605	440000097692	APPLE MACBOOK PRO 13" 27GHZ	C02PWUPUFVH3	1	8/12/2015	1,329.00	044A	1391	12/31/2024	T	9	5	(1,329.00)	-
16-00607	440000097696	APPLE MACBOOK PRO 13" 27GHZ	C02PWUPTFVH3	1	8/12/2015	1,329.00	044A	1391	12/31/2024	T	9	5	(1,329.00)	-
16-03179	440000101656	SERVER, POWEREDGE R220	9TVS382	1	3/30/2016	1,868.33	044A	1391	12/31/2024	T	9	5	(1,868.33)	-
87-10803	460000004814	SYSTEM, CHECKPOINT GREY 4-ANTENNA LIBRARY S	21103717A	1	9/16/1986	3,740.00	046A	1391	12/31/2024	G	38	7	(3,740.00)	-
91-30996	460000004854	SYSTEM, CHECKPOINT GREY 4-ANTENNA LIBRARY S	22778099A	1	2/12/1991	4,485.00	046A	1391	12/31/2024	G	34	7	(4,485.00)	-
A01-12540	110000011771	VIDEOCASSETTE RECORDER	15400	1	1/16/2001	3,488.80	011A	1391	12/31/2024	T	24	7	(3,488.80)	-
A04-00528	560000002439	PROJECTOR, CLASSROOM ON A CART	EYM0350987K	1	7/21/2003	1,690.00	056A	1391	12/31/2024	T	21	6	(1,690.00)	-
A07-06556	440000112037	PRINTER LEXMARK T640N B/W LASER	790WG5T	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
A07-06564	440000112040	PRINTER LEXMARK T640N B/W LASER	790WDL2	1	1/5/2007	1,198.00	044A	1391	12/31/2024	T	18	5	(1,198.00)	-
A12-81343	110000004616	CENTER, VFI RDY2GO MOBILE MEDIA	13910033	1	1/13/2012	2,603.64	011A	1391	12/31/2024	T	13	7	(2,603.64)	-
A12-81344	110000004617	CENTER, VFI RDY2GO MOBILE MEDIA	13910034	1	1/13/2012	2,603.64	011A	1391	12/31/2024	T	13	7	(2,603.64)	-
R04-00530	560000001974	PROJECTOR, CLASS	EYM0350982K	1	7/21/2003	1,690.00	056A	1391	12/31/2024	T	21	6	(1,690.00)	-
R05-86963	440000059634	PRINTER, LEXMARK ALL IN ONE UNIT	7000848	1	6/17/2005	1,099.65	044A	1391	12/31/2024	T	20	5	(1,099.65)	-
R13-80403	440000062599	AVROVER 3D SYSTEM	2004005	1	12/6/2012	10,001.00	044A	1391	12/31/2024	T	12	5	(10,001.00)	-
R14-80270	110000005515	MIMIOVOTE STUDENT RESPONSE SYSTEM -24 H	21CC511A	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
R14-80271	110000005516	MIMIOVOTE STUDENT RESPONSE SYSTEM -24 H	4268DD85	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
R14-80272	110000005517	MIMIOVOTE STUDENT RESPONSE SYSTEM -24 H	43131AC2	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
R14-80273	110000005518	MIMIOVOTE STUDENT RESPNSE SYSTEM 24H	7ACBBB00	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
R14-80274	110000005519	MIMIOVOTE STUDENT RESPONSE SYSTEM -24 H	A7CA0476	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
R14-80275	110000005520	MIMIOVOTE STUDENT RESPONSE SYSTEM -24 H	ACA76125	1	3/12/2014	1,299.00	011A	1391	12/31/2024	T	11	7	(1,299.00)	-
S16037554	440000120885	LENOVO THINKPAD TABLET 10	MP10D04C	1	1/13/2016	794.00	044D	1391	12/31/2024	T	9	5	(794.00)	-
S17032000	440000202771	HP 1500 W POE+ ZL POWER SUPPLY	IN4322Y0P2	1	1/16/2017	805.93	044D	1391	12/31/2024	G	8	5	(805.93)	-
S17032001	440000202772	HP 1500 W POE+ ZL POWER SUPPLY	TH4312Y0D8	1	1/16/2017	805.93	044D	1391	12/31/2024	G	8	5	(805.93)	-
02-01290	180000000039	JACK, PALLET YALE LIFT FORK	A896N01687Y	1	7/23/2001	8,525.00	018A	9613	12/31/2024	T	23	7	(8,525.00)	-
94-15102	180000000533	PALLET JACK YALE MODEL MPE060SCN24T2748	N541578	1	10/29/1993	6,800.00	018A	9613	12/31/2024	G	31	7	(6,800.00)	-
94-15100	180000000531	PALLET JACK YALE MODEL MPE060SCN24T2748	N541579	1	10/29/1993	6,800.00	018A	9613	12/31/2024	G	31	7	(6,800.00)	-
07-82506	180000000137	PALLET JACK TRUCK	A896N07014D	1	6/27/2007	10,826.00	018A	9613	12/31/2024	T	18	7	(10,826.00)	-
08-06041	180000000180	JACK, PALLET YALE	B827N28585E	1	10/18/2007	4,836.00	018A	9613	12/31/2024	T	17	7	(4,836.00)	-
03-20149	180000000096	PALLETT JACK	B827N05795A	1	5/16/2003	3,435.00	018A	9613	12/31/2024	T	22	7	(3,435.00)	-
08-07650	180000000186	JACK, PALLET YALE	B896N02449E	1	1/14/2008	11,360.50	018A	9613	12/31/2024	T	17	7	(11,360.50)	-
09-09828	180000000250	ELECTRIC WALKIE PALLET	B827N33641F	1	1/29/2009	4,392.00	018A	9613	12/31/2024	T	16	7	(4,392.00)	-
03-09688	180000000087	FORKLIFT, YALE	E807N04568Z	1	10/21/2002	24,732.00	018A	9613	12/31/2024	T	22	7	(24,732.00)	-
998102461	090000000698	FORKLIFT TOYOTA 1996	50-6FGCU30-60405	1	3/13/1996	20,290.00	009A	9616	12/31/2024	G	29	10	(20,290.00)	-
998104651	090000000687	GATOR HPS 4X4 DIESEL HP	M0HP4DX051040	1	10/29/2007	10,931.20	009A	9722	12/31/2024	T	17	10	(10,931.20)	-
10-80630	440000051011	LEXMARK MFP PRINTER X652DE	793WNNT	1	6/2/2010	1,719.00	044A	1091	12/31/2024	T	15	5	(1,719.00)	-
14-00856	440000075595	CART, BLACK BOX	1072	1	8/21/2013	1,339.00	044A	1091	12/31/2024	T	11	5	(1,339.00)	-
14-05907	440000084831	LAPTOP CART - BLACK BOX CART 30 UNIT	14059954428	1	6/16/2014	1,339.00	044A	1091	12/31/2024	T	11	5	(1,339.00)	-
14-06322	440000085593	LAPTOP CART - BLACK BOX CART 30 UNIT	14153957586	1	6/26/2014	1,339.00	044A	1091	12/31/2024	T	11	5	(1,339.00)	-
17-03568	110000009553	RECORDEX SIMPLICITY TOUCH 70IN BOARD	ST-700-008550	1	6/6/2017	4,498.00	011A	1091	12/31/2024	G	8	7	(4,498.00)	-
18-01241	110000011238	Recordex SimplicityTouch 70in HD interac	ST-700T-011358	1	9/26/2017	4,498.00	011A	1091	12/31/2024	G	7	7	(4,498.00)	-
18-01959	110000011572	Recordex SimplicityTouch 70in HD interac	ST-700T-011102	1	10/25/2017	4,498.00	011A	1091	12/31/2024	G	7	7	(4,498.00)	-
S18-14483	440000227780	Recordex SimplicityTouch w	ST-700-008455	1	3/24/2018	6,332.83	044B	1091	12/31/2024	G	7	5	(6,332.83)	-
05LL01326	440000145212	Lexmark Refresh Printer-T640n	79020FV	1	6/17/2005	1,099.66	044A	0921	12/31/2024	T	20	5	(1,099.66)	-
05-50313	460000001970	SYSTEM, VIDEO CONFERENCE OPUS TANDBERG	25A22554/405KT0225	1	4/26/2005	23,368.87	046A	0921	12/31/2024	T	20	7	(23,368.87)	-
12-80168	440000063638	Printer, Lexmark T652DN	7941D39	1	11/17/2011	1,423.50	044A	0921	12/31/2024	T	13	5	(1,423.50)	-
R10-82099	110000005169	PROMETHEAN BOARD	C1002010527	1	3/22/2010	1,039.00	011A	0921	12/31/2024	T	15	7	(1,039.00)	-
R10-82100	110000005170	PROMETHEAN BOARD	C1002010528	1	3/22/2010	1,039.00	011A	0921	12/31/2024	T	15	7	(1,039.00)	-
R10-82098	110000005168	PROMETHEAN BOARD	C1002010526	1	3/22/2010	1,039.00	011A	0921	12/31/2024	T	15	7	(1,039.00)	-
08-12051	110000000871	ACTIVBOARD, PROMETHEAN ON STAND	0811978038	1	5/2/2008	1,677.00	011A	0921	12/31/2024	T	17	7	(1,677.00)	-

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09-01134	110000001334	ACTIVBOARD, PROMETHEAN	0817063016	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
09-01132	110000001332	ACTIVBOARD, PROMETHEAN	0817063021	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
09-01137	110000001337	ACTIVBOARD, PROMETHEAN	0817063020	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
09-01136	110000001336	ACTIVBOARD PROMETHEAN	0817063019	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
09-01135	110000001335	ACTIVBOARD, PROMETHEAN	0817063018	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
09-01133	110000001333	ACTIVBOARD, PROMETHEAN	0817063025	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
09-01130	110000001330	ACTIVBOARD, PROMETHEAN	0817063023	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
09-01131	110000001331	ACTIVBOARD, PROMETHEAN	0817063024	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
09-01129	110000001329	ACTIVBOARD, PROMETHEAN	0817063022	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
09-01128	110000001328	ACTIVBOARD PROMETHEAN	0817063027	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
10-03865	110000003477	AB378PUS ACTIVBOARD 378PRO 78 ACTIVEBOA	C0911120511	1	3/5/2010	1,169.00	011A	0921	12/31/2024	T	15	7	(1,169.00)	-
06-03937	440000040687	IBM SERVER X236, INTEL XEON 2.8 GHZ	KPZ9781	1	9/12/2005	12,048.17	044A	0921	12/31/2024	T	19	5	(12,048.17)	-
12-80266	440000063774	PRINTER, LEXMARK C544 COLOR	9467PN5	1	10/21/2011	1,200.00	044A	0921	12/31/2024	T	13	5	(1,200.00)	-
05LL01329	440000145219	Lexmark Refresh Printer-T640n	79020FL	1	6/17/2005	1,099.66	044A	0921	12/31/2024	T	20	5	(1,099.66)	-
05LL01316	440000145192	Lexmark Refresh Printer-T640n	79020LG	1	6/17/2005	1,099.66	044A	0921	12/31/2024	T	20	5	(1,099.66)	-
05LL01308	440000145174	Lexmark Refresh Printer-T640n	7902201	1	6/17/2005	1,099.66	044A	0921	12/31/2024	T	20	5	(1,099.66)	-
05-39708	440000025369	PRINTER, LEXMARK T630N B/W LASER	99247VG	1	1/4/2005	1,205.00	044A	0921	12/31/2024	T	20	5	(1,205.00)	-
08-81931	440000029046	PRINTER, LEXMARK T640N	792G4DW	1	6/25/2008	1,148.00	044A	0921	12/31/2024	T	17	5	(1,148.00)	-
08-81929	440000029044	PRINTER, LEXMARK T640N	792G4DM	1	6/25/2008	1,148.00	044A	0921	12/31/2024	T	17	5	(1,148.00)	-
05LL01314	440000145187	Lexmark Refresh Printer-T640n	7901K4N	1	6/17/2005	1,099.66	044A	0921	12/31/2024	T	20	5	(1,099.66)	-
10-05305	440000050260	PRINTER, LEXMARK T652DN B/W DUPLEX ADMIN	793WR22	1	6/9/2010	1,423.50	044A	0921	12/31/2024	T	15	5	(1,423.50)	-
08-81932	440000029047	PRINTER, LEXMARK T640N	792G4BP	1	6/25/2008	1,148.00	044A	0921	12/31/2024	T	17	5	(1,148.00)	-
05LL01319	440000145198	Lexmark Refresh Printer-T640n	79020L7	1	6/17/2005	1,099.66	044A	0921	12/31/2024	T	20	5	(1,099.66)	-
05LL01334	440000145231	Lexmark Refresh Printer-T640n	790145F	1	6/17/2005	1,099.66	044A	0921	12/31/2024	T	20	5	(1,099.66)	-
05LL01321	440000145203	Lexmark Refresh Printer-T640n	79020D5	1	6/17/2005	1,099.66	044A	0921	12/31/2024	T	20	5	(1,099.66)	-
08-81928	440000029043	PRINTER, LEXMARK T640N	792G492	1	6/25/2008	1,148.00	044A	0921	12/31/2024	T	17	5	(1,148.00)	-
08-81925	440000029040	PRINTER, LEXMARK T640N	792G4B7	1	6/25/2008	1,148.00	044A	0921	12/31/2024	T	17	5	(1,148.00)	-
05LL01307	440000145171	Lexmark Refresh Printer-T640n	7902FFN	1	6/17/2005	1,099.66	044A	0921	12/31/2024	T	20	5	(1,099.66)	-
09-01138	110000001338	ACTIVBOARD, PROMETHEAN	0817063017	1	7/21/2008	1,477.00	011A	0921	12/31/2024	T	16	7	(1,477.00)	-
S17014603	440000186022	LENOVO YOGA 260 (I3 PROCESSOR) LAPTOP	MP15YPL7	1	11/21/2016	899.00	044D	0921	12/31/2024	G	8	5	(899.00)	-
S17014617	440000186036	LENOVO YOGA 260 (I3 PROCESSOR) LAPTOP	MP15YPKP	1	11/21/2016	899.00	044D	0921	12/31/2024	G	8	5	(899.00)	-
S17014612	440000186031	LENOVO YOGA 260 (I3 PROCESSOR) LAPTOP	MP15YN4K	1	11/21/2016	899.00	044D	0921	12/31/2024	G	8	5	(899.00)	-
S16040571	440000126067	LENOVO THINKPAD 11E NON-TOUCH	LR04J3HC	1	1/15/2016	447.00	044D	0921	12/31/2024	T	9	5	(447.00)	-
S17014623	440000186042	LENOVO YOGA 260 (I3 PROCESSOR) LAPTOP	MP15YN33	1	11/21/2016	899.00	044D	0921	12/31/2024	G	8	5	(899.00)	-
S16040584	440000126091	LENOVO THINKPAD 11E NON-TOUCH	LR04J3QZ	1	1/15/2016	447.00	044D	0921	12/31/2024	T	9	5	(447.00)	-
S17014613	440000186032	LENOVO YOGA 260 (I3 PROCESSOR) LAPTOP	MP15YN4M	1	11/21/2016	899.00	044D	0921	12/31/2024	G	8	5	(899.00)	-
S17014644	440000186063	LENOVO YOGA 260 (I3 PROCESSOR) LAPTOP	MP15YN2S	1	11/21/2016	899.00	044D	0921	12/31/2024	G	8	5	(899.00)	-
11-00578	440000051515	APPLE MACBOOK PRO 13" 2.4 GHZ 13.3" DIS	W8037LRTATM	1	9/29/2010	1,511.75	044A	0921	12/31/2024	T	14	5	(1,511.75)	-
17-02667	100000000661	133028166 PANASONIC AGAC8PJ FULL-HD 1080	J6TKB0083	1	5/8/2017	1,319.54	010A	0921	12/31/2024	G	8	7	(1,319.54)	-
S17024812	440000195763	LENOVO N23 LAPTOP + 3 YEAR WARRANTY	YD01JJSY	1	12/13/2016	264.00	044D	2691	12/31/2024	G	8	5	(264.00)	-
S18-04591	440000224761	LENOVO N23 LAPTOP + 3 YEAR WARRANTY	YD02J6X4	1	8/2/2017	229.00	044D	2691	12/31/2024	G	7	5	(229.00)	-
S17024825	440000195776	LENOVO N23 LAPTOP + 3 YEAR WARRANTY	YD01JJK7	1	12/13/2016	264.00	044D	2691	12/31/2024	G	8	5	(264.00)	-
S17024872	440000195823	LENOVO N23 LAPTOP + 3 YEAR WARRANTY	YD01JHXM	1	12/13/2016	264.00	044D	2691	12/31/2024	G	8	5	(264.00)	-
17-02098	110000009142	PROMETHEAN ACTIVTABLE-S-US	ATA1631016	1	3/16/2017	4,950.00	011A	2691	12/31/2024	G	8	7	(4,950.00)	-
S17024947	440000195898	LENOVO YOGA 260 (i3 PROCESSOR) LAPTOP	MP15Z6YN	1	12/13/2016	899.00	044D	2691	12/31/2024	G	8	5	(899.00)	-
S17024966	440000195917	LENOVO YOGA 260 (i3 PROCESSOR) LAPTOP	MP15YZ5R	1	12/13/2016	899.00	044D	2691	12/31/2024	G	8	5	(899.00)	-
S18-04584	440000224754	LENOVO N23 LAPTOP + 3 YEAR WARRANTY	YD02J6ZT	1	8/2/2017	229.00	044D	2691	12/31/2024	G	7	5	(229.00)	-
S18-04596	440000224766	LENOVO N23 LAPTOP + 3 YEAR WARRANTY	YD02J6YR	1	8/2/2017	229.00	044D	2691	12/31/2024	G	7	5	(229.00)	-
S18-04603	440000224773	LENOVO N23 LAPTOP + 3 YEAR WARRANTY	YD02J7Z4	1	8/2/2017	229.00	044D	2691	12/31/2024	G	7	5	(229.00)	-
S18-04606	440000224776	LENOVO N23 LAPTOP + 3 YEAR WARRANTY	YD02J7CX	1	8/2/2017	229.00	044D	2691	12/31/2024	G	7	5	(229.00)	-
06-03628	440000040388	COMPUTER, DELL DESKTOP D810	JGD2281	1	9/2/2005	2,238.00	044A	9608	12/31/2024	T	19	5	(2,238.00)	-
04-20468	440000013427	DESKTOP DELL-270	4QXRY41	1	6/22/2004	1,619.00	044A	9608	12/31/2024	T	21	5	(1,619.00)	-
05-34136	440000022473	COMPUTER, DELL GX270	4FPD451	1	10/21/2004	1,399.00	044A	9608	12/31/2024	T	20	5	(1,399.00)	-
07-28749	440000009784	DELL DESKTOP 745 W/19" FLAT PANEL/DVD-RW	BHP84D1	1	7/25/2007	1,167.00	044A	9608	12/31/2024	T	17	5	(1,167.00)	-
05-56473	130000000895	Mixer, Glober SP60P-3	76-50184	1	6/30/2005	7,120.00	013A	3221	12/31/2024	T	20	7	(7,120.00)	-
11-80861	440000056730	Computer, Dell Optiplex 790 Desktop	C3DKJQ1	1	6/13/2011	1,100.00	044A	9725	12/31/2024	T	14	5	(1,100.00)	-
11-80876	440000056745	Computer, Dell Optiplex 790 Desktop	C3DHJQ1	1	6/13/2011	1,100.00	044A	9725	12/31/2024	T	14	5	(1,100.00)	-
11-80877	440000056746	Computer, Dell Optiplex 790 Desktop	C3LHJQ1	1	6/13/2011	1,100.00	044A	9725	12/31/2024	T	14	5	(1,100.00)	-
11-80883	440000056752	Computer, Dell Optiplex 790 Desktop	C3KJJQ1	1	6/13/2011	1,100.00	044A	9725	12/31/2024	T	14	5	(1,100.00)	-
11-80898	440000056767	Computer, Dell Optiplex 790 Desktop	C3MKJQ1	1	6/13/2011	1,100.00	044A	9725	12/31/2024	T	14	5	(1,100.00)	-
11-80899	440000056768	Computer, Dell Optiplex 790 Desktop	C3VKJQ1	1	6/13/2011	1,100.00	044A	9725	12/31/2024	T	14	5	(1,100.00)	-
11-80901	440000056770	Computer, Dell Optiplex 790 Desktop	C3NKJQ1	1	6/13/2011	1,100.00	044A	9725	12/31/2024	T	14	5	(1,100.00)	-
11-80912	440000056781	Computer, Dell Optiplex 790 Desktop	C41KJQ1	1	6/13/2011	1,100.00	044A	9725	12/31/2024	T	14	5	(1,100.00)	-
11-80924	440000056793	Computer, Dell Optiplex 790 Desktop	C3XHJQ1	1	6/13/2011	1,100.00	044A	9725	12/31/2024	T	14	5	(1,100.00)	-
13-01651	440000066281	24-module laptop security cart	22575	1	10/24/2012	1,754.99	044A	2661	12/31/2024	T	12	5	(1,754.99)	-
13-03208	440000068929	CART, SAFEHARBOR 30 CAPACITY NOTEBOOK	24333	1	2/25/2013	1,450.00	044A	2661	12/31/2024	T	12	5	(1,450.00)	-
02-02433	560000000064	PROJECTOR, LCD NEC VT 540	16004485F	1	8/10/2001	3,700.00	056A	3741	12/31/2024	T	23	6	(3,700.00)	-
S17039780	440000210679	LENOVO YOGA 260 (I3 PROCESSOR) LAPTOP	MP15Z2NE	1	2/24/2017	899.00	044D	1251	12/31/2024	G	8	5	(899.00)	-

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15-03049	130000002167	Refrigerator, Victory RSA-3D-S1, 3-door	A1299502	1	12/10/2014	6,991.00	013A	2671	12/31/2024	T	10	7	(6,991.00)	-
11-01676	130000001182	Freezer, Victory VF-3, 3-door	M1088796	1	11/12/2010	4,963.00	013A	2671	12/31/2024	T	14	7	(4,963.00)	-
R09-83798	130000005969	Ice Cream Box, Artic Air ST13G1	WB62216863	1	7/14/2008	1,125.00	013A	1161	12/31/2024	G	16	7	(1,125.00)	-
R09-83943	130000007660	Freezer, Victory, VF-2, 2-door	P0872170	1	11/30/2008	3,478.00	013A	2861	12/31/2024	G	16	7	(3,478.00)	-
R06-85272	130000006510	Refrigerator, Traulsen RH232W-X0047, 2-door	T85035A05	1	4/18/2006	4,152.00	013A	0131	12/31/2024	G	19	7	(4,152.00)	-
06-07965	130000000990	Ice Machine, Scotsman CME256AS-1F	05101320011090	1	12/12/2005	1,529.88	013A	2661	12/31/2024	T	19	7	(1,529.88)	-
R99-91101	130000003837	Steamer, Groen HY-6E	20201MS	1	12/31/1998	6,489.00	013A	3642	12/31/2024	G	26	7	(6,489.00)	-
15-02909	130000002157	Steamer, Groen HY-6E, 208v	J163373-1-1	1	11/24/2014	12,824.13	013A	0041	12/31/2024	T	10	7	(12,824.13)	-
12-03555	130000001424	Steamer, Groen HY-6E	J129748-1-1	1	4/12/2012	11,826.20	013A	2881	12/31/2024	T	13	7	(11,826.20)	-
S16050013	440000141718	LENOVO THINKCENTRE M73 MINI-TOWER	MJ039ASF	1	2/22/2016	830.00	044D	3642	12/31/2024	T	9	5	(830.00)	-
S16050014	440000141719	LENOVO THINKCENTRE M73 MINI-TOWER	MJ039ASE	1	2/22/2016	830.00	044D	3642	12/31/2024	T	9	5	(830.00)	-
S16050016	440000141723	LENOVO THINKCENTRE M73 MINI-TOWER	MJ039ASC	1	2/22/2016	830.00	044D	3642	12/31/2024	T	9	5	(830.00)	-
99-21020	220000000712	UNIT, BASE MOTOROLA M1225 UHF 4 CHANELS	869FZQ6227	1	10/25/1999	1,148.80	022A	3642	12/31/2024	G	25	10	(1,148.80)	-
16-03164	440000101624	SERVER, POWEREDGE R220	B76Q382	1	3/30/2016	1,868.33	044A	3642	12/31/2024	T	9	5	(1,868.33)	-
R18-80495	560000003249	HITACHI EXGA 5500 LM PROJ	CPWX5505	1	12/18/2017	2,843.00	056A	3642	12/31/2024	G	7	6	(2,843.00)	-
18-00896	110000011159	Recordex SimplicityTouch 70in HD interac	ST-700-010517	1	8/15/2017	4,498.00	011A	3642	12/31/2024	G	7	7	(4,498.00)	-
17-03794	110000009779	RECORDEX SIMPLICITY TOUCH 70IN BOARD	ST-700-009054	1	6/6/2017	4,498.00	011A	3642	12/31/2024	G	8	7	(4,498.00)	-
S18-09885	440000226839	Recordex SimplicityTouch 70IN Panel w/col	ST-700-010831	1	11/3/2017	4,498.00	044B	3642	12/31/2024	G	7	5	(4,498.00)	-
05LL04568	440000152210	Lexmark Refresh Printer-T640n	7902200	1	6/17/2005	1,099.66	044A	3642	12/31/2024	T	20	5	(1,099.66)	-
17-03790	110000009775	RECORDEX SIMPLICITY TOUCH 70IN BOARD	ST-700-009058	1	6/6/2017	4,498.00	011A	3642	12/31/2024	G	8	7	(4,498.00)	-
11-80571	110000004422	SMART BOARD 680	SB680R2A76176	1	12/13/2010	1,399.00	011A	3642	12/31/2024	T	14	7	(1,399.00)	-
94-22067	710000000069	PRESS, FILTER OBERG OIL (BLUE)	22038	1	6/11/1993	3,325.50	071A	9722	12/31/2024	G	32	7	(3,325.50)	-
94-13919	710000000068	CRUSHER OIL FILTER	WGP21624B	1	6/11/1993	3,325.50	071A	9722	12/31/2024	G	32	7	(3,325.50)	-
R06-85256	130000005836	Mixer, Hobart HL600, 60 qt	31-1349-795	1	3/1/2006	10,565.00	013A	2011	12/31/2024	G	19	7	(10,565.00)	-
R10-82367	130000005412	Mixer, Hobart HL600, 60 qt	31-1423-250	1	1/7/2010	14,860.28	013A	0731	12/31/2024	G	15	7	(14,860.28)	-
R05-87314	130000006686	Mixer, Hobart H600, 60 qt	31-1313-159	1	3/7/2005	10,546.00	013A	2641	12/31/2024	G	20	7	(10,546.00)	-
05-26110	090000000142	GATOR CX UTILITY VEHICLE	M000CXA011565	1	8/16/2004	3,800.00	009A	2511	12/31/2024	T	20	10	(3,800.00)	-
04-20523	600000000322	TV RECV/MONITOR 32"ZENITH H32E46DT	32134340136	1	6/29/2004	1,050.00	060A	0452	12/31/2024	T	21	7	(1,050.00)	-
05-56442	600000000627	TELEVISION RECV/MONITOR 32" ZENITH	504RMCJ009115	1	7/15/2005	1,050.00	060A	0452	12/31/2024	T	19	7	(1,050.00)	-
05LL00618	440000143796	Lexmark Refresh Printer-T640n	7901HV9	1	6/17/2005	1,099.66	044A	0452	12/31/2024	T	20	5	(1,099.66)	-
07-27106	560000000448	PROJECTOR EPSON POWERLITE 822P	JXUF740863L	1	6/27/2007	1,400.00	056A	0452	12/31/2024	T	18	6	(1,400.00)	-
07-80590	440000010872	MULITMEDIA CART	2005100158	1	2/2/2007	1,382.75	044A	0452	12/31/2024	T	18	5	(1,382.75)	-
07-80597	440000010888	MULITMEDIA CART	2006030086	1	2/2/2007	1,382.75	044A	0452	12/31/2024	T	18	5	(1,382.75)	-
11-00124	110000004298	ACTIVEBOARD, PROMETHEAN	C1004230578	1	7/28/2010	3,239.00	011A	0452	12/31/2024	T	14	7	(3,239.00)	-
12-03048	440000060036	APPLE IMAC INTEL W/21.5" LED WIDESCRN	D25H700DDKL9	1	3/20/2012	1,195.28	044A	0452	12/31/2024	T	13	5	(1,195.28)	-
12-03049	440000060038	APPLE IMAC INTEL W/21.5" LED WIDESCRN	D25H7015DKL9	1	3/20/2012	1,195.28	044A	0452	12/31/2024	T	13	5	(1,195.28)	-
12-05657	110000005407	BOARD ACTIVE PROMETHEAN	C1204030299	1	6/13/2012	1,412.00	011A	0452	12/31/2024	T	13	7	(1,412.00)	-
13-00021	110000005599	ACTIVEBOARD, PROMETHEAN	C1204030073	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00025	110000005603	ACTIVEBOARD, PROMETHEAN	C1204050129	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00026	110000005604	ACTIVEBOARD, PROMETHEAN	C1204260103	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00027	110000005605	ACTIVEBOARD, PROMETHEAN	C1204260112	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00028	110000005606	ACTIVEBOARD, PROMETHEAN	C1204260113	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00032	110000005610	ACTIVEBOARD, PROMETHEAN	C1204260165	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00033	110000005611	ACTIVEBOARD, PROMETHEAN	C1204260166	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00035	110000005613	ACTIVEBOARD, PROMETHEAN	C1204260168	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00036	110000005614	ACTIVEBOARD, PROMETHEAN	C1204260169	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00037	110000005615	ACTIVEBOARD, PROMETHEAN	C1204260170	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00038	110000005616	ACTIVEBOARD, PROMETHEAN	C1204260171	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00039	110000005617	ACTIVEBOARD, PROMETHEAN	C1204260172	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00040	110000005618	ACTIVEBOARD, PROMETHEAN	C1204260173	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00041	110000005619	ACTIVEBOARD, PROMETHEAN	C1204260174	1	7/25/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00046	110000005626	ACTIVEBOARD, PROMETHEAN	C1202030793	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00047	110000005627	ACTIVEBOARD, PROMETHEAN	C1202030794	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00048	110000005628	ACTIVEBOARD, PROMETHEAN	C1202030795	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00049	110000005629	ACTIVEBOARD, PROMETHEAN	C1202030796	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00050	110000005630	ACTIVEBOARD, PROMETHEAN	C1202030797	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00051	110000005632	ACTIVEBOARD, PROMETHEAN	C1202030798	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00054	110000005638	ACTIVEBOARD, PROMETHEAN	C1202030801	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00057	110000005641	ACTIVEBOARD, PROMETHEAN	C1204030061	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00060	110000005644	ACTIVEBOARD, PROMETHEAN	C1204030064	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00063	110000005647	ACTIVEBOARD, PROMETHEAN	C1204030067	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-00065	110000005649	ACTIVEBOARD, PROMETHEAN	C1204030069	1	7/24/2012	1,227.00	011A	0452	12/31/2024	T	12	7	(1,227.00)	-
13-01854	440000066607	APPLE MACPRO TOWER W/27" LED CINEMA	C07HT0FWF4MC	1	11/26/2012	3,402.00	044A	0452	12/31/2024	T	12	5	(3,402.00)	-
14-01297	440000076440	PRINTER, LEXMARK C792E COLOR LASER	5062219472VMW	1	9/4/2013	3,067.00	044A	0452	12/31/2024	T	11	5	(3,067.00)	-
14-03361	460000004390	LAMINATOR, 27" ROLL - HEAT SEALED	ZJ00206G	1	12/19/2013	1,406.00	046A	0452	12/31/2024	T	11	7	(1,406.00)	-
14-03824	110000006173	ANCHOR LIBERTY SOUND SYSTEM	1300247	1	1/29/2014	1,576.00	011A	0452	12/31/2024	T	11	7	(1,576.00)	-
14-05635	440000084325	LENOVO THINKSTATION E32	MJ00PVE3	1	5/29/2014	1,125.00	044A	0452	12/31/2024	T	11	5	(1,125.00)	-
14-05640	440000084335	LENOVO THINKSTATION E32	MJ00PVEB	1	5/29/2014	1,125.00	044A	0452	12/31/2024	T	11	5	(1,125.00)	-

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BPI NUMBER	ASSET NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	# OF UNITS	DATE OF ACQUISITION	ACQUISITION VALUE	CLASS CODE	LOC #	DATE OF SURLUS	CONDITION	AGE IN YEARS	ESTIMATED USEFUL LIFE	ACCUMULATED DEPRECIATION	NET BOOK VALUE
14-05648	440000084352	LENOVO THINKSTATION E32	MJ00PTEU	1	5/29/2014	1,125.00	044A	0452	12/31/2024	T	11	5	(1,125.00)	-
15-00773	440000086957	LENOVO THINKSTATION E32	MJ010ARX	1	8/15/2014	1,131.00	044A	0452	12/31/2024	T	10	5	(1,131.00)	-
15-00776	440000086963	LENOVO THINKSTATION E32	MJ010ARN	1	8/15/2014	1,131.00	044A	0452	12/31/2024	T	10	5	(1,131.00)	-
15-00781	440000086973	LENOVO THINKSTATION E32	MJ010AS0	1	8/15/2014	1,131.00	044A	0452	12/31/2024	T	10	5	(1,131.00)	-
15-00783	440000086977	LENOVO THINKSTATION E32	MJ010AS9	1	8/15/2014	1,131.00	044A	0452	12/31/2024	T	10	5	(1,131.00)	-
15-00784	440000086979	LENOVO THINKSTATION E32	MJ010ARQ	1	8/15/2014	1,131.00	044A	0452	12/31/2024	T	10	5	(1,131.00)	-
15-00787	440000086986	LENOVO THINKSTATION E32	MJ010ARJ	1	8/15/2014	1,131.00	044A	0452	12/31/2024	T	10	5	(1,131.00)	-
15-00795	440000087003	LENOVO THINKSTATION E32	MJ010AS6	1	8/15/2014	1,131.00	044A	0452	12/31/2024	T	10	5	(1,131.00)	-
15-05863	440000095888	LENOVO THINKCENTRE M73Z NON-TOUCH 23	MJ028T6V	1	6/23/2015	1,085.00	044A	0452	12/31/2024	T	10	5	(1,085.00)	-
17-01943	440000206847	APPLE IMAC 215 INCH	C02SY6H3GF1J	1	3/3/2017	1,049.00	044A	0452	12/31/2024	G	8	5	(1,049.00)	-
17-01944	440000206848	APPLE IMAC 215 INCH	C02SY6CKGF1J	1	3/3/2017	1,049.00	044A	0452	12/31/2024	G	8	5	(1,049.00)	-
17-01945	440000206849	APPLE IMAC 215 INCH	C02SY6CHGF1J	1	3/3/2017	1,049.00	044A	0452	12/31/2024	G	8	5	(1,049.00)	-
17-01946	440000206850	APPLE IMAC 215 INCH	C02SY6G2GF1J	1	3/3/2017	1,049.00	044A	0452	12/31/2024	G	8	5	(1,049.00)	-
17-01947	440000206851	APPLE IMAC 215 INCH	C02SY6AGGF1J	1	3/3/2017	1,049.00	044A	0452	12/31/2024	G	8	5	(1,049.00)	-
17-01948	440000206852	APPLE IMAC 215 INCH	C02SY6ABGF1J	1	3/3/2017	1,049.00	044A	0452	12/31/2024	G	8	5	(1,049.00)	-
S17013685	440000362252	LENOVO LAPTOP T460	PC0G73PE	1	11/30/2016	859.00	044D	0452	12/31/2024	G	8	5	(859.00)	-
S17013687	440000185195	LENOVO LAPTOP T460	PC0G73PX	1	11/30/2016	859.00	044D	0452	12/31/2024	G	8	5	(859.00)	-
S17017541	440000188758	LENOVO T460 LAPTOP	PC0G73P5	1	12/13/2016	824.00	044D	0452	12/31/2024	G	8	5	(824.00)	-
S17030971	440000202001	AP1130, OUTDOOR RATED, 2 RADIO 2X2 802.1	1.13016E+13	1	1/23/2017	886.03	044D	0452	12/31/2024	G	8	5	(886.03)	-
S17030972	440000202002	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180269	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030973	440000202003	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181643	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030974	440000202004	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180298	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030975	440000202005	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180264	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030976	440000202006	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180938	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030977	440000202007	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180935	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030978	440000202008	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180954	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030979	440000202009	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180931	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030980	440000202010	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180949	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030981	440000202011	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180930	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030982	440000202012	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604251881	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030983	440000202013	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252329	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030984	440000202014	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180086	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030985	440000202015	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180164	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030986	440000202016	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252030	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030987	440000202017	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252052	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030988	440000202018	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252048	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030989	440000202019	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252033	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030990	440000202020	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252038	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030991	440000202021	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181001	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030992	440000202022	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180066	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030993	440000202023	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604251905	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030994	440000202024	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180952	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030995	440000202025	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180203	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030996	440000202026	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604251922	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030997	440000202027	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604251929	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030998	440000202028	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252308	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17030999	440000202029	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252037	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031000	440000202030	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604251906	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031001	440000202031	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180531	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031002	440000202032	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180183	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031003	440000202033	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180508	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031004	440000202034	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180096	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031005	440000202035	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180516	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031006	440000202036	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252050	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031007	440000202037	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252032	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031008	440000202038	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604251874	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031009	440000202039	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180973	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031010	440000202040	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604252029	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031011	440000202041	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180402	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031012	440000202042	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180461	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031013	440000202043	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180851	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031014	440000202044	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181431	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031015	440000202045	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180159	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031016	440000202046	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180372	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031017	440000202047	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180451	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031018	440000202048	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180376	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031019	440000202049	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180446	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031020	440000202050	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180697	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-

THE SCHOOL BOARD OF BROWARD COUNTY,FLORIDA
LIST OF SURPLUS PROPERTY UNDER $500,000

BPI NUMBER	ASSET NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	# OF UNITS	DATE OF ACQUISITION	ACQUISITION VALUE	CLASS CODE	LOC #	DATE OF SURLUS	CONDITION	AGE IN YEARS	ESTIMATED USEFUL LIFE	ACCUMULATED DEPRECIATION	NET BOOK VALUE
S17031021	440000202051	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180458	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031022	440000202052	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180422	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031023	440000202053	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181621	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031024	440000202054	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181605	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031025	440000202055	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181638	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031026	440000202056	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181654	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031027	440000202057	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181955	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031028	440000202058	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181913	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031029	440000202059	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181986	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031030	440000202060	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181650	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031031	440000202061	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180090	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031032	440000202062	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180094	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031033	440000202063	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180067	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031034	440000202064	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180440	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031035	440000202065	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180212	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031036	440000202066	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180129	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031037	440000202067	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180175	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031038	440000202068	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605180024	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031039	440000202069	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301604251924	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031040	440000202070	AP230 INDOOR PLENUM RATED, 2 RADIO 3X3:3	2301605181648	1	1/23/2017	566.17	044D	0452	12/31/2024	G	8	5	(566.17)	-
S17031042	440000202072	APC SMART UPS 2200	AS1634362063	1	1/24/2017	1,115.31	044B	0452	12/31/2024	G	8	5	(1,115.31)	-
S17058418	440000222262	LENOVO N22 LAPTOP	YD02ECVQ	1	6/26/2017	209.00	044D	0452	12/31/2024	G	8	5	(209.00)	-
S18-04123	440000224346	LENOVO N22 LAPTOP	YD02ECX6	1	8/2/2017	199.00	044D	0452	12/31/2024	G	7	5	(199.00)	-
19-04664	440000234093	12.9-inch iPad pro Wi-Fi 512 GB -space g	DLXYV23AK822	1	6/19/2019	1,676.95	044A	9511	12/31/2024	G	6	5	(1,676.95)	-
996102957	120000000005	BUS 2002 CHEVROLET 23 PASSENGER	1GBJG31F421208971	1	3/31/2003	41,080.00	012A	9724	12/31/2024	G	22	10	(41,080.00)	-
996102958	120000000006	BUS 2002 CHEVROLET 23 PASSENGER	1GBJG31F521209210	1	3/31/2003	41,080.00	012A	9724	12/31/2024	G	22	10	(41,080.00)	-
996123801	120000001004	BUS, 2003 INTERNATIONAL-47 CAP	4DRBRAAL43B957684	1	5/21/2003	63,680.00	012A	9724	12/31/2024	G	22	10	(63,680.00)	-
996104706	120000000022	BUS BODIES, SCHOOL	4DRBRAAN94B970739	1	4/15/2004	69,551.00	012A	9724	12/31/2024	T	21	10	(69,551.00)	-
996104879	120000000104	BUS BODIES, SCHOOL	4DRBRAAN04B970712	1	3/9/2004	69,551.00	012A	9724	12/31/2024	T	21	10	(69,551.00)	-
996106107	120000000211	BUS BODIES, SCHOOL	4DRBUAAN27A346077	1	9/11/2006	71,671.00	012A	9724	12/31/2024	T	18	10	(71,671.00)	-
996106122	120000000226	BUS BODIES, SCHOOL	4DRBUAAN97A346092	1	9/11/2006	71,671.00	012A	9724	12/31/2024	T	18	10	(71,671.00)	-
996106135	120000000239	BUS, 2006 INTERNATIONAL CE300 SCHOOL	4DRBUAAN37A346105	1	10/4/2006	71,671.00	012A	9724	12/31/2024	T	18	10	(71,671.00)	-
996106166	120000000269	BUS BODIES, SCHOOL	4DRBUAAN37A346136	1	10/16/2006	71,671.00	012A	9724	12/31/2024	T	18	10	(71,671.00)	-
996106179	120000000282	BUS BODIES, SCHOOL	4DRBUAAN07A453046	1	1/3/2007	71,671.00	012A	9724	12/31/2024	T	18	10	(71,671.00)	-
996107108	120000000315	BUS BODIES SCHOOL	4UZABRDJ68CZ08111	1	11/9/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107116	120000000323	THOMAS C2 BUS BODIES	4UZABRDJ08CZ08119	1	12/10/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107120	120000000327	THOMAS C2 BUS BODIES	4UZABRDJ28CZ08123	1	12/21/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107122	120000000329	THOMAS C2 BUS BODIES	4UZABRDJ68CZ08125	1	12/3/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107126	120000000333	THOMAS C2 BUS BODIES	4UZABRDJ38CZ08129	1	12/5/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107132	120000000339	THOMAS C2 BUS BODIES	4UZABRDJ98CZ08135	1	12/10/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107134	120000000341	THOMAS C2 BUS BODIES	4UZABRDJ28CZ08137	1	12/3/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107135	120000000342	THOMAS C2 BUS BODIES	4UZABRDJ48CZ08138	1	12/10/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107136	120000000343	THOMAS C2 BUS BODIES	4UZABRDJ68CZ08139	1	12/10/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107137	120000000344	THOMAS C2 BUS BODIES	4UZABRDJ28CZ08140	1	12/5/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107138	120000000345	BUS BODIES SCHOOL	4UZABRDJ48CZ08141	1	11/9/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107139	120000000346	THOMAS C2 BUS BODIES	4UZABRDJ68CZ08142	1	12/21/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107140	120000000347	THOMAS C2 BUS BODIES	4UZABRDJ88CZ08143	1	12/3/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107142	120000000349	THOMAS C2 BUS BODIES	4UZABRDJ18CZ08145	1	12/3/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107145	120000000352	THOMAS C2 BUS BODIES	4UZABRDJ78CZ08148	1	12/10/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107146	120000000353	THOMAS C2 BUS BODIES	4UZABRDJ98CZ08149	1	12/10/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107153	120000000360	THOMAS C2 BUS BODIES	4UZABRDJ68CZ08156	1	12/5/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107161	120000000368	THOMAS C2 BUS BODIES	4UZABRDJ58CZ08164	1	12/21/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107170	120000000377	THOMAS C2 BUS BODIES	4UZABRDJ68CZ08173	1	12/3/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107175	120000000382	THOMAS C2 BUS BODIES	4UZABRDJ58CZ08178	1	12/3/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107176	120000000383	THOMAS C2 BUS BODIES	4UZABRDJ78CZ08179	1	12/3/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107177	120000000384	THOMAS C2 BUS BODIES	4UZABRDJ38CZ08180	1	12/3/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107178	120000000385	THOMAS C2 BUS BODIES	4UZABRDJ58CZ08181	1	12/5/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107179	120000000386	THOMAS C2 BUS BODIES	4UZABRDJ78CZ08182	1	12/10/2007	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
996107181	120000000388	THOMAS C2 BUS BODIES	4UZABRDJ08CZ08184	1	1/4/2008	89,342.00	012A	9724	12/31/2024	T	17	10	(89,342.00)	-
07-11906	560000000320	PROJECTOR, EPSON POWERLITE S3	GM9G564613F	1	4/23/2007	1,154.00	056A	9608	12/31/2024	T	18	6	(1,154.00)	-
997104820	190000000744	TRUCK, BOX 1997 CHEVROLET #4820	1GBJG31R5V1088516	1	10/29/1997	20,951.19	019A	3971	12/31/2024	G	27	10	(20,951.19)	-
S16012494	440000086434	LENOVO THINKPAD 11E NONTOUCH	LR049KCS	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012495	440000086435	LENOVO THINKPAD 11E NONTOUCH	LR049KCE	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012496	440000086436	LENOVO THINKPAD 11E NONTOUCH	LR049KC8	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012497	440000086437	LENOVO THINKPAD 11E NONTOUCH	LR049KC7	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012498	440000086438	LENOVO THINKPAD 11E NONTOUCH	LR049KC3	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012499	440000086439	LENOVO THINKPAD 11E NONTOUCH	LR049KBY	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012500	440000086440	LENOVO THINKPAD 11E NONTOUCH	LR049KBW	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-

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S16012501	440000086441	LENOVO THINKPAD 11E NONTOUCH	LR049K2Q	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012502	440000086442	LENOVO THINKPAD 11E NONTOUCH	LR049K21	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012503	440000086443	LENOVO THINKPAD 11E NONTOUCH	LR049K5P	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012505	440000086446	LENOVO THINKPAD 11E NONTOUCH	LR049K56	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012506	440000086448	LENOVO THINKPAD 11E NONTOUCH	LR049K4X	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012507	440000086450	LENOVO THINKPAD 11E NONTOUCH	LR049K4U	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012509	440000086454	LENOVO THINKPAD 11E NONTOUCH	LR049K3S	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012510	440000086456	LENOVO THINKPAD 11E NONTOUCH	LR049K3Q	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012511	440000086458	LENOVO THINKPAD 11E NONTOUCH	LR049K74	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012512	440000086460	LENOVO THINKPAD 11E NONTOUCH	LR049K72	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012513	440000086462	LENOVO THINKPAD 11E NONTOUCH	LR049K6Y	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012514	440000086464	LENOVO THINKPAD 11E NONTOUCH	LR049K6X	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012515	440000086466	LENOVO THINKPAD 11E NONTOUCH	LR049K6V	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012516	440000086468	LENOVO THINKPAD 11E NONTOUCH	LR049K6U	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012517	440000086470	LENOVO THINKPAD 11E NONTOUCH	LR049K6S	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012518	440000086472	LENOVO THINKPAD 11E NONTOUCH	LR049K6Q	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012519	440000086474	LENOVO THINKPAD 11E NONTOUCH	LR049K6J	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012520	440000086476	LENOVO THINKPAD 11E NONTOUCH	LR049K68	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012521	440000086478	LENOVO THINKPAD 11E NONTOUCH	LR049K65	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012522	440000086480	LENOVO THINKPAD 11E NONTOUCH	LR049K61	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012523	440000086482	LENOVO THINKPAD 11E NONTOUCH	LR049K5X	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012524	440000086484	LENOVO THINKPAD 11E NONTOUCH	LR049K5T	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012525	440000086486	LENOVO THINKPAD 11E NONTOUCH	LR049K5S	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012526	440000086488	LENOVO THINKPAD 11E NONTOUCH	LR049K5R	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012527	440000086490	LENOVO THINKPAD 11E NONTOUCH	LR049KBS	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012528	440000086492	LENOVO THINKPAD 11E NONTOUCH	LR049KBB	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012530	440000086496	LENOVO THINKPAD 11E NONTOUCH	LR049KB7	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012531	440000086498	LENOVO THINKPAD 11E NONTOUCH	LR049KB3	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012532	440000086500	LENOVO THINKPAD 11E NONTOUCH	LR049KB0	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012533	440000086502	LENOVO THINKPAD 11E NONTOUCH	LR049KAT	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012535	440000086506	LENOVO THINKPAD 11E NONTOUCH	LR049KAB	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012537	440000086510	LENOVO THINKPAD 11E NONTOUCH	LR049KA5	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012538	440000086511	LENOVO THINKPAD 11E NONTOUCH	LR049KA2	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012539	440000086513	LENOVO THINKPAD 11E NONTOUCH	LR049KA1	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012540	440000086515	LENOVO THINKPAD 11E NONTOUCH	LR049K9Y	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012541	440000086517	LENOVO THINKPAD 11E NONTOUCH	LR049K9X	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012542	440000086519	LENOVO THINKPAD 11E NONTOUCH	LR049K96	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012543	440000086521	LENOVO THINKPAD 11E NONTOUCH	LR049K92	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012544	440000086523	LENOVO THINKPAD 11E NONTOUCH	LR049K8X	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012545	440000086525	LENOVO THINKPAD 11E NONTOUCH	LR049K8T	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012546	440000086527	LENOVO THINKPAD 11E NONTOUCH	LR049K8R	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012547	440000086529	LENOVO THINKPAD 11E NONTOUCH	LR049K8M	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012548	440000086531	LENOVO THINKPAD 11E NONTOUCH	LR049K8C	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012550	440000086534	LENOVO THINKPAD 11E NONTOUCH	LR049K82	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012551	440000086536	LENOVO THINKPAD 11E NONTOUCH	LR049K7Q	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012552	440000086538	LENOVO THINKPAD 11E NONTOUCH	LR049K7L	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012553	440000086540	LENOVO THINKPAD 11E NONTOUCH	LR049K7K	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012554	440000086542	LENOVO THINKPAD 11E NONTOUCH	LR049K7J	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012555	440000086544	LENOVO THINKPAD 11E NONTOUCH	LR049K7H	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012556	440000086546	LENOVO THINKPAD 11E NONTOUCH	LR049K7E	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012557	440000086548	LENOVO THINKPAD 11E NONTOUCH	LR049K7D	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012558	440000086550	LENOVO THINKPAD 11E NONTOUCH	LR049K76	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012559	440000086552	LENOVO THINKPAD 11E NONTOUCH	LR049KE3	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012560	440000086554	LENOVO THINKPAD 11E NONTOUCH	LR049KE2	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012561	440000086556	LENOVO THINKPAD 11E NONTOUCH	LR049KE1	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012562	440000086558	LENOVO THINKPAD 11E NONTOUCH	LR049KE0	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012563	440000086559	LENOVO THINKPAD 11E NONTOUCH	LR049KDW	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012564	440000086561	LENOVO THINKPAD 11E NONTOUCH	LR049KDM	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012565	440000086563	LENOVO THINKPAD 11E NONTOUCH	LR049K38	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012566	440000086565	LENOVO THINKPAD 11E NONTOUCH	LR049K30	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012567	440000086567	LENOVO THINKPAD 11E NONTOUCH	LR049KD8	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012568	440000086569	LENOVO THINKPAD 11E NONTOUCH	LR049KD6	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012569	440000086570	LENOVO THINKPAD 11E NONTOUCH	LR049KD4	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012570	440000086571	LENOVO THINKPAD 11E NONTOUCH	LR049KCZ	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
S16012571	440000086572	LENOVO THINKPAD 11E NONTOUCH	LR049KD9	1	10/22/2015	447.00	044D	5010	12/31/2024	T	9	5	(447.00)	-
08-82343	440000029420	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241H0ZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-07094	440000020655	APPLE DESKTOP IMAC INTEL W/20" FLAT PANEL	QP7420JUX85	1	12/7/2007	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-07093	440000020653	APPLE DESKTOP IMAC INTEL W/20" FLAT PANEL	QP7420DBX85	1	12/7/2007	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-

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08-82337	440000029410	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241BWZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-00799	440000014224	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87130XLWH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
11-04998	440000055042	APPLE IMAC INTEL W/20 FLAT PANEL /COMBO	H011505EDWY	1	6/6/2011	1,095.10	044A	1631	12/31/2024	T	14	5	(1,095.10)	-
A08-83689	440000112480	APPLE IMAC 20" COMPUTER	QP8241R8ZE5	1	4/28/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
12-00981	440000057655	APPLE IMAC INTEL W/20 FLAT PANEL /COMBO	H01360QXDWY	1	9/16/2011	1,095.10	044A	1631	12/31/2024	T	13	5	(1,095.10)	-
08-00808	440000014232	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87121W3WH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00810	440000014234	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87121SAWH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00800	440000014225	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87121S1WH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00798	440000014223	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87130X2WH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00809	440000014233	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87121RQWH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00797	440000014222	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87130X5WH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00804	440000014228	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87130X3WH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00806	440000014230	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87130X4WH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00812	440000014235	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87121WMWH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00803	440000014227	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87121W2WH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00805	440000014229	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87121RPWH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-00802	440000014226	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87130X1WH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
A07-84015	440000112242	APPLE IMAC 17" COMPUTER	W87091QCWH5	1	9/6/2006	1,099.00	044A	1631	12/31/2024	T	18	5	(1,099.00)	-
08-82481	440000029592	APPLE IMAC INTEL W/17 FLAT	W88193EX289	1	6/26/2008	1,154.00	044A	1631	12/31/2024	T	17	5	(1,154.00)	-
08-82479	440000029588	APPLE IMAC INTEL W/17 FLAT	W88193EV289	1	6/26/2008	1,154.00	044A	1631	12/31/2024	T	17	5	(1,154.00)	-
08-00807	440000014231	APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL	W87130XBWH5	1	8/22/2007	1,099.00	044A	1631	12/31/2024	T	17	5	(1,099.00)	-
08-07091	440000020649	APPLE DESKTOP IMAC INTEL W/20" FLAT PANEL	QP74115HX85	1	12/7/2007	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82340	440000029416	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241EHZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82350	440000029434	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241MWZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82349	440000029432	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241MSZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82338	440000029412	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241C2ZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82353	440000029436	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241UYZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82345	440000029424	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241J1ZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82347	440000029428	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241JLZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82348	440000029430	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241JPZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82352	440000029435	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241SMZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-07095	440000020657	APPLE DESKTOP IMAC INTEL W/20" FLAT PANEL	QP7421M1X85	1	12/7/2007	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82341	440000029418	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241FYZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82346	440000029426	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241JHZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82342	440000029419	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241GVZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-07092	440000020651	APPLE DESKTOP IMAC INTEL W/20" FLAT PANEL	QP74209TX85	1	12/7/2007	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82339	440000029414	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241E6ZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82344	440000029422	APPLE DESKTOP IMAC W/20 FLAT PANEL	QP8241HPZE5	1	6/26/2008	1,509.00	044A	1631	12/31/2024	T	17	5	(1,509.00)	-
08-82480	440000029590	APPLE IMAC INTEL W/17 FLAT	W88193EW289	1	6/26/2008	1,154.00	044A	1631	12/31/2024	T	17	5	(1,154.00)	-
08-82478	440000029586	APPLE IMAC INTEL W/17 FLAT	W88192X5289	1	6/26/2008	1,154.00	044A	1631	12/31/2024	T	17	5	(1,154.00)	-
08-82483	440000029596	APPLE IMAC INTEL W/17 FLAT	W88193F1289	1	6/26/2008	1,154.00	044A	1631	12/31/2024	T	17	5	(1,154.00)	-
08-82482	440000029594	APPLE IMAC INTEL W/17 FLAT	W88193F0289	1	6/26/2008	1,154.00	044A	1631	12/31/2024	T	17	5	(1,154.00)	-
05-42864	440000027667	APPLE, DESKTOP, IMAC G5 W/17" FLAT PANEL	W845002AS40	1	1/31/2005	1,485.00	044A	1631	12/31/2024	T	20	5	(1,485.00)	-
06-05824	440000041479	APPLE,DESKTOP,IMAC G5 W/20"FLAT PANEL/CD-RW	QP536001TMA	1	10/17/2005	2,254.00	044A	1631	12/31/2024	T	19	5	(2,254.00)	-
06-00471	440000039049	APPLE, DESKTOP, IMAC G5 W/20" FLAT PANEL	QP52100MSDW	1	7/21/2005	2,373.00	044A	1631	12/31/2024	T	19	5	(2,373.00)	-
05-47415	440000029875	APPLE DESKTOP IMAC G5	W850600XS40	1	3/3/2005	1,485.00	044A	1631	12/31/2024	T	20	5	(1,485.00)	-
05-47414	440000029873	APPLE DESKTOP IMAC G5	W850600TS40	1	3/3/2005	1,485.00	044A	1631	12/31/2024	T	20	5	(1,485.00)	-
05-26585	440000017705	APPLE,DESKTOP, IMAC G4 W/15"FLAT PANEL	W8347072PVK	1	8/17/2004	1,485.00	044A	1631	12/31/2024	T	20	5	(1,485.00)	-
07-04422	560000000058	EPSON 821P PROJECTOR	GDQG6X0099F	1	11/13/2006	1,400.00	056A	1631	12/31/2024	T	18	6	(1,400.00)	-
03-22095	560000000329	PROJECTOR, ULTRAPORTABLE, MULTIMEDIA EPSON	EE20340483C	1	5/27/2003	2,421.00	056A	1631	12/31/2024	T	22	6	(2,421.00)	-
S16025925	440000106018	LENOVO THINKCENTRE M73 SMALL FORM FACTOR	MJ02TYCS	1	11/2/2015	748.00	044D	1631	12/31/2024	T	9	5	(748.00)	-
S16025910	440000106003	LENOVO THINKCENTRE M73 SMALL FORM FACTOR	MJ02TYCP	1	11/2/2015	748.00	044D	1631	12/31/2024	T	9	5	(748.00)	-
S16026295	440000106391	LENOVO THINKCENTRE M73 SMALL FORM FACTOR	MJ02TYCR	1	11/2/2015	748.00	044D	1631	12/31/2024	T	9	5	(748.00)	-
S16026294	440000106390	LENOVO THINKCENTRE M73 SMALL FORM FACTOR	MJ02TYCE	1	11/2/2015	748.00	044D	1631	12/31/2024	T	9	5	(748.00)	-
R16-80183	110000009090	PROMETHEAN ACTIVOTE 32	16310005	1	7/24/2015	1,432.00	011A	1631	12/31/2024	G	9	7	(1,432.00)	-
R16-80182	110000009089	PROMETHEAN ACTIVOTE 32	16310004	1	7/24/2015	1,432.00	011A	1631	12/31/2024	G	9	7	(1,432.00)	-
R16-80180	110000009087	PROMETHEAN ACTIVOTE 32	16310002	1	7/24/2015	1,432.00	011A	1631	12/31/2024	G	9	7	(1,432.00)	-
R16-80181	110000009088	PROMETHEAN ACTIVOTE 32	16310003	1	7/24/2015	1,432.00	011A	1631	12/31/2024	G	9	7	(1,432.00)	-
R16-80184	110000009091	PROMETHEAN ACTIVOTE 32	16310006	1	7/24/2015	1,432.00	011A	1631	12/31/2024	G	9	7	(1,432.00)	-
05LA00095	440000169707	Apple Refresh Server	QP53108TSLZ	1	7/22/2005	3,021.23	044A	1631	12/31/2024	T	19	5	(3,021.23)	-
05LA30232	440000134868	APPLE REFRESH RAID SERVER	QP5300CWRS4	1	7/22/2005	3,970.32	044A	1631	12/31/2024	T	19	5	(3,970.32)	-
09-00937	440000031429	DELL WS3400 W/20" FLAT PANEL	C94QGG1	1	7/21/2008	1,506.00	044A	1631	12/31/2024	T	16	5	(1,506.00)	-
05LL02032	440000146747	Lexmark Refresh Printer-T640n	7902FHM	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05-34060	440000022456	PRINTER, LEXMARK T630N B/W LASER	991WZ5Y	1	10/14/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05LL02039	440000146763	Lexmark Refresh Printer-T640n	7902FKG	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05-53568	440000033747	PRINTER, LEXMARK T630N B/W LASER	992CLCG	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05-53570	440000033751	PRINTER, LEXMARK T630N B/W LASER	992CLCT	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05LL02034	440000146751	Lexmark Refresh Printer-T640n	7902FK8	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-

THE SCHOOL BOARD OF BROWARD COUNTY,FLORIDA
LIST OF SURPLUS PROPERTY UNDER $500,000

BPI NUMBER	ASSET NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	# OF UNITS	DATE OF ACQUISITION	ACQUISITION VALUE	CLASS CODE	LOC #	DATE OF SURLUS	CONDITION	AGE IN YEARS	ESTIMATED USEFUL LIFE	ACCUMULATED DEPRECIATION	NET BOOK VALUE
07-12014	440000007048	PRINTER LEXMARK T640N B/W LASER	790XZG2	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
05-53564	440000033739	PRINTER, LEXMARK T630N B/W LASER	992CLCD	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05LL02036	440000146756	Lexmark Refresh Printer-T640n	7902FGD	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05LL02037	440000146759	Lexmark Refresh Printer-T640n	7902FK3	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05-38866	440000024949	PRINTER, LEXMARK T630N B/W LASER 2 DRAWERS	992270C	1	11/30/2004	1,394.00	044A	1631	12/31/2024	T	20	5	(1,394.00)	-
12-04263	440000061548	PRINTER, LEXMARK C544DN COLOR DUPLEX	9459MTV	1	5/16/2012	1,217.00	044A	1631	12/31/2024	T	13	5	(1,217.00)	-
05LL02029	440000146739	Lexmark Refresh Printer-T640n	7902FHZ	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05-34075	440000022460	PRINTER, LEXMARK T630N B/W LASER	991WZ5P	1	10/14/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05LL02038	440000146761	Lexmark Refresh Printer-T640n	7902F31	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05LL02026	440000146732	Lexmark Refresh Printer-T640n	7901581	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05-34078	440000022461	PRINTER, LEXMARK T630N B/W LASER	991WZ60	1	10/14/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
07-12017	440000007051	PRINTER LEXMARK T640N B/W LASER	790XZDD	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
A05-86882	440000111216	PRINTER, LEXMARK T630	9925KY6	1	12/31/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
03-20782	440000006557	PRINTER, LEXMARK T630	9910C2Z	1	5/16/2003	1,208.00	044A	1631	12/31/2024	T	22	5	(1,208.00)	-
05LL02035	440000146754	Lexmark Refresh Printer-T640n	7902FKB	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05LL02030	440000146742	Lexmark Refresh Printer-T640n	7902FKD	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
07-12020	440000007054	PRINTER LEXMARK T640N B/W LASER	790XZ4M	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
05LL02028	440000146737	Lexmark Refresh Printer-T640n	7901ZZD	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05LL02031	440000146744	Lexmark Refresh Printer-T640n	7902FKH	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05LL02023	440000146725	Lexmark Refresh Printer-T640n	7901ZYV	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05LL02025	440000146730	Lexmark Refresh Printer-T640n	7901ZZG	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
07-12013	440000007047	PRINTER LEXMARK T640N B/W LASER	790XZG3	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
05-53571	440000033753	PRINTER, LEXMARK T630N B/W LASER	992CLCK	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05LL02022	440000146722	Lexmark Refresh Printer-T640n	7902FGT	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
05-34066	440000022457	PRINTER, LEXMARK T630N B/W LASER	991WZ5M	1	10/14/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05LL02033	440000146749	Lexmark Refresh Printer-T640n	7902FH3	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
07-12016	440000007050	PRINTER LEXMARK T640N B/W LASER	790ZXZM	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
07-12019	440000007053	PRINTER LEXMARK T640N B/W LASER	790XZ62	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
A05-86880	440000111211	PRINTER, LEXMARK T630	9925L9F	1	12/31/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05LL02024	440000146727	Lexmark Refresh Printer-T640n	7901ZZC	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
A05-86881	440000111213	PRINTER, LEXMARK T630	992CLDZ	1	12/31/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05-53569	440000033749	PRINTER, LEXMARK T630N B/W LASER	992CLF8	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
07-12021	440000007055	PRINTER LEXMARK T640N B/W LASER	790XZ7Z	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
05-53567	440000033745	PRINTER, LEXMARK T630N B/W LASER	992CLCP	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
07-12018	440000007052	PRINTER LEXMARK T640N B/W LASER	790XZD7	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
05-53566	440000033743	PRINTER, LEXMARK T630N B/W LASER	9925L9N	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05-34072	440000022459	PRINTER, LEXMARK T630N B/W LASER	991WZ5W	1	10/14/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
07-12015	440000007049	PRINTER LEXMARK T640N B/W LASER	790XZ5F	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
07-12012	440000007046	PRINTER LEXMARK T640N B/W LASER	791003Y	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
07-12010	440000007043	PRINTER LEXMARK T640N B/W LASER	790ZZZ6	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
05-53572	440000033755	PRINTER, LEXMARK T630N B/W LASER	992CLCB	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05-34069	440000022458	PRINTER, LEXMARK T630N B/W LASER	991WZ5T	1	10/14/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05-34084	440000022463	PRINTER, LEXMARK T630N B/W LASER	991WZ62	1	10/14/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05-37302	440000024003	PRINTER, LEXMARK T630N B/W LASER	99216LX	1	11/16/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05-53573	440000033757	PRINTER, LEXMARK T630N B/W LASER	992CLC8	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
A05-86878	440000111206	PRINTER, LEXMARK T630	9925KZ4	1	12/31/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05LL02027	440000146735	Lexmark Refresh Printer-T640n	79020D0	1	6/17/2005	1,099.66	044A	1631	12/31/2024	T	20	5	(1,099.66)	-
A05-86879	440000111209	PRINTER, LEXMARK T630	9925L2H	1	12/31/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05-34081	440000022462	PRINTER, LEXMARK T630N B/W LASER	991WZ5K	1	10/14/2004	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
05-53565	440000033741	PRINTER, LEXMARK T630N B/W LASER	992CLCM	1	5/25/2005	1,208.00	044A	1631	12/31/2024	T	20	5	(1,208.00)	-
07-12011	440000007045	PRINTER LEXMARK T640N B/W LASER	790ZZZ5	1	4/30/2007	1,198.00	044A	1631	12/31/2024	T	18	5	(1,198.00)	-
R16-80152	110000005689	PROMETHEAN ACTIVTABLE	ATA1524017	1	7/24/2015	4,999.00	011A	1631	12/31/2024	T	9	7	(4,999.00)	-
R16-80155	110000005692	PROMETHEAN ACTIVTABLE	ATA1525012	1	7/24/2015	4,999.00	011A	1631	12/31/2024	T	9	7	(4,999.00)	-
R16-80151	110000005688	PROMETHEAN ACTIVTABLE	ATA1525056	1	7/24/2015	4,999.00	011A	1631	12/31/2024	T	9	7	(4,999.00)	-
R16-80153	110000005690	PROMETHEAN ACTIVTABLE	ATA1525045	1	7/24/2015	4,999.00	011A	1631	12/31/2024	T	9	7	(4,999.00)	-
R16-80154	110000005691	PROMETHEAN ACTIVTABLE	ATA1525006	1	7/24/2015	4,999.00	011A	1631	12/31/2024	T	9	7	(4,999.00)	-
13-03537	440000069528	CART, SAFEHARBOR 30 CAPACITY NOTEBOOK	24335	1	3/21/2013	1,450.00	044A	1631	12/31/2024	T	12	5	(1,450.00)	-
08-08031	440000021613	APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3"	W87435AEZ5V	1	2/5/2008	1,499.00	044A	1631	12/31/2024	T	17	5	(1,499.00)	-
05LA11745	440000119965	Apple-Refresh Laptop	4H531F5RSEB	1	7/22/2005	1,395.62	044A	1631	12/31/2024	T	19	5	(1,395.62)	-
05LA11750	440000119966	Apple-Refresh Laptop	4H531GTASEB	1	7/22/2005	1,395.62	044A	1631	12/31/2024	T	19	5	(1,395.62)	-
05-47909	440000030266	APPLE IBOOK G4	UV4504UASCZ	1	3/15/2005	1,456.50	044A	1631	12/31/2024	T	20	5	(1,456.50)	-
05-47917	440000030269	APPLE IBOOK G4	UV451024SCZ	1	3/15/2005	1,456.50	044A	1631	12/31/2024	T	20	5	(1,456.50)	-
09-06558	440000036230	APPLE MACBK 2.4GHZ DVD/CD-RW 13.3"	W8835SVD0P1	1	10/30/2008	1,690.00	044A	1631	12/31/2024	T	16	5	(1,690.00)	-
09-06559	440000036231	APPLE MACBK 2.4GHZ DVD/CD-RW 13.3"	W8835WQR0P1	1	10/30/2008	1,690.00	044A	1631	12/31/2024	T	16	5	(1,690.00)	-
09-06561	440000036232	APPLE MACBK 2.4GHZ DVD/CD-RW 13.3"	WQ8350YN0P1	1	10/30/2008	1,690.00	044A	1631	12/31/2024	T	16	5	(1,690.00)	-
09-06562	440000036233	APPLE MACBK 2.4GHZ DVD/CD-RW 13.3"	WQ8350ZB0P1	1	10/30/2008	1,690.00	044A	1631	12/31/2024	T	16	5	(1,690.00)	-
07-09414	440000004739	APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	4H7021ABWGK	1	2/22/2007	1,280.00	044A	1631	12/31/2024	T	18	5	(1,280.00)	-
07-09415	440000004742	APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	4H7021GNWGK	1	2/22/2007	1,280.00	044A	1631	12/31/2024	T	18	5	(1,280.00)	-

THE SCHOOL BOARD OF BROWARD COUNTY,FLORIDA
LIST OF SURPLUS PROPERTY UNDER $500,000

BPI NUMBER	ASSET NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	# OF UNITS	DATE OF ACQUISITION	ACQUISITION VALUE	CLASS CODE	LOC #	DATE OF SURLUS	CONDITION	AGE IN YEARS	ESTIMATED USEFUL LIFE	ACCUMULATED DEPRECIATION	NET BOOK VALUE
07-09416	440000004743	APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	4H7021GRWGK	1	2/22/2007	1,280.00	044A	1631	12/31/2024	T	18	5	(1,280.00)	-
07-09417	440000004744	APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	4H7021AXWGK	1	2/22/2007	1,280.00	044A	1631	12/31/2024	T	18	5	(1,280.00)	-
07-09418	440000004745	APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	4H7021GZWGK	1	2/22/2007	1,280.00	044A	1631	12/31/2024	T	18	5	(1,280.00)	-
07-09419	440000004746	APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	4H7021H7WGK	1	2/22/2007	1,280.00	044A	1631	12/31/2024	T	18	5	(1,280.00)	-
07-09420	440000004748	APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	4H7021J0WGK	1	2/22/2007	1,280.00	044A	1631	12/31/2024	T	18	5	(1,280.00)	-
08LA01793	440000156325	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8125AA0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01794	440000156327	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129VF0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01795	440000156329	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129V00P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01796	440000156331	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129XJ0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01797	440000156334	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129XQ0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01798	440000156336	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129WQ0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01799	440000156338	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129PG0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01800	440000156340	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129SF0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01801	440000156342	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129VT0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01802	440000156345	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129T30P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01803	440000156347	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129KJ0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01804	440000156349	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129FH0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01805	440000156351	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129GH0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01806	440000156353	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129GD0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01807	440000156356	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129770P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01808	440000156358	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129GR0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01809	440000156360	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129GX0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01810	440000156362	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129FR0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
08LA01811	440000156365	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129EQ0P1	1	6/7/2008	2,769.81	044A	1631	12/31/2024	T	17	5	(2,769.81)	-
12-01413	440000058097	Bretford Mobility Cart	B114D00571	1	10/24/2011	1,459.58	044A	1631	12/31/2024	T	13	5	(1,459.58)	-
15-03246	440000091274	PRINTER, LEXMARK MX710DE B/W LASER/FAX/C	7463479906D8M	1	1/8/2015	3,096.00	044A	1631	12/31/2024	T	10	5	(3,096.00)	-
21-15428	440000267598	LENOVO 300E (1B CELERON TOUCH)	P209Q6B2	1	9/21/2020	237.50	044A	0452	12/31/2024	G	4	5	(205.83)	31.67
21-15490	440000267660	LENOVO THINKPAD L390 (1F - i5 TOUCH)	R90YNC84	1	9/21/2020	622.50	044A	0452	12/31/2024	G	4	5	(539.50)	83.00
22-08189	440000343408	LENOVO 300E 2ND GEN (AMD) TOUCH	R9127AEW	1	9/10/2021	264.50	044A	0641	12/31/2024	G	3	5	(176.33)	88.17
22-08165	440000343384	LENOVO 300E 2ND GEN (AMD) TOUCH	R9127AEC	1	9/10/2021	264.50	044A	0641	12/31/2024	G	3	5	(176.33)	88.17
21-06619	440000258658	LENOVO 300E (1B CELERON TOUCH)	P208CPD4	1	8/24/2020	237.50	044A	0761	12/31/2024	G	4	5	(209.79)	27.71
21-06571	440000258610	LENOVO 300E (1B CELERON TOUCH)	P2083GS7	1	8/24/2020	237.50	044A	0761	12/31/2024	G	4	5	(209.79)	27.71
21-06582	440000258621	LENOVO 300E (1B CELERON TOUCH)	P208CNPP	1	8/24/2020	237.50	044A	0761	12/31/2024	G	4	5	(209.79)	27.71
21-06671	440000258710	LENOVO THINKPAD L13 i5 (1F i5 TOUCH)	R90YNC88	1	8/24/2020	622.50	044A	0761	12/31/2024	G	4	5	(549.88)	72.62
S21-03367	440000316591	LENOVO 300E (1B CELERON TOUCH)	R911L7MD	1	5/6/2021	237.50	044D	0761	12/31/2024	G	4	5	(174.17)	63.33
S21-03323	440000316547	LENOVO 300E (1B CELERON TOUCH)	R911L7MK	1	5/6/2021	237.50	044D	0761	12/31/2024	G	4	5	(174.17)	63.33
S21-03340	440000316564	LENOVO 300E (1B CELERON TOUCH)	R911L7MV	1	5/6/2021	237.50	044D	0761	12/31/2024	G	4	5	(174.17)	63.33
S21-03354	440000316578	LENOVO 300E (1B CELERON TOUCH)	R911L7N9	1	5/6/2021	237.50	044D	0761	12/31/2024	G	4	5	(174.17)	63.33
22-31510	440000366730	Laptop, Latitude 3190 2-in-1	3DPZ2J3	1	12/2/2021	276.05	044A	0761	12/31/2024	G	3	5	(170.23)	105.82
20-07750	440000245949	LENOVO 300E (1B CELERON TOUCH)	P2083GM2	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07755	440000245954	LENOVO 300E (1B CELERON TOUCH)	P2083GK8	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07757	440000245956	LENOVO 300E (1B CELERON TOUCH)	P2083GJL	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07774	440000245973	LENOVO 300E (1B CELERON TOUCH)	P2083HTM	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07787	440000245986	LENOVO 300E (1B CELERON TOUCH)	P2083F69	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07793	440000245992	LENOVO 300E (1B CELERON TOUCH)	P2083F7K	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07800	440000245999	LENOVO 300E (1B CELERON TOUCH)	P2083FCB	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07806	440000246005	LENOVO 300E (1B CELERON TOUCH)	P207YD83	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07807	440000246006	LENOVO 300E (1B CELERON TOUCH)	P207YDCD	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07822	440000246021	LENOVO 300E (1B CELERON TOUCH)	P2083F5X	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07824	440000246023	LENOVO 300E (1B CELERON TOUCH)	P2083FND	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07831	440000246030	LENOVO 300E (1B CELERON TOUCH)	P2083FQP	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07855	440000246054	LENOVO 300E (1B CELERON TOUCH)	P2083FFD	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
20-07857	440000246056	LENOVO 300E (1B CELERON TOUCH)	P2083FDG	1	5/6/2020	237.50	044A	1391	12/31/2024	G	5	5	(221.67)	15.83
22-10535	440000345703	LENOVO 300E (1B CELERON TOUCH)	R9145FYJ	1	10/19/2021	237.50	044A	1391	12/31/2024	T	3	5	(154.38)	83.12
20-07467	440000245666	LENOVO THINKPAD L390 (1F - i5 TOUCH)	R90XDYC3	1	5/5/2020	622.50	044A	1391	12/31/2024	G	5	5	(581.00)	41.50
21-08333	440000260365	LENOVO 300E (1B CELERON TOUCH)	P209Q6B3	1	8/28/2020	237.50	044A	2531	12/31/2024	G	4	5	(209.79)	27.71
21-08286	440000260318	LENOVO 300E (1B CELERON TOUCH)	P209QS0A	1	8/28/2020	237.50	044A	2531	12/31/2024	G	4	5	(209.79)	27.71
21-08290	440000260322	LENOVO 300E (1B CELERON TOUCH)	P209Q6DB	1	8/28/2020	237.50	044A	2531	12/31/2024	G	4	5	(209.79)	27.71
19-71458	460000009836	Radio, XPR5550E	871TVB6997	1	9/5/2019	1,353.47	046A	9722	12/31/2024	G	5	7	(1,022.36)	331.11
A12-81741	060000000153	ROBINAIR MACHINE A/C RECYCLE 34788	230699	1	7/12/2011	3,350.00	006A	9722	12/31/2024	G	13	15	(3,015.00)	335.00
19-04152	060000000170	ROBINAIR A/C RECOVERY MACHINE	7511853	1	5/9/2019	5,610.00	006A	9722	12/31/2024	G	6	15	(2,119.33)	3,490.67
19-04151	060000000169	ROBINAIR A/C RECOVERY MACHINE	7511849	1	5/9/2019	5,610.00	006A	9722	12/31/2024	G	6	15	(2,119.33)	3,490.67
				742		$ 4,247,191.83							$ (4,238,309.11)	$ 8,882.72

	EQUIP NO	ITEM DESCRIPTION	SERIAL NUMBER	ACQUISITION DATE	CLASS	OLD LOCATION	AGE in Years	EUL in Years	NET BK VAL	BROKEN	OBSOLETE	OTHER	NOTES
1	21-15428	LENOVO 300E (1B CELERON TOUCH)	P209Q6B2	9/21/2020	044A	0452	4	5	31.67		X		Beyond Economical Repair
2	21-15490	LENOVO THINKPAD L390 (1F - i5 TOUCH)	R90YNC84	9/21/2020	044A	0452	4	5	83.00		X		Beyond Economical Repair
3	22-08189	LENOVO 300E 2ND GEN (AMD) TOUCH	R9127AEW	9/10/2021	044A	0641	3	5	88.17		X		Beyond Economical Repair
4	22-08165	LENOVO 300E 2ND GEN (AMD) TOUCH	R9127AEC	9/10/2021	044A	0641	3	5	88.17		X		Beyond Economical Repair
5	21-06619	LENOVO 300E (1B CELERON TOUCH)	P208CPD4	8/24/2020	044A	0761	4	5	27.71		X		Beyond Economical Repair
6	21-06571	LENOVO 300E (1B CELERON TOUCH)	P2083GS7	8/24/2020	044A	0761	4	5	27.71		X		Beyond Economical Repair
7	21-06582	LENOVO 300E (1B CELERON TOUCH)	P208CNPP	8/24/2020	044A	0761	4	5	27.71		X		Beyond Economical Repair
8	21-06671	LENOVO THINKPAD L13 i5 (1F i5 TOUCH)	R90YNC88	8/24/2020	044A	0761	4	5	72.62		X		Beyond Economical Repair
9	S21-03367	LENOVO 300E (1B CELERON TOUCH)	R911L7MD	5/6/2021	044D	0761	4	5	63.33		X		Beyond Economical Repair
10	S21-03323	LENOVO 300E (1B CELERON TOUCH)	R911L7MK	5/6/2021	044D	0761	4	5	63.33		X		Beyond Economical Repair
11	S21-03340	LENOVO 300E (1B CELERON TOUCH)	R911L7MV	5/6/2021	044D	0761	4	5	63.33		X		Beyond Economical Repair
12	S21-03354	LENOVO 300E (1B CELERON TOUCH)	R911L7N9	5/6/2021	044D	0761	4	5	63.33		X		Beyond Economical Repair
13	22-31510	Laptop, Latitude 3190 2-in-1	3DPZ2J3	12/2/2021	044A	0761	3	5	105.82		X		Beyond Economical Repair
14	20-07750	LENOVO 300E (1B CELERON TOUCH)	P2083GM2	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
15	20-07755	LENOVO 300E (1B CELERON TOUCH)	P2083GK8	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
16	20-07757	LENOVO 300E (1B CELERON TOUCH)	P2083GJL	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
17	20-07774	LENOVO 300E (1B CELERON TOUCH)	P2083HTM	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
18	20-07787	LENOVO 300E (1B CELERON TOUCH)	P2083F69	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
19	20-07793	LENOVO 300E (1B CELERON TOUCH)	P2083F7K	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
20	20-07800	LENOVO 300E (1B CELERON TOUCH)	P2083FCB	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
21	20-07806	LENOVO 300E (1B CELERON TOUCH)	P207YD83	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
22	20-07807	LENOVO 300E (1B CELERON TOUCH)	P207YDCD	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
23	20-07822	LENOVO 300E (1B CELERON TOUCH)	P2083F5X	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
24	20-07824	LENOVO 300E (1B CELERON TOUCH)	P2083FND	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
25	20-07831	LENOVO 300E (1B CELERON TOUCH)	P2083FQP	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
26	20-07855	LENOVO 300E (1B CELERON TOUCH)	P2083FFD	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
27	20-07857	LENOVO 300E (1B CELERON TOUCH)	P2083FDG	5/6/2020	044A	1391	5	5	15.83		X		Beyond Economical Repair
28	22-10535	LENOVO 300E (1B CELERON TOUCH)	R9145FYJ	10/19/2021	044A	1391	3	5	83.12		X		Beyond Economical Repair
29	20-07467	LENOVO THINKPAD L390 (1F - i5 TOUCH)	R90XDYC3	5/5/2020	044A	1391	5	5	41.50		X		Beyond Economical Repair
30	21-08333	LENOVO 300E (1B CELERON TOUCH)	P209Q6B3	8/28/2020	044A	2531	4	5	27.71		X		Beyond Economical Repair
31	21-08286	LENOVO 300E (1B CELERON TOUCH)	P209QS0A	8/28/2020	044A	2531	4	5	27.71		X		Beyond Economical Repair
32	21-08290	LENOVO 300E (1B CELERON TOUCH)	P209Q6DB	8/28/2020	044A	2531	4	5	27.71		X		Beyond Economical Repair
33	19-71458	Radio, XPR5550E	871TVB6997	9/5/2019	046A	9722	5	7	331.11		X		Beyond Economical Repair
34	A12-81741	ROBINAIR MACHINE A/C RECYCLE 34788	230699	7/12/2011	006A	9722	13	15	335.00		X		Beyond Economical Repair
35	19-04152	ROBINAIR A/C RECOVERY MACHINE	7511853	5/9/2019	006A	9722	6	15	3,490.67		X		Beyond Economical Repair
36	19-04151	ROBINAIR A/C RECOVERY MACHINE	7511849	5/9/2019	006A	9722	6	15	3,490.67		X		Beyond Economical Repair
									$ 8,882.72				

Status: ADDITIONAL INFORMATION

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	F. Financial Management
DEPARTMENT:	Budget

Agenda Item Number:	F-2.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Budget Reports for the Period Ended December 31, 2024
ADDITIONAL INFORMATION

REQUESTED ACTION:

Approve the Budget Reports for the period ended December 31, 2024. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- December 2024 Budget Reports
- Additional Information Memo

FINANCIAL IMPACT:

No additional financial impact.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Romaneir Johnson	Phone:	754-321-1990
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Romaneir Johnson, Chief Financial Officer

Signature

Romaneir Johnson, Chief Financial Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Romaneir Johnson
Title: Chief Financial Officer
Phone: 754-321-1990

EXECUTIVE SUMMARY

Budget Reports for the Period Ended December 31, 2024

Board Meeting Date: February 19, 2025

Requested Action
Approve the Budget Reports for the period ended December 31, 2024.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Board will approve the Budget Reports, including information that reflects revenues earned and funds expended for the period ended December 31, 2024, providing data needed to monitor District efficiency and performance.

If the Board votes "No": The Board will not approve the Budget Reports for the period ended December 31, 2024.

Background/History
The FY2024-25 budgets were adopted on September 10, 2024. Following adoption, budget amendments are made as necessary to reflect changes within the funds and are submitted to the Board for approval. The attached documents include budgets, earned revenue, and funds expended for the period ended December 31, 2024.

These budget reports and financial statements offer a snapshot of our school system's fiscal health at a specific point in time. They include the original approved budget and compare the amended budget to the actual financial activity, providing critical data to monitor the District's efficiency and performance.

The budget reports and financial records across all funds through December 31, 2024, reflect revenue collections and expenditures paid to date. All financial records are audited annually by independent external auditors in compliance with legal requirements.

When required these reports to the Board include budget amendments - the reallocation or adjustment of funds resulting from various factors, such as changes in estimated revenues or expenditures.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Recognition of revenues and realignment of appropriations to support the District's Strategic Plan and Goals.

Financial Impact
The District continues to monitor the budget status on a regular basis for the remainder of the year.

BROWARD COUNTY

PUBLIC SCHOOLS

BUDGET REPORT

For the Period Ended December 31, 2024

Prepared by Financial Management

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024

FOR FISCAL YEAR 2024-25

GENERAL FUND ONLY

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/B
ESTIMATED REVENUES:								
Federal Sources	2,423,784	2,423,784	2,423,784		-	1,212,348	1,211,436	50%
Federal Through State	11,560,000	11,560,000	11,560,000		-	1,884,190	9,675,810	16.3%
State Sources	1,084,854,261	1,084,854,261	1,084,854,261		-	553,124,861	531,729,400	51.0%
Local Sources	1,285,266,483	1,285,266,483	1,285,266,483		-	1,208,000,128	77,266,355	94.0%
Other Sources	167,605,124	167,605,124	167,605,124		-	64,347,847	103,257,277	38.4%
Charter School Pass-Through [1]	(443,931,492)	(443,931,492)	(443,931,492)		-	(216,667,498)	(227,263,994)	48.8%
TOTAL REVENUES & TRANSFERS	**2,107,778,160**	**2,107,778,160**	**2,107,778,160**		**-**	**1,611,901,876**	**495,876,284**	**76.5%**
ESTIMATED EXPENDITURES								
Salaries	1,224,294,183	1,224,294,183	1,224,294,183		-	560,632,247	663,661,936	45.8%
Benefits	459,100,009	459,100,009	459,100,009		-	222,196,230	236,903,779	48.4%
Purchased Services [4]	693,654,966	693,654,966	693,654,966		-	378,774,818	314,880,148	54.6%
Energy Services	74,211,764	74,211,764	74,211,764		-	33,885,559	40,326,205	45.7%
Materials and Supplies	58,641,741	58,641,741	58,641,741		-	21,455,180	37,186,561	36.6%
Capital Outlay	30,900,023	30,900,023	30,900,023		-	20,024,571	10,875,452	64.8%
Other Expenses [3]	10,021,454	10,021,454	10,021,454		-	182,733,195	(172,711,741)	1823.4%
Transfers Out [4]	885,512	885,512	885,512		-	1,404,381	(518,869)	158.6%
Charter School Pass-Through [1]	(443,931,492)	(443,931,492)	(443,931,492)		-	(216,667,498)	(227,263,994)	48.8%
TOTAL ESTIMATED EXPENDITURES	**2,107,778,160**	**2,107,778,160**	**2,107,778,160**		**-**	**1,204,438,683**	**903,339,477**	**57.1%**
FINANCIAL POSITION - SURPLUS/DEFICIT	-	-	-		-	**407,463,193**	**(407,463,193)**	
BEGINNING FUND BALANCE	**185,030,660**	**185,030,660**	**185,030,660**		**-**	**185,030,660**		
TAN Loan [2]		270,173,000	270,173,000			270,173,000		
BEGINNING FUND BALANCE (with TAN [2])		**455,203,660**	**455,203,660**			**455,203,660**		
NET REVENUE OVER/(UNDER) EXPENDITURES	-	-	-		**-**	**407,463,193**		
ESTIMATED ENDING FUND BALANCE	**185,030,660**	**455,203,660**	**455,203,660**		**-**	**862,666,853**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**8.8%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding. This amount includes both Capital Projects Fund Transfers to the General Fund for charter schools ($32M) as well as FEFP.

[2] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs; it will be paid in January.

[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be made and reflected in future reports.

[4] Movement of inventory should be recorded in an Internal Service Fund. A correcting entry will be made and reflected in future reports.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
REFERENDUM ONLY

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Sources								
Federal Through State								
State Sources								
Local Sources	314,110,785	314,110,785	314,110,785		-	267,190,188	46,920,597	85.1%
Other Sources								
Charter School Pass-Through [1]	(64,994,756)	(64,994,756)	(64,994,756)		-	(57,863,712)	(7,131,044)	89.0%
TOTAL REVENUES & TRANSFERS	**249,116,029**	**249,116,029**	**249,116,029**		**-**	**209,326,476**	**39,789,553**	**84.0%**
ESTIMATED EXPENDITURES								
Salaries	170,441,114	170,441,114	170,441,114		-	77,996,627	92,444,487	45.8%
Benefits	47,845,753	47,845,753	47,845,753		-	19,147,423	28,698,330	40.0%
Purchased Services	95,783,918	95,783,918	95,783,918		-	67,600,034	28,183,884	70.6%
Energy Services								
Materials and Supplies	20,000	20,000	20,000		-		20,000	0.0%
Capital Outlay[2]	20,000	20,000	20,000		-	437,751	(417,751)	2188.8%
Other Expenses								
Transfers Out								
Charter School Pass-Through [1]	(64,994,756)	(64,994,756)	(64,994,756)		-	(57,863,712)	(7,131,044)	89.0%
TOTAL ESTIMATED EXPENDITURES	**249,116,029**	**249,116,029**	**249,116,029**		**-**	**107,318,123**	**141,797,906**	**43.1%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**-**	**-**	**0**		**-**	**102,008,353**	**(102,008,353)**	
BEGINNING FUND BALANCE	**14,019,739**	**14,019,739**	**14,019,739**		**-**	**14,019,739**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**-**	**-**	**-**		**-**	**102,008,353**		
ESTIMATED ENDING FUND BALANCE	**14,019,739**	**14,019,739**	**14,019,739**		**-**	**116,028,092**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**5.6%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding.

[2] Safety equipment purchases will be covered by a future budget transfer.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
GENERAL FUND & REFERENDUM COMBINED

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Sources	2,423,784	2,423,784	2,423,784		-	1,212,348	1,211,436	50.0%
Federal Through State	11,560,000	11,560,000	11,560,000		-	1,884,190	9,675,810	16.3%
State Sources	1,084,854,261	1,084,854,261	1,084,854,261		-	553,124,861	531,729,400	51.0%
Local Sources	1,599,377,268	1,599,377,268	1,599,377,268		-	1,475,190,316	124,186,952	92.2%
Other Sources	167,605,124	167,605,124	167,605,124		-	64,347,847	103,257,277	38.4%
Charter School Pass-Through [1]	(508,926,248)	(508,926,248)	(508,926,248)		-	(274,531,210)	(234,395,038)	53.9%
TOTAL REVENUES & TRANSFERS	**2,356,894,189**	**2,356,894,189**	**2,356,894,189**		**-**	**1,821,228,352**	**535,665,837**	**77.3%**
ESTIMATED EXPENDITURES								
Salaries	1,394,735,297	1,394,735,297	1,394,735,297		-	638,628,874	756,106,423	45.8%
Benefits	506,945,762	506,945,762	506,945,762		-	241,343,653	265,602,109	47.6%
Purchased Services [4]	789,438,884	789,438,884	789,438,884		-	446,374,852	343,064,032	56.5%
Energy Services	74,211,764	74,211,764	74,211,764		-	33,885,559	40,326,205	45.7%
Materials and Supplies	58,661,741	58,661,741	58,661,741		-	21,455,180	37,206,561	36.6%
Capital Outlay	30,920,023	30,920,023	30,920,023		-	20,462,322	10,457,701	66.2%
Other Expenses [3]	10,021,454	10,021,454	10,021,454		-	182,733,194	(172,711,740)	1823.4%
Transfers Out [4]	885,512	885,512	885,512		-	1,404,381	(518,869)	158.6%
Charter School Pass-Through [1]	(508,926,248)	(508,926,248)	(508,926,248)		-	(274,531,210)	(234,395,038)	53.9%
TOTAL ESTIMATED EXPENDITURES	**2,356,894,189**	**2,356,894,189**	**2,356,894,189**		**-**	**1,311,756,805**	**1,045,137,384**	**55.7%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**-**	**-**	**-**		**-**	**509,471,547**	**(509,471,547)**	
BEGINNING FUND BALANCE	**199,050,399**	**199,050,399**	**199,050,399**		**-**	**199,050,399**		
TAN Loan [2]		270,173,000	270,173,000		**-**	270,173,000		
BEGINNING FUND BALANCE (with TAN [2])		**469,223,399**	**469,223,399**		**-**	**469,223,399**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**-**	**-**	**-**		**-**	**509,471,547**		
ESTIMATED ENDING FUND BALANCE	**199,050,399**	**469,223,399**	**469,223,399**		**-**	**978,694,946**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**8.4%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding. This amount includes both Capital Projects Fund Transfers to the General Fund for charter schools ($32M) as well as FEFP.

[2] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs; it will be paid in January.

[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be made and reflected in future reports.

[4] Movement of inventory should be recorded in an Internal Service Fund. A correcting entry will be made and reflected in future reports.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

SCHEDULE OF FUND BALANCE UTILIZATION
GENERAL FUND
For the Month Ended December 31, 2024

		December 2024
BEGINNING FUND BALANCE	*$ 199,050,399*	
Plus:		
TAN Loan [1]	270,173,000	
REVISED BEGINNING FUND BALANCE		*$ 469,223,399*
REVENUES, FINANCING, EXPENDITURES AND USES		
Plus:		
Revenues and other financing sources	*1,821,228,352*	
Less:		
Expenditures and other financing uses	*1,311,756,805*	
EXCESS OF REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES		*509,471,547*
ENDING FUND BALANCE:		*$ 978,694,946*

[1] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024

FOR FISCAL YEAR 2024-25

DEBT SERVICE FUNDS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
State	$ 546,470	$ 546,470	$ 546,470		$ -	$ -	$ 546,470	0.0%
Local	48,530,117	48,530,117	48,530,117		-	42,243,956	6,286,161	87.0%
Other Sources	197,070,509	197,070,509	197,070,509		-	41,055,566	156,014,943	20.8%
TOTAL REVENUES & TRANSFERS	**$ 246,147,096**	**$ 246,147,096**	**$ 246,147,096**		**$ -**	**$ 83,299,522**	**$ 162,847,574**	**33.8%**
ESTIMATED EXPENDITURES								
Redemption of Principal	146,735,077	146,735,077	146,735,077		-	11,554,574	135,180,503	7.9%
Interest	96,296,365	96,296,365	96,296,365		-	29,500,992	66,795,373	30.6%
Dues and Fees	2,126,800	2,126,800	2,126,800		-	9,795	2,117,005	0.5%
Other Debt Service	200,000	200,000	200,000		-		200,000	0.0%
Capital Expenses	-	-	-		-		-	0.0%
Transfers Out	-	-	-		-		-	0.0%
TOTAL ESTIMATED EXPENDITURES	**245,358,242**	**245,358,242**	**245,358,242**		**-**	**41,065,361**	**204,292,881**	**16.7%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**788,854**	**788,854**	**788,854**			**42,234,161**	(41,445,307)	
BEGINNING FUND BALANCE	**42,878,636**	**42,878,636**	**42,878,636**			**42,878,636**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**788,854**	**788,854**	**788,854**		**-**	**42,234,161**		
ESTIMATED ENDING FUND BALANCE	**43,667,490**	**43,667,490**	**43,667,490**		**-**	**85,112,797**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**17.7%**							

NOTES:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024

FOR FISCAL YEAR 2024-25

CAPITAL PROJECTS FUNDS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Revised Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
State	50,726,713	50,868,453	50,868,453		-	16,467,300	34,401,153	32.4%
Local	483,320,177	483,320,177	483,320,177		-	411,579,392	71,740,785	85.2%
Other Sources	87,143,154	87,355,154	87,355,154		-	7,471,715	79,883,439	8.6%
Charter School Pass-Through [1]	(45,569,467)	(45,569,467)	(45,569,467)		-	-	(45,569,467)	0.0%
TOTAL REVENUES & TRANSFERS	**575,620,577**	**575,974,317**	**575,974,317**		**-**	**435,518,407**	**140,455,910**	**75.6%**
ESTIMATED EXPENDITURES								
Library Books	-	-	-		-	14,059	(14,059)	0.0%
Audio Visual Materials	-	-	-		-	376,858	(376,858)	0.0%
Building & Fixed Equipment	153,869,155	153,869,155	153,869,155		-	27,827,181	126,041,974	18.1%
Furniture, Fixtures & Equipment	41,478,983	42,478,983	42,478,983		-	12,886,751	29,592,232	30.3%
Motor Vehicles	69,228,064	69,228,064	69,228,064		-	6,556,908	62,671,156	9.5%
Land	-	-	-		-		-	0.0%
Other Improvements	17,345,002	17,345,002	17,345,002		-	3,521,256	13,823,746	20.3%
Remodeling & Renovations	646,395,499	645,749,239	645,749,239		-	125,323,747	520,425,492	19.4%
Computer Software	-	-	-		-	1,300,000	(1,300,000)	0.0%
Dues & Fees, Miscellaneious	13,667,980	13,667,980	13,667,980		-	239,137	13,428,843	1.7%
Transfers Out	364,675,633	364,675,633	364,675,633		-	104,873,592	259,802,041	28.8%
Charter School Pass-Through [1]	(45,569,467)	(45,569,467)	(45,569,467)		-	-	(45,569,467)	0.0%
TOTAL ESTIMATED EXPENDITURES	**1,261,090,849**	**1,261,444,589**	**1,261,444,589**		**-**	**282,919,489**	**978,525,100**	**22.4%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**(685,470,272)**	**(685,470,272)**	**(685,470,272)**		**-**	**152,598,918**	**(838,069,190)**	
BEGINNING FUND BALANCE [2]	**685,470,272**	**685,470,272**	**685,470,272**			**685,470,272**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**(685,470,272)**	**(685,470,272)**	**(685,470,272)**		**-**	**152,598,918**		
ESTIMATED ENDING FUND BALANCE	**-**	**-**	**-**		**-**	**838,069,190**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**0.0%**							

NOTES:

[1] Charter schools funding is excluded as pass-through funding. This amount includes both State funding transferred to the General Fund ($32M) and Local Tax Funding ($14M) expensed directly.

[2] The capital fund balance is fully committed to the completion of capital projects. The fund balance also includes captial reserves.

Column A, Revised Budget as of November 30, 2024 reflects Capital Budget Amendment #1 Board approved on December 17, 2024 ; YTD expenses updated

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024

FOR FISCAL YEAR 2024-25

SPECIAL REVENUE - FOOD SERVICE

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Through State	108,854,924	108,854,924	108,854,924		-	49,868,480	58,986,444	45.8%
State	1,036,109	1,036,109	1,036,109		-	487,259	548,850	47.0%
Local	6,875,650	6,875,650	6,875,650		-	2,999,987	3,875,663	43.6%
Other Sources	-	-	-		-	41,655	(41,655)	0.0%
TOTAL REVENUES & TRANSFERS	**116,766,683**	**116,766,683**	**116,766,683**		**-**	**53,397,381**	**63,369,302**	**45.7%**
ESTIMATED EXPENDITURES								
Salaries	42,565,769	42,565,769	42,565,769		-	18,460,931	24,104,838	43.4%
Employee Benefits	23,338,375	23,338,375	23,338,375		-	9,645,489	13,692,886	41.3%
Purchased Services	8,620,697	8,620,697	8,620,697		-	3,354,278	5,266,419	38.9%
Energy Services	2,049,437	2,049,437	2,049,437		-	1,102,446	946,991	53.8%
Material and Supplies	62,256,313	62,256,313	62,256,313		-	27,028,627	35,227,686	43.4%
Capital Expenses	3,000,000	3,000,000	3,000,000		-	1,174,431	1,825,569	39.1%
Other Expenses	4,071,114	4,071,114	4,071,114		-	1,637,805	2,433,309	40.2%
Transfers Out	-	-	-		-	-	-	0.0%
TOTAL ESTIMATED EXPENDITURES	**145,901,705**	**145,901,705**	**145,901,705**		**-**	**62,404,008**	**83,497,697**	**42.8%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**(29,135,022)**	**(29,135,022)**	**(29,135,022)**		**-**	**(9,006,627)**		
BEGINNING FUND BALANCE	**53,891,218**	**53,891,218**	**53,891,218**		**-**	**53,891,218**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**(29,135,022)**	**(29,135,022)**	**(29,135,022)**		**-**	**(9,006,627)**		
ESTIMATED ENDING FUND BALANCE	**24,756,196**	**24,756,196**	**24,756,196**		**-**	**44,884,591**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**22.7%**							

NOTES:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
SPECIAL REVENUE - OTHER/GRANTS/FEDERAL PROGRAMS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal	27,728,526	27,728,526	27,728,526		-	20,020,565	7,707,961	72.2%
Federal Through State	345,830,222	345,830,222	345,830,222		-	216,274,236	129,555,986	62.5%
State	6,996,217	6,996,217	6,996,217		-	3,391,495	3,604,722	48.5%
Local	2,238,274	2,238,274	2,238,274		-	1,234,416	1,003,858	55.2%
Other Sources	40,000	40,000	40,000		-	-	40,000	0.0%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL REVENUES & TRANSFERS	**295,583,304**	**295,583,304**	**295,583,304**		**-**	**188,285,696**	**107,297,608**	**63.7%**
ESTIMATED EXPENDITURES								
Salaries	154,288,090	154,288,090	154,288,090		-	102,044,333	52,243,757	66.1%
Employee Benefits	61,245,731	61,245,731	61,245,731		-	36,191,879	25,053,852	59.1%
Purchased Services	125,453,867	125,453,867	125,453,867		-	74,947,246	50,506,621	59.7%
Energy Services								0.0%
Material and Supplies	15,325,729	15,325,729	15,325,729		-	8,658,218	6,667,511	56.5%
Capital Expenses	8,348,013	8,348,013	8,348,013		-	4,020,823	4,327,190	48.2%
Other Expenses	18,171,809	18,171,809	18,171,809		-	14,554,913	3,616,896	80.1%
Transfers Out								0.0%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL ESTIMATED EXPENDITURES	**295,583,304**	**295,583,304**	**295,583,304**		**-**	**187,782,396**	**107,800,908**	**63.5%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**-**	**-**	**-**		**-**	**503,300**		
BEGINNING FUND BALANCE	**-**	**-**	**-**		**-**	**-**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**-**	**-**	**-**		**-**	**503,300**		
ESTIMATED ENDING FUND BALANCE	**-**	**-**	**-**		**-**	**503,300**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**0.0%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
SPECIAL REVENUE - MISCELLANEOUS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Through State								
State								
Local	1,388,391	1,388,391	1,388,391		-	1,157,306	231,085	83.4%
Other Sources								
TOTAL REVENUES & TRANSFERS	**1,388,391**	**1,388,391**	**1,388,391**		**-**	**1,157,306**	**231,085**	**83.4%**
ESTIMATED EXPENDITURES								
Salaries								
Employee Benefits								
Purchased Services								
Energy Services								
Material and Supplies	1,410,648	1,410,648	1,410,648		-	613,877	796,771	43.5%
Capital Expenses								
Other Expenses								
Transfers Out								
TOTAL ESTIMATED EXPENDITURES	**1,410,648**	**1,410,648**	**1,410,648**		**-**	**613,877**	**796,771**	**43.5%**
FINANCIAL POSITION - SURPLUS/DEFICIT	(22,257)	(22,257)	(22,257)		-	543,429		
BEGINNING FUND BALANCE	**650,981**	**650,981**	**650,981**			**650,981**		
NET REVENUE OVER/(UNDER) EXPENDITURES	(22,257)	(22,257)	(22,257)		-	**543,429**		
ESTIMATED ENDING FUND BALANCE	**628,724**	**628,724**	**628,724**		**-**	**1,194,410**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**45.3%**							

NOTES:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
SPECIAL REVENUE TOTAL - FOOD / GRANTS / OTHER COMBINED

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal	27,728,526	27,728,526	27,728,526		-	20,020,565	7,707,961	72.2%
Federal Through State	454,685,146	454,685,146	454,685,146		-	266,142,716	188,542,430	58.5%
State	8,032,326	8,032,326	8,032,326		-	3,878,754	4,153,572	48.3%
Local	10,502,315	10,502,315	10,502,315		-	5,391,709	5,110,606	51.3%
Other Sources	40,000	40,000	40,000		-	41,655	(1,655)	104.1%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL REVENUES & TRANSFERS	**413,738,378**	**413,738,378**	**413,738,378**		**-**	**242,840,383**	**170,897,995**	**58.7%**
ESTIMATED EXPENDITURES								
Salaries	196,853,859	196,853,859	196,853,859		-	120,505,264	76,348,595	61.2%
Employee Benefits	84,584,106	84,584,106	84,584,106		-	45,837,368	38,746,738	54.2%
Purchased Services	134,074,564	134,074,564	134,074,564		-	78,301,524	55,773,040	58.4%
Energy Services	2,049,437	2,049,437	2,049,437		-	1,102,446	946,991	53.8%
Material and Supplies	78,992,690	78,992,690	78,992,690		-	36,300,722	42,691,968	46.0%
Capital Expenses	11,348,013	11,348,013	11,348,013		-	5,195,254	6,152,759	45.8%
Other Expenses	22,242,923	22,242,923	22,242,923		-	16,192,718	6,050,205	72.8%
Transfers Out	-	-	-		-	-	-	0.0%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL ESTIMATED EXPENDITURES	**442,895,657**	**442,895,657**	**442,895,657**		**-**	**250,800,281**	**192,095,376**	**56.6%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**(29,157,279)**	**(29,157,279)**	**(29,157,279)**		**-**	**(7,959,898)**		
BEGINNING FUND BALANCE	**54,542,199**	**54,542,199**	**54,542,199**		**-**	**54,542,199**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**(29,157,279)**	**(29,157,279)**	**(29,157,279)**		**-**	**(7,959,898)**		
ESTIMATED ENDING FUND BALANCE	**25,384,920**	**25,384,920**	**25,384,920**		**-**	**46,582,301**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**6.1%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ACTUAL REVENUE AND EXPENSE
FOR FISCAL YEAR 2024-25
ALL FUNDS AS OF DECEMBER 31, 2024

	A	B	C	D		E
	General Fund	Special Revenue Food Service and Grants	Debt Service	Capital Projects Funds		Total District Governmental Funds
						A+B+C+D
REVENUE:						
Federal Sources	1,212,348	20,020,565				21,232,913
Federal Through State	1,884,190	266,142,716				268,026,906
State Sources	553,124,861	3,878,754	-	16,467,300		573,470,915
Local Sources	1,475,190,316	5,391,709	42,243,956	411,579,392		1,934,405,373
Other Sources	64,347,847	1,655	41,055,566	7,471,715		112,876,783
Transfers In		40,000				40,000
Proceeds of financing/sale of assets/loss recovery						-
Charter School Pass-Through [1]	(274,531,210)	(52,635,016)		-		(327,166,226)
TOTAL REVENUES & TRANSFERS	**1,821,228,352**	**242,840,383**	**83,299,522**	**435,518,407**		**2,582,886,664**
EXPENDITURES						
Salaries	638,628,874	120,505,264				759,134,138
Benefits	241,343,653	45,837,368				287,181,021
Purchased Services [4]	446,374,852	78,301,524				524,676,376
Energy Services	33,885,559	1,102,446				34,988,005
Materials and Supplies	21,455,180	36,300,722				57,755,902
Capital Outlay	20,462,322	5,195,254		178,045,897		203,703,473
Other Expenses [3]	182,733,194	16,192,718				198,925,912
Debt Service			41,065,361			41,065,361
Transfers Out [4]	1,404,381			104,873,592		106,277,973
Charter School Pass-Through [1]	(274,531,210)	(52,635,016)		-		(327,166,226)
TOTAL ESTIMATED EXPENDITURES	**1,311,756,805**	**250,800,281**	**41,065,361**	**282,919,489**		**1,886,541,936**
FINANCIAL POSITION - SURPLUS/DEFICIT	**509,471,547**	**(7,959,898)**	**42,234,161**	**152,598,918**		**696,344,728**
BEGINNING FUND BALANCE	**199,050,399**	**54,542,199**	**42,878,636**	**685,470,272**		**981,941,506**
TAN Loan [2]	270,173,000					270,173,000
BEGINNING FUND BALANCE (with TAN [2])	469,223,399					1,252,114,506
NET REVENUE OVER/(UNDER) EXPENDITURES	**509,471,547**	**(7,959,898)**	**42,234,161**	**152,598,918**		**696,344,728**
ESTIMATED ENDING FUND BALANCE	**978,694,946**	**46,582,301**	**85,112,797**	**838,069,190**		**1,948,459,234**

[1] Charter school funding is excluded as pass-through funding.

[2] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs.

[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be reflected in future reports.

[4] Movement of inventory should be recorded in an Internal Service Fund. A correcting entry will be reflected in future reports.

Established 1915
BROWARD
County Public Schools

OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS

PHONE: 754-321-2600 **FAX:** 754-321-2701 **EMAIL:** superintendent@browardschools.com

Signatures on File

February 14, 2025

TO: School Board Members

FROM: Romaneir Johnson
Chief Financial Officer

VIA: Dr. Howard Hepburn
Superintendent of Schools

SUBJECT: **ADDITIONAL INFORMATION FOR F-2, BUDGET REPORTS FOR THE PERIOD ENDED DECEMBER 31, 2024, FROM THE FEBRUARY 19, 2025 REGULAR SCHOOL BOARD MEETING**

Attached is an updated exhibit with additional information for F-2, Budget Reports for the Period Ended December 31, 2024, for the February 19, 2025, Regular School Board Meeting.

Additional pages have been included in the December 2024 Budget Reports to present expenditures by function. These additional pages enhance the new reporting format and ensure the accuracy and completeness of the financial information provided. These pages are marked by a notation in their header.

HH/RJ/JW:hlv

Attachment

c: Senior Leadership Team

ADDITIONAL INFORMATION

BROWARD COUNTY

PUBLIC SCHOOLS

BUDGET REPORT

For the Period Ended December 31, 2024

Prepared by Financial Management

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024

FOR FISCAL YEAR 2024-25

GENERAL FUND ONLY

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/B
ESTIMATED REVENUES:								
Federal Sources	2,423,784	2,423,784	2,423,784		-	1,212,348	1,211,436	50%
Federal Through State	11,560,000	11,560,000	11,560,000		-	1,884,190	9,675,810	16.3%
State Sources	1,084,854,261	1,084,854,261	1,084,854,261		-	553,124,861	531,729,400	51.0%
Local Sources	1,285,266,483	1,285,266,483	1,285,266,483		-	1,208,000,128	77,266,355	94.0%
Other Sources	167,605,124	167,605,124	167,605,124		-	64,347,847	103,257,277	38.4%
Charter School Pass-Through [1]	(443,931,492)	(443,931,492)	(443,931,492)		-	(216,667,498)	(227,263,994)	48.8%
TOTAL REVENUES & TRANSFERS	**2,107,778,160**	**2,107,778,160**	**2,107,778,160**		**-**	**1,611,901,876**	**495,876,284**	**76.5%**
ESTIMATED EXPENDITURES								
Salaries	1,224,294,183	1,224,294,183	1,224,294,183		-	560,632,247	663,661,936	45.8%
Benefits	459,100,009	459,100,009	459,100,009		-	222,196,230	236,903,779	48.4%
Purchased Services [4]	693,654,966	693,654,966	693,654,966		-	378,774,818	314,880,148	54.6%
Energy Services	74,211,764	74,211,764	74,211,764		-	33,885,559	40,326,205	45.7%
Materials and Supplies	58,641,741	58,641,741	58,641,741		-	21,455,180	37,186,561	36.6%
Capital Outlay	30,900,023	30,900,023	30,900,023		-	20,024,571	10,875,452	64.8%
Other Expenses [3]	10,021,454	10,021,454	10,021,454		-	182,733,195	(172,711,741)	1823.4%
Transfers Out [4]	885,512	885,512	885,512		-	1,404,381	(518,869)	158.6%
Charter School Pass-Through [1]	(443,931,492)	(443,931,492)	(443,931,492)		-	(216,667,498)	(227,263,994)	48.8%
TOTAL ESTIMATED EXPENDITURES	**2,107,778,160**	**2,107,778,160**	**2,107,778,160**		**-**	**1,204,438,683**	**903,339,477**	**57.1%**
FINANCIAL POSITION - SURPLUS/DEFICIT	-	-	-		-	**407,463,193**	**(407,463,193)**	
BEGINNING FUND BALANCE	**185,030,660**	**185,030,660**	**185,030,660**		**-**	**185,030,660**		
TAN Loan [2]		270,173,000	270,173,000			270,173,000		
BEGINNING FUND BALANCE (with TAN [2])		**455,203,660**	**455,203,660**			**455,203,660**		
NET REVENUE OVER/(UNDER) EXPENDITURES	-	-	-		-	**407,463,193**		
ESTIMATED ENDING FUND BALANCE	**185,030,660**	**455,203,660**	**455,203,660**		**-**	**862,666,853**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**8.8%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding. This amount includes both Capital Projects Fund Transfers to the General Fund for charter schools ($32M) as well as FEFP.

[2] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs; it will be paid in January.

[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be made and reflected in future reports.

[4] Movement of inventory should be recorded in an Internal Service Fund. A correcting entry will be made and reflected in future reports.

ADDITIONAL INFORMATION
Page added to show expenditures by function

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
GENERAL FUND ONLY

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/B
ESTIMATED REVENUES:								
Federal Sources	2,423,784	2,423,784	2,423,784		-	1,212,348	1,211,436	50%
Federal Through State	11,560,000	11,560,000	11,560,000		-	1,884,190	9,675,810	16.3%
State Sources	1,084,854,261	1,084,854,261	1,084,854,261		-	553,124,861	531,729,400	51.0%
Local Sources	1,285,266,483	1,285,266,483	1,285,266,483		-	1,208,000,128	77,266,355	94.0%
Other Sources	167,605,124	167,605,124	167,605,124		-	64,347,847	103,257,277	38.4%
Charter School Pass-Through [1]	(443,931,492)	(443,931,492)	(443,931,492)		-	(216,667,498)	(227,263,994)	48.8%
TOTAL REVENUES & TRANSFERS	**2,107,778,160**	**2,107,778,160**	**2,107,778,160**		**-**	**1,611,901,876**	**495,876,284**	**76.5%**
ESTIMATED EXPENDITURES (by function)								
Instruction	1,734,225,073	1,734,225,073	1,734,225,073		-	726,964,482	1,007,260,591	41.9%
Pupil Services	102,176,860	102,176,860	102,176,860		-	73,909,101	28,267,759	72.3%
Instructional Media	23,238,254	23,238,254	23,238,254		-	12,570,559	10,667,695	54.1%
Instruction & Curriculum	21,905,672	21,905,672	21,905,672		-	14,575,641	7,330,031	66.5%
Instructional Staff Training	3,913,050	3,913,050	3,913,050		-	3,627,964	285,086	92.7%
Instructional Technology	28,599,012	28,599,012	28,599,012		-	19,864,993	8,734,019	69.5%
Board Expenses-Contracted Svs	6,324,689	6,324,689	6,324,689		-	3,183,170	3,141,519	50.3%
General Administration	8,955,138	8,955,138	8,955,138		-	6,505,497	2,449,641	72.6%
School Administration	147,848,741	147,848,741	147,848,741		-	76,011,530	71,837,211	51.4%
Facilities	18,179,563	18,179,563	18,179,563		-	10,946,988	7,232,575	60.2%
Fiscal Services	9,470,525	9,470,525	9,470,525		-	7,410,256	2,060,269	78.2%
Food Services	-	-	-		-	-	-	0.0%
Central Services [3]	64,483,265	64,483,265	64,483,265		-	209,250,012	(144,766,747)	324.5%
Transportation	83,176,944	83,176,944	83,176,944		-	49,252,568	33,924,376	59.2%
Operation of Plant	181,143,672	181,143,672	181,143,672		-	136,337,328	44,806,344	75.3%
Maintenance of Plant	80,445,777	80,445,777	80,445,777		-	43,575,256	36,870,521	54.2%
Administrative Technology	17,355,405	17,355,405	17,355,405		-	15,237,016	2,118,389	87.8%
Community Services	12,294,619	12,294,619	12,294,619		-	8,855,331	3,439,288	72.0%
Debt Service	7,087,881	7,087,881	7,087,881		-	1,624,109	5,463,772	22.9%
Transfers Out [4]	885,512	885,512	885,512		-	1,404,381	(518,869)	158.6%
Proprietary and Fiduciary Expense	-	-	-		-	-	-	0.0%
Charter School Pass-Through [1]	(443,931,492)	(443,931,492)	(443,931,492)		-	(216,667,498)	(227,263,994)	48.8%
TOTAL ESTIMATED EXPENDITURES	**2,107,778,160**	**2,107,778,160**	**2,107,778,160**		**-**	**1,204,438,683**	**903,339,477**	**57.1%**
FINANCIAL POSITION - SURPLUS/DEFICIT	-	-	-		-	**407,463,193**	**(407,463,193)**	
BEGINNING FUND BALANCE	**185,030,660**	**185,030,660**	**185,030,660**		**-**	**185,030,660**		
TAN Loan [2]		270,173,000	270,173,000			270,173,000		
BEGINNING FUND BALANCE (with TAN [2])		**455,203,660**	**455,203,660**			**455,203,660**		
NET REVENUE OVER/(UNDER) EXPENDITURES	-	-	-		-	**407,463,193**		
ESTIMATED ENDING FUND BALANCE	**185,030,660**	**455,203,660**	**455,203,660**		**-**	**862,666,853**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**8.8%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding. This amount includes both Capital Projects Fund Transfers to the General Fund for charter schools ($32M) as well as FEFP.

[2] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs; it will be paid in January.

[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be made and reflected in future reports.

[4] Movement of inventory should be recorded in an Internal Service Fund. A correcting entry will be made and reflected in future reports.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024

FOR FISCAL YEAR 2024-25

REFERENDUM ONLY

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Sources								
Federal Through State								
State Sources								
Local Sources	314,110,785	314,110,785	314,110,785		-	267,190,188	46,920,597	85.1%
Other Sources								
Charter School Pass-Through [1]	(64,994,756)	(64,994,756)	(64,994,756)		-	(57,863,712)	(7,131,044)	89.0%
TOTAL REVENUES & TRANSFERS	**249,116,029**	**249,116,029**	**249,116,029**		**-**	**209,326,476**	**39,789,553**	**84.0%**
ESTIMATED EXPENDITURES								
Salaries	170,441,114	170,441,114	170,441,114		-	77,996,627	92,444,487	45.8%
Benefits	47,845,753	47,845,753	47,845,753		-	19,147,423	28,698,330	40.0%
Purchased Services	95,783,918	95,783,918	95,783,918		-	67,600,034	28,183,884	70.6%
Energy Services								
Materials and Supplies	20,000	20,000	20,000		-		20,000	0.0%
Capital Outlay[2]	20,000	20,000	20,000		-	437,751	(417,751)	2188.8%
Other Expenses								
Transfers Out								
Charter School Pass-Through [1]	(64,994,756)	(64,994,756)	(64,994,756)		-	(57,863,712)	(7,131,044)	89.0%
TOTAL ESTIMATED EXPENDITURES	**249,116,029**	**249,116,029**	**249,116,029**		**-**	**107,318,123**	**141,797,906**	**43.1%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**-**	**-**	**0**		**-**	**102,008,353**	**(102,008,353)**	
BEGINNING FUND BALANCE	**14,019,739**	**14,019,739**	**14,019,739**		**-**	**14,019,739**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**-**	**-**	**-**		**-**	**102,008,353**		
ESTIMATED ENDING FUND BALANCE	**14,019,739**	**14,019,739**	**14,019,739**		**-**	**116,028,092**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**5.6%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding.

[2] Safety equipment purchases will be covered by a future budget transfer.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
REFERENDUM ONLY

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Sources								
Federal Through State								
State Sources								
Local Sources	314,110,785	314,110,785	314,110,785		-	267,190,188	46,920,597	85.1%
Other Sources								
Charter School Pass-Through [1]	(64,994,756)	(64,994,756)	(64,994,756)		-	(57,863,712)	(7,131,044)	89.0%
TOTAL REVENUES & TRANSFERS	**249,116,029**	**249,116,029**	**249,116,029**		**-**	**209,326,476**	**39,789,553**	**84.0%**
ESTIMATED EXPENDITURES (by function)								
Instruction	209,272,516	209,272,516	209,272,516		-	110,537,287	98,735,229	52.8%
Pupil Services	35,588,706	35,588,706	35,588,706		-	21,509,752	14,078,954	60.4%
Instructional Media	1,658,745	1,658,745	1,658,745		-	-	1,658,745	0.0%
Instruction & Curriculum	5,704,422	5,704,422	5,704,422		-	1,142,397	4,562,025	20.0%
Instructional Staff Training	2,601,624	2,601,624	2,601,624		-	-	2,601,624	0.0%
Instructional Technology	1,238,826	1,238,826	1,238,826		-	791,842	446,984	63.9%
Board Expenses-Contracted Svs	117,299	117,299	117,299		-	63,592	53,707	54.2%
General Administration	2,107,239	2,107,239	2,107,239		-	315,808	1,791,431	15.0%
School Administration	5,221,422	5,221,422	5,221,422		-	3,084,724	2,136,698	59.1%
Facilities	1,958,662	1,958,662	1,958,662		-	310	1,958,352	0.0%
Fiscal Services	319,246	319,246	319,246		-	261,909	57,337	82.0%
Food Services	-	-	-		-	-	-	0.0%
Central Services [3]	1,778,160	1,778,160	1,778,160		-	3,185,975	(1,407,815)	179.2%
Transportation	2,306,167	2,306,167	2,306,167		-	1,228,866	1,077,301	53.3%
Operation of Plant	43,267,855	43,267,855	43,267,855		-	21,795,268	21,472,587	50.4%
Maintenance of Plant [2]	493,935	493,935	493,935		-	1,242,726	(748,791)	251.6%
Administrative Technology	81,356	81,356	81,356		-	21,378	59,978	26.3%
Community Services	394,605	394,605	394,605		-	-	394,605	0.0%
Debt Service								
Transfers Out								
Proprietary and Fiduciary Expense								
Charter School Pass-Through [1]	(64,994,756)	(64,994,756)	(64,994,756)		-	(57,863,712)	(7,131,044)	89.0%
TOTAL ESTIMATED EXPENDITURES	**249,116,029**	**249,116,029**	**249,116,029**		**-**	**107,318,123**	**141,797,906**	**43.1%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**-**	**-**	**0**		**-**	**102,008,353**	**(102,008,353)**	
BEGINNING FUND BALANCE	**14,019,739**	**14,019,739**	**14,019,739**		**-**	**14,019,739**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**-**	**-**	**-**		**-**	**102,008,353**		
ESTIMATED ENDING FUND BALANCE	**14,019,739**	**14,019,739**	**14,019,739**		**-**	**116,028,092**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**5.6%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding.

[2] Safety equipment purchases will be covered by a future budget transfer.

[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be made and reflected in future reports.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024

FOR FISCAL YEAR 2024-25

GENERAL FUND & REFERENDUM COMBINED

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Sources	2,423,784	2,423,784	2,423,784		-	1,212,348	1,211,436	50.0%
Federal Through State	11,560,000	11,560,000	11,560,000		-	1,884,190	9,675,810	16.3%
State Sources	1,084,854,261	1,084,854,261	1,084,854,261		-	553,124,861	531,729,400	51.0%
Local Sources	1,599,377,268	1,599,377,268	1,599,377,268		-	1,475,190,316	124,186,952	92.2%
Other Sources	167,605,124	167,605,124	167,605,124		-	64,347,847	103,257,277	38.4%
Charter School Pass-Through [1]	(508,926,248)	(508,926,248)	(508,926,248)		-	(274,531,210)	(234,395,038)	53.9%
TOTAL REVENUES & TRANSFERS	**2,356,894,189**	**2,356,894,189**	**2,356,894,189**		**-**	**1,821,228,352**	**535,665,837**	**77.3%**
ESTIMATED EXPENDITURES								
Salaries	1,394,735,297	1,394,735,297	1,394,735,297		-	638,628,874	756,106,423	45.8%
Benefits	506,945,762	506,945,762	506,945,762		-	241,343,653	265,602,109	47.6%
Purchased Services [4]	789,438,884	789,438,884	789,438,884		-	446,374,852	343,064,032	56.5%
Energy Services	74,211,764	74,211,764	74,211,764		-	33,885,559	40,326,205	45.7%
Materials and Supplies	58,661,741	58,661,741	58,661,741		-	21,455,180	37,206,561	36.6%
Capital Outlay	30,920,023	30,920,023	30,920,023		-	20,462,322	10,457,701	66.2%
Other Expenses [3]	10,021,454	10,021,454	10,021,454		-	182,733,194	(172,711,740)	1823.4%
Transfers Out [4]	885,512	885,512	885,512		-	1,404,381	(518,869)	158.6%
Charter School Pass-Through [1]	(508,926,248)	(508,926,248)	(508,926,248)		-	(274,531,210)	(234,395,038)	53.9%
TOTAL ESTIMATED EXPENDITURES	**2,356,894,189**	**2,356,894,189**	**2,356,894,189**		**-**	**1,311,756,805**	**1,045,137,384**	**55.7%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**-**	**-**	**-**		**-**	**509,471,547**	**(509,471,547)**	
BEGINNING FUND BALANCE	**199,050,399**	**199,050,399**	**199,050,399**		**-**	**199,050,399**		
TAN Loan [2]		270,173,000	270,173,000		**-**	270,173,000		
BEGINNING FUND BALANCE (with TAN [2])		**469,223,399**	**469,223,399**		**-**	**469,223,399**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**-**	**-**	**-**		**-**	**509,471,547**		
ESTIMATED ENDING FUND BALANCE	**199,050,399**	**469,223,399**	**469,223,399**		**-**	**978,694,946**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**8.4%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding. This amount includes both Capital Projects Fund Transfers to the General Fund for charter schools ($32M) as well as FEFP.

[2] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs; it will be paid in January.

[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be made and reflected in future reports.

[4] Movement of inventory should be recorded in an Internal Service Fund. A correcting entry will be made and reflected in future reports.

ADDITIONAL INFORMATION
Page added to show expenditures by function

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
GENERAL FUND & REFERENDUM COMBINED

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Sources	2,423,784	2,423,784	2,423,784		-	1,212,348	1,211,436	50.0%
Federal Through State	11,560,000	11,560,000	11,560,000		-	1,884,190	9,675,810	16.3%
State Sources	1,084,854,261	1,084,854,261	1,084,854,261		-	553,124,861	531,729,400	51.0%
Local Sources	1,599,377,268	1,599,377,268	1,599,377,268		-	1,475,190,316	124,186,952	92.2%
Other Sources	167,605,124	167,605,124	167,605,124		-	64,347,847	103,257,277	38.4%
Charter School Pass-Through [1]	(508,926,248)	(508,926,248)	(508,926,248)		-	(274,531,210)	(234,395,038)	53.9%
TOTAL REVENUES & TRANSFERS	**2,356,894,189**	**2,356,894,189**	**2,356,894,189**		**-**	**1,821,228,352**	**535,665,837**	**77.3%**
ESTIMATED EXPENDITURES (by function)								
Instruction	1,943,497,589	1,943,497,589	1,943,497,589		-	837,501,769	1,105,995,820	43.1%
Pupil Services	137,765,566	137,765,566	137,765,566		-	95,418,853	42,346,713	69.3%
Instructional Media	24,896,999	24,896,999	24,896,999		-	12,570,559	12,326,440	50.5%
Instruction & Curriculum	27,610,094	27,610,094	27,610,094		-	15,718,038	11,892,056	56.9%
Instructional Staff Training	6,514,674	6,514,674	6,514,674		-	3,627,964	2,886,710	55.7%
Instructional Technology	29,837,838	29,837,838	29,837,838		-	20,656,835	9,181,003	69.2%
Board Expenses-Contracted Svs	6,441,988	6,441,988	6,441,988		-	3,246,762	3,195,226	50.4%
General Administration	11,062,377	11,062,377	11,062,377		-	6,821,305	4,241,072	61.7%
School Administration	153,070,163	153,070,163	153,070,163		-	79,096,254	73,973,909	51.7%
Facilities	20,138,225	20,138,225	20,138,225		-	10,947,298	9,190,927	54.4%
Fiscal Services	9,789,771	9,789,771	9,789,771		-	7,672,164	2,117,607	78.4%
Food Services	-	-	-		-	-	-	0.0%
Central Services [3]	66,261,425	66,261,425	66,261,425		-	212,435,987	(146,174,562)	320.6%
Transportation	85,483,111	85,483,111	85,483,111		-	50,481,434	35,001,677	59.1%
Operation of Plant	224,411,527	224,411,527	224,411,527		-	158,132,596	66,278,931	70.5%
Maintenance of Plant	80,939,712	80,939,712	80,939,712		-	44,817,982	36,121,730	55.4%
Administrative Technology	17,436,761	17,436,761	17,436,761		-	15,258,395	2,178,366	87.5%
Community Services	12,689,224	12,689,224	12,689,224		-	8,855,331	3,833,893	69.8%
Debt Service	7,087,881	7,087,881	7,087,881		-	1,624,109	5,463,772	22.9%
Transfers Out [4]	885,512	885,512	885,512		-	1,404,381	(518,869)	158.6%
Proprietary and Fiduciary Expense	-	-	-		-	-	-	0.0%
Charter School Pass-Through [1]	(508,926,248)	(508,926,248)	(508,926,248)		-	(274,531,210)	(234,395,038)	53.9%
TOTAL ESTIMATED EXPENDITURES	**2,356,894,189**	**2,356,894,189**	**2,356,894,189**		**-**	**1,311,756,805**	**1,045,137,384**	**55.7%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**-**	**-**	**-**		**-**	**509,471,547**	**(509,471,547)**	
BEGINNING FUND BALANCE	**199,050,399**	**199,050,399**	**199,050,399**		**-**	**199,050,399**		
TAN Loan [2]		270,173,000	270,173,000		-	270,173,000		
BEGINNING FUND BALANCE (with TAN [2])		**469,223,399**	**469,223,399**		**-**	**469,223,399**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**-**	**-**	**-**		**-**	**509,471,547**		
ESTIMATED ENDING FUND BALANCE	**199,050,399**	**469,223,399**	**469,223,399**		**-**	**978,694,946**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**8.4%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding. This amount includes both Capital Projects Fund Transfers to the General Fund for charter schools ($32M) as well as FEFP.

[2] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs; it will be paid in January.

[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be made and reflected in future reports.

[4] Movement of inventory should be recorded in an Internal Service Fund. A correcting entry will be made and reflected in future reports.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

SCHEDULE OF FUND BALANCE UTILIZATION
GENERAL FUND
For the Month Ended December 31, 2024

		December 2024
BEGINNING FUND BALANCE	*$ 199,050,399*	
Plus:		
TAN Loan [1]	270,173,000	
REVISED BEGINNING FUND BALANCE		*$ 469,223,399*
REVENUES, FINANCING, EXPENDITURES AND USES		
Plus:		
Revenues and other financing sources	*1,821,228,352*	
Less:		
Expenditures and other financing uses	*1,311,756,805*	
EXCESS OF REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES		*509,471,547*
ENDING FUND BALANCE:		*$ 978,694,946*

[1] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
DEBT SERVICE FUNDS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
State	$ 546,470	$ 546,470	$ 546,470		$ -	$ -	$ 546,470	0.0%
Local	48,530,117	48,530,117	48,530,117		-	42,243,956	6,286,161	87.0%
Other Sources	197,070,509	197,070,509	197,070,509		-	41,055,566	156,014,943	20.8%
TOTAL REVENUES & TRANSFERS	**$ 246,147,096**	**$ 246,147,096**	**$ 246,147,096**		**$ -**	**$ 83,299,522**	**$ 162,847,574**	**33.8%**
ESTIMATED EXPENDITURES								
Redemption of Principal	146,735,077	146,735,077	146,735,077		-	11,554,574	135,180,503	7.9%
Interest	96,296,365	96,296,365	96,296,365		-	29,500,992	66,795,373	30.6%
Dues and Fees	2,126,800	2,126,800	2,126,800		-	9,795	2,117,005	0.5%
Other Debt Service	200,000	200,000	200,000		-		200,000	0.0%
Capital Expenses	-	-	-		-		-	0.0%
Transfers Out	-	-	-		-		-	0.0%
TOTAL ESTIMATED EXPENDITURES	**245,358,242**	**245,358,242**	**245,358,242**		**-**	**41,065,361**	**204,292,881**	**16.7%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**788,854**	**788,854**	**788,854**			**42,234,161**	(41,445,307)	
BEGINNING FUND BALANCE	**42,878,636**	**42,878,636**	**42,878,636**			**42,878,636**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**788,854**	**788,854**	**788,854**		**-**	**42,234,161**		
ESTIMATED ENDING FUND BALANCE	**43,667,490**	**43,667,490**	**43,667,490**		**-**	**85,112,797**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**17.7%**							

NOTES:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
CAPITAL PROJECTS FUNDS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Revised Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
State	50,726,713	50,868,453	50,868,453		-	16,467,300	34,401,153	32.4%
Local	483,320,177	483,320,177	483,320,177		-	411,579,392	71,740,785	85.2%
Other Sources	87,143,154	87,355,154	87,355,154		-	7,471,715	79,883,439	8.6%
Charter School Pass-Through [1]	(45,569,467)	(45,569,467)	(45,569,467)		-	-	(45,569,467)	0.0%
TOTAL REVENUES & TRANSFERS	**575,620,577**	**575,974,317**	**575,974,317**		**-**	**435,518,407**	**140,455,910**	**75.6%**
ESTIMATED EXPENDITURES								
Library Books	-	-	-		-	14,059	(14,059)	0.0%
Audio Visual Materials	-	-	-		-	376,858	(376,858)	0.0%
Building & Fixed Equipment	153,869,155	153,869,155	153,869,155		-	27,827,181	126,041,974	18.1%
Furniture, Fixtures & Equipment	41,478,983	42,478,983	42,478,983		-	12,886,751	29,592,232	30.3%
Motor Vehicles	69,228,064	69,228,064	69,228,064		-	6,556,908	62,671,156	9.5%
Land	-	-	-		-		-	0.0%
Other Improvements	17,345,002	17,345,002	17,345,002		-	3,521,256	13,823,746	20.3%
Remodeling & Renovations	646,395,499	645,749,239	645,749,239		-	125,323,747	520,425,492	19.4%
Computer Software	-	-	-		-	1,300,000	(1,300,000)	0.0%
Dues & Fees, Miscellaneious	13,667,980	13,667,980	13,667,980		-	239,137	13,428,843	1.7%
Transfers Out	364,675,633	364,675,633	364,675,633		-	104,873,592	259,802,041	28.8%
Charter School Pass-Through [1]	(45,569,467)	(45,569,467)	(45,569,467)		-	-	(45,569,467)	0.0%
TOTAL ESTIMATED EXPENDITURES	**1,261,090,849**	**1,261,444,589**	**1,261,444,589**		**-**	**282,919,489**	**978,525,100**	**22.4%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**(685,470,272)**	**(685,470,272)**	**(685,470,272)**		**-**	**152,598,918**	**(838,069,190)**	
BEGINNING FUND BALANCE [2]	**685,470,272**	**685,470,272**	**685,470,272**			**685,470,272**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**(685,470,272)**	**(685,470,272)**	**(685,470,272)**		**-**	**152,598,918**		
ESTIMATED ENDING FUND BALANCE	**-**	**-**	**-**		**-**	**838,069,190**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**0.0%**							

NOTES:

[1] Charter schools funding is excluded as pass-through funding. This amount includes both State funding transferred to the General Fund ($32M) and Local Tax Funding ($14M) expensed directly.

[2] The capital fund balance is fully committed to the completion of capital projects. The fund balance also includes captial reserves.

Column A, Revised Budget as of November 30, 2024 reflects Capital Budget Amendment #1 Board approved on December 17, 2024 ; YTD expenses updated

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024

FOR FISCAL YEAR 2024-25

SPECIAL REVENUE - FOOD SERVICE

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Through State	108,854,924	108,854,924	108,854,924		-	49,868,480	58,986,444	45.8%
State	1,036,109	1,036,109	1,036,109		-	487,259	548,850	47.0%
Local	6,875,650	6,875,650	6,875,650		-	2,999,987	3,875,663	43.6%
Other Sources	-	-	-		-	41,655	(41,655)	0.0%
TOTAL REVENUES & TRANSFERS	**116,766,683**	**116,766,683**	**116,766,683**		**-**	**53,397,381**	**63,369,302**	**45.7%**
ESTIMATED EXPENDITURES								
Salaries	42,565,769	42,565,769	42,565,769		-	18,460,931	24,104,838	43.4%
Employee Benefits	23,338,375	23,338,375	23,338,375		-	9,645,489	13,692,886	41.3%
Purchased Services	8,620,697	8,620,697	8,620,697		-	3,354,278	5,266,419	38.9%
Energy Services	2,049,437	2,049,437	2,049,437		-	1,102,446	946,991	53.8%
Material and Supplies	62,256,313	62,256,313	62,256,313		-	27,028,627	35,227,686	43.4%
Capital Expenses	3,000,000	3,000,000	3,000,000		-	1,174,431	1,825,569	39.1%
Other Expenses	4,071,114	4,071,114	4,071,114		-	1,637,805	2,433,309	40.2%
Transfers Out	-	-	-		-	-	-	0.0%
TOTAL ESTIMATED EXPENDITURES	**145,901,705**	**145,901,705**	**145,901,705**		**-**	**62,404,008**	**83,497,697**	**42.8%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**(29,135,022)**	**(29,135,022)**	**(29,135,022)**		**-**	**(9,006,627)**		
BEGINNING FUND BALANCE	**53,891,218**	**53,891,218**	**53,891,218**		**-**	**53,891,218**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**(29,135,022)**	**(29,135,022)**	**(29,135,022)**		**-**	**(9,006,627)**		
ESTIMATED ENDING FUND BALANCE	**24,756,196**	**24,756,196**	**24,756,196**		**-**	**44,884,591**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**22.7%**							

NOTES:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
SPECIAL REVENUE - OTHER/GRANTS/FEDERAL PROGRAMS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal	27,728,526	27,728,526	27,728,526		-	20,020,565	7,707,961	72.2%
Federal Through State	345,830,222	345,830,222	345,830,222		-	216,274,236	129,555,986	62.5%
State	6,996,217	6,996,217	6,996,217		-	3,391,495	3,604,722	48.5%
Local	2,238,274	2,238,274	2,238,274		-	1,234,416	1,003,858	55.2%
Other Sources	40,000	40,000	40,000		-	-	40,000	0.0%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL REVENUES & TRANSFERS	**295,583,304**	**295,583,304**	**295,583,304**		**-**	**188,285,696**	**107,297,608**	**63.7%**
ESTIMATED EXPENDITURES								
Salaries	154,288,090	154,288,090	154,288,090		-	102,044,333	52,243,757	66.1%
Employee Benefits	61,245,731	61,245,731	61,245,731		-	36,191,879	25,053,852	59.1%
Purchased Services	125,453,867	125,453,867	125,453,867		-	74,947,246	50,506,621	59.7%
Energy Services								0.0%
Material and Supplies	15,325,729	15,325,729	15,325,729		-	8,658,218	6,667,511	56.5%
Capital Expenses	8,348,013	8,348,013	8,348,013		-	4,020,823	4,327,190	48.2%
Other Expenses	18,171,809	18,171,809	18,171,809		-	14,554,913	3,616,896	80.1%
Transfers Out								0.0%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL ESTIMATED EXPENDITURES	**295,583,304**	**295,583,304**	**295,583,304**		**-**	**187,782,396**	**107,800,908**	**63.5%**
FINANCIAL POSITION - SURPLUS/DEFICIT	-	-	-		-	**503,300**		
BEGINNING FUND BALANCE	-	-	-		-	-		
NET REVENUE OVER/(UNDER) EXPENDITURES	-	-	-		-	**503,300**		
ESTIMATED ENDING FUND BALANCE	-	-	-		-	**503,300**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**0.0%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding.

ADDITIONAL INFORMATION
Page added to show expenditures by function

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
SPECIAL REVENUE - OTHER/GRANTS/FEDERAL PROGRAMS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal	27,728,526	27,728,526	27,728,526		-	20,020,565	7,707,961	72.2%
Federal Through State	345,830,222	345,830,222	345,830,222		-	216,274,236	129,555,986	62.5%
State	6,996,217	6,996,217	6,996,217		-	3,391,495	3,604,722	48.5%
Local	2,238,274	2,238,274	2,238,274		-	1,234,416	1,003,858	55.2%
Other Sources	40,000	40,000	40,000		-	-	40,000	0.0%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL REVENUES & TRANSFERS	**295,583,304**	**295,583,304**	**295,583,304**		**-**	**188,285,696**	**107,297,608**	**63.7%**
ESTIMATED EXPENDITURES (by function)								
Instruction	259,330,236	259,330,236	259,330,236		-	177,550,574	81,779,662	68.5%
Pupil Services	18,153,788	18,153,788	18,153,788		-	10,345,514	7,808,274	57.0%
Instructional Media	20,175	20,175	20,175		-	-	20,175	0.0%
Instruction & Curriculum	31,105,580	31,105,580	31,105,580		-	13,931,510	17,174,070	44.8%
Instructional Staff Training	39,032,826	39,032,826	39,032,826		-	19,988,784	19,044,042	51.2%
Instructional Technology	5,802,861	5,802,861	5,802,861		-	370,333	5,432,528	6.4%
Board Expenses-Contracted Svs	1,524,809	1,524,809	1,524,809		-	-	1,524,809	0.0%
General Administration	10,078,097	10,078,097	10,078,097		-	9,655,053	423,044	95.8%
School Administration	1,058,442	1,058,442	1,058,442		-	427,667	630,775	40.4%
Facilities	2,074,168	2,074,168	2,074,168		-	598,906	1,475,262	28.9%
Fiscal Services	377,151	377,151	377,151		-	59,271	317,880	15.7%
Food Services	2,305,054	2,305,054	2,305,054		-	-	2,305,054	0.0%
Central Services	6,821,450	6,821,450	6,821,450		-	464,087	6,357,363	6.8%
Transportation[2]	1,401,100	1,401,100	1,401,100		-	1,598,336	(197,236)	114.1%
Operation of Plant	1,077,231	1,077,231	1,077,231		-	563,611	513,620	52.3%
Maintenance of Plant	0	0	0		-	156,169	(156,169)	0.0%
Administrative Technology[2]	-	-	-		-	33,233	(33,233)	0.0%
Community Services[2]	2,670,271	2,670,271	2,670,271		-	4,674,363	(2,004,092)	175.1%
Debt Service								0.0%
Transfers Out								0.0%
Proprietary and Fiduciary Expense								0.0%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL ESTIMATED EXPENDITURES	**295,583,304**	**295,583,304**	**295,583,304**		**-**	**187,782,396**	**107,800,908**	**63.5%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**-**	**-**	**-**		**-**	**503,300**		
BEGINNING FUND BALANCE	**-**	**-**	**-**		**-**	**-**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**-**	**-**	**-**		**-**	**503,300**		
ESTIMATED ENDING FUND BALANCE	**-**	**-**	**-**		**-**	**503,300**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**0.0%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding.

[2] Technology purchases and transportation, community expenses will be covered by a future budget transfer.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
SPECIAL REVENUE - MISCELLANEOUS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Through State								
State								
Local	1,388,391	1,388,391	1,388,391		-	1,157,306	231,085	83.4%
Other Sources								
TOTAL REVENUES & TRANSFERS	**1,388,391**	**1,388,391**	**1,388,391**		**-**	**1,157,306**	**231,085**	**83.4%**
ESTIMATED EXPENDITURES								
Salaries								
Employee Benefits								
Purchased Services								
Energy Services								
Material and Supplies	1,410,648	1,410,648	1,410,648		-	613,877	796,771	43.5%
Capital Expenses								
Other Expenses								
Transfers Out								
TOTAL ESTIMATED EXPENDITURES	**1,410,648**	**1,410,648**	**1,410,648**		**-**	**613,877**	**796,771**	**43.5%**
FINANCIAL POSITION - SURPLUS/DEFICIT	(22,257)	(22,257)	(22,257)		-	543,429		
BEGINNING FUND BALANCE	**650,981**	**650,981**	**650,981**			**650,981**		
NET REVENUE OVER/(UNDER) EXPENDITURES	(22,257)	(22,257)	(22,257)		-	543,429		
ESTIMATED ENDING FUND BALANCE	**628,724**	**628,724**	**628,724**		**-**	**1,194,410**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**45.3%**							

NOTES:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
SPECIAL REVENUE - MISCELLANEOUS

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal Through State								
State								
Local	1,388,391	1,388,391	1,388,391		-	1,157,306	231,085	83.4%
Other Sources								
TOTAL REVENUES & TRANSFERS	**1,388,391**	**1,388,391**	**1,388,391**		**-**	**1,157,306**	**231,085**	**83.4%**
ESTIMATED EXPENDITURES (by function)								
Instruction								
Pupil Services								
Instructional Media								
Instruction & Curriculum								
Instructional Staff Training								
Instructional Technology								
Board Expenses-Contracted Svs								
General Administration								
School Administration								
Facilities								
Fiscal Services								
Food Services								
Central Services								
Transportation								
Operation of Plant								
Maintenance of Plant								
Administrative Technology								
Community Services	1,410,648	1,410,648	1,410,648		-	613,877	796,771	43.5%
Debt Service								
Transfers Out								
Proprietary and Fiduciary Expense								
TOTAL ESTIMATED EXPENDITURES	**1,410,648**	**1,410,648**	**1,410,648**		**-**	**613,877**	**796,771**	**43.5%**
FINANCIAL POSITION - SURPLUS/DEFICIT	(22,257)	(22,257)	(22,257)		-	543,429		
BEGINNING FUND BALANCE	**650,981**	**650,981**	**650,981**			**650,981**		
NET REVENUE OVER/(UNDER) EXPENDITURES	(22,257)	(22,257)	(22,257)		-	543,429		
ESTIMATED ENDING FUND BALANCE	**628,724**	**628,724**	**628,724**		**-**	**1,194,410**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**45.3%**							

NOTES:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
SPECIAL REVENUE TOTAL - FOOD / GRANTS / OTHER COMBINED

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal	27,728,526	27,728,526	27,728,526		-	20,020,565	7,707,961	72.2%
Federal Through State	454,685,146	454,685,146	454,685,146		-	266,142,716	188,542,430	58.5%
State	8,032,326	8,032,326	8,032,326		-	3,878,754	4,153,572	48.3%
Local	10,502,315	10,502,315	10,502,315		-	5,391,709	5,110,606	51.3%
Other Sources	40,000	40,000	40,000		-	41,655	(1,655)	104.1%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL REVENUES & TRANSFERS	**413,738,378**	**413,738,378**	**413,738,378**		**-**	**242,840,383**	**170,897,995**	**58.7%**
ESTIMATED EXPENDITURES								
Salaries	196,853,859	196,853,859	196,853,859		-	120,505,264	76,348,595	61.2%
Employee Benefits	84,584,106	84,584,106	84,584,106		-	45,837,368	38,746,738	54.2%
Purchased Services	134,074,564	134,074,564	134,074,564		-	78,301,524	55,773,040	58.4%
Energy Services	2,049,437	2,049,437	2,049,437		-	1,102,446	946,991	53.8%
Material and Supplies	78,992,690	78,992,690	78,992,690		-	36,300,722	42,691,968	46.0%
Capital Expenses	11,348,013	11,348,013	11,348,013		-	5,195,254	6,152,759	45.8%
Other Expenses	22,242,923	22,242,923	22,242,923		-	16,192,718	6,050,205	72.8%
Transfers Out	-	-	-		-	-	-	0.0%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL ESTIMATED EXPENDITURES	**442,895,657**	**442,895,657**	**442,895,657**		**-**	**250,800,281**	**192,095,376**	**56.6%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**(29,157,279)**	**(29,157,279)**	**(29,157,279)**		**-**	**(7,959,898)**		
BEGINNING FUND BALANCE	**54,542,199**	**54,542,199**	**54,542,199**		**-**	**54,542,199**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**(29,157,279)**	**(29,157,279)**	**(29,157,279)**		**-**	**(7,959,898)**		
ESTIMATED ENDING FUND BALANCE	**25,384,920**	**25,384,920**	**25,384,920**		**-**	**46,582,301**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**6.1%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding.

ADDITIONAL INFORMATION
Page added to show expenditures by function

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ADOPTED BUDGET WITH REVENUE AND EXPENSES THROUGH DECEMBER 31, 2024
FOR FISCAL YEAR 2024-25
SPECIAL REVENUE TOTAL - FOOD / GRANTS / OTHER COMBINED

		A	B		C	D	E	F
	Adopted Budget September 10, 2024	Budget November 30, 2024	Revised Budget December 31, 2024	Notes	Budget Increase/ (Decrease) Over Previous Month	YTD/Actuals Rev/Expenditures December 31, 2024	YTD/Variance Revised Budget to Actual	Percentage Collected of Revised Budget
					B-A		B-D	D/C
ESTIMATED REVENUES:								
Federal	27,728,526	27,728,526	27,728,526		-	20,020,565	7,707,961	72.2%
Federal Through State	454,685,146	454,685,146	454,685,146		-	266,142,716	188,542,430	58.5%
State	8,032,326	8,032,326	8,032,326		-	3,878,754	4,153,572	48.3%
Local	10,502,315	10,502,315	10,502,315		-	5,391,709	5,110,606	51.3%
Other Sources	40,000	40,000	40,000		-	41,655	(1,655)	104.1%
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL REVENUES & TRANSFERS	**413,738,378**	**413,738,378**	**413,738,378**		**-**	**242,840,383**	**170,897,995**	**58.7%**
ESTIMATED EXPENDITURES (by function)								
Instruction	259,330,236	259,330,236	259,330,236		-	177,550,574	81,779,662	68.5%
Pupil Services	18,153,788	18,153,788	18,153,788		-	10,345,514	7,808,274	57.0%
Instructional Media	20,175	20,175	20,175		-	-	20,175	0.0%
Instruction & Curriculum	31,105,580	31,105,580	31,105,580		-	13,931,510	17,174,070	44.8%
Instructional Staff Training	39,032,826	39,032,826	39,032,826		-	19,988,784	19,044,042	51.2%
Instructional Technology	5,802,861	5,802,861	5,802,861		-	370,333	5,432,528	6.4%
Board Expenses-Contracted Svs	1,524,809	1,524,809	1,524,809		-	-	1,524,809	0.0%
General Administration	10,078,097	10,078,097	10,078,097		-	9,655,053	423,044	95.8%
School Administration	1,058,442	1,058,442	1,058,442		-	427,667	630,775	40.4%
Facilities	2,074,168	2,074,168	2,074,168		-	598,906	1,475,262	28.9%
Fiscal Services	377,151	377,151	377,151		-	59,271	317,880	15.7%
Food Services	148,206,759	148,206,759	148,206,759		-	62,404,008	85,802,751	42.1%
Central Services	6,821,450	6,821,450	6,821,450		-	464,087	6,357,363	6.8%
Transportation[2]	1,401,100	1,401,100	1,401,100		-	1,598,336	(197,236)	114.1%
Operation of Plant	1,077,231	1,077,231	1,077,231		-	563,611	513,620	52.3%
Maintenance of Plant	-	-	-		-	156,169	(156,169)	0.0%
Administrative Technology[2]	-	-	-		-	33,233	(33,233)	0.0%
Community Services[2]	4,080,919	4,080,919	4,080,919		-	5,288,240	(1,207,321)	129.6%
Debt Service								
Transfers Out								
Proprietary and Fiduciary Expense								
Charter School Pass-Through [1]	(87,249,935)	(87,249,935)	(87,249,935)		-	(52,635,016)	(34,614,919)	60.3%
TOTAL ESTIMATED EXPENDITURES	**442,895,657**	**442,895,657**	**442,895,657**		**-**	**250,800,281**	**192,095,376**	**56.6%**
FINANCIAL POSITION - SURPLUS/DEFICIT	**(29,157,279)**	**(29,157,279)**	**(29,157,279)**		**-**	**(7,959,898)**		
BEGINNING FUND BALANCE	**54,542,199**	**54,542,199**	**54,542,199**		**-**	**54,542,199**		
NET REVENUE OVER/(UNDER) EXPENDITURES	**(29,157,279)**	**(29,157,279)**	**(29,157,279)**		**-**	**(7,959,898)**		
ESTIMATED ENDING FUND BALANCE	**25,384,920**	**25,384,920**	**25,384,920**		**-**	**46,582,301**		
PERCENTAGE OF FUND BALANCE OVER REVENUE	**6.1%**							

NOTES:

[1] Charter school funding is excluded as pass-through funding.

[2] Technology purchases and transportation, community expenses will be covered by a future budget transfer.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ACTUAL REVENUE AND EXPENSE
FOR FISCAL YEAR 2024-25
ALL FUNDS AS OF DECEMBER 31, 2024

	A	B	C	D		E
	General Fund	Special Revenue Food Service and Grants	Debt Service	Capital Projects Funds		Total District Governmental Funds
						A+B+C+D
REVENUE:						
Federal Sources	1,212,348	20,020,565				21,232,913
Federal Through State	1,884,190	266,142,716				268,026,906
State Sources	553,124,861	3,878,754	-	16,467,300		573,470,915
Local Sources	1,475,190,316	5,391,709	42,243,956	411,579,392		1,934,405,373
Other Sources	64,347,847	1,655	41,055,566	7,471,715		112,876,783
Transfers In		40,000				40,000
Proceeds of financing/sale of assets/loss recovery						-
Charter School Pass-Through [1]	(274,531,210)	(52,635,016)		-		(327,166,226)
TOTAL REVENUES & TRANSFERS	**1,821,228,352**	**242,840,383**	**83,299,522**	**435,518,407**		**2,582,886,664**
EXPENDITURES						
Salaries	638,628,874	120,505,264				759,134,138
Benefits	241,343,653	45,837,368				287,181,021
Purchased Services [4]	446,374,852	78,301,524				524,676,376
Energy Services	33,885,559	1,102,446				34,988,005
Materials and Supplies	21,455,180	36,300,722				57,755,902
Capital Outlay	20,462,322	5,195,254		178,045,897		203,703,473
Other Expenses [3]	182,733,194	16,192,718				198,925,912
Debt Service			41,065,361			41,065,361
Transfers Out [4]	1,404,381			104,873,592		106,277,973
Charter School Pass-Through [1]	(274,531,210)	(52,635,016)		-		(327,166,226)
TOTAL ESTIMATED EXPENDITURES	**1,311,756,805**	**250,800,281**	**41,065,361**	**282,919,489**		**1,886,541,936**
FINANCIAL POSITION - SURPLUS/DEFICIT	**509,471,547**	**(7,959,898)**	**42,234,161**	**152,598,918**		**696,344,728**
BEGINNING FUND BALANCE	**199,050,399**	**54,542,199**	**42,878,636**	**685,470,272**		**981,941,506**
TAN Loan [2]	270,173,000					270,173,000
BEGINNING FUND BALANCE (with TAN [2])	469,223,399					1,252,114,506
NET REVENUE OVER/(UNDER) EXPENDITURES	**509,471,547**	**(7,959,898)**	**42,234,161**	**152,598,918**		**696,344,728**
ESTIMATED ENDING FUND BALANCE	**978,694,946**	**46,582,301**	**85,112,797**	**838,069,190**		**1,948,459,234**

[1] Charter school funding is excluded as pass-through funding.

[2] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs.

[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be reflected in future reports.

[4] Movement of inventory should be recorded in an Internal Service Fund. A correcting entry will be reflected in future reports.

ADDITIONAL INFORMATION
Page added to show expenditures by function

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ACTUAL REVENUE AND EXPENSE
FOR FISCAL YEAR 2024-25
ALL FUNDS AS OF DECEMBER 31, 2024

	A	B	C	D		E
	General Fund	Special Revenue Food Service and Grants	Debt Service	Capital Projects Funds		Total District Governmental Funds
						A+B+C+D
REVENUE:						
Federal Sources	1,212,348	20,020,565				21,232,913
Federal Through State	1,884,190	266,142,716				268,026,906
State Sources	553,124,861	3,878,754		16,467,300		573,470,915
Local Sources	1,475,190,316	5,391,709	42,243,956	411,579,392		1,934,405,373
Other Sources	64,347,847	1,655	41,055,566	7,471,715		112,876,783
Transfers In	-	40,000	-	-		40,000
Proceeds of financing/sale of assets/loss recovery						-
Charter School Pass-Through [1]	(274,531,210)	(52,635,016)		-		(327,166,226)
TOTAL REVENUES & TRANSFERS	**1,821,228,352**	**242,840,383**	**83,299,522**	**435,518,407**		**2,582,886,664**
EXPENDITURES[3,4] (by function)						
Instruction	837,501,769	177,550,574				1,015,052,342
Pupil Services	95,418,853	10,345,514				105,764,367
Instructional Media	12,570,559	-				12,570,559
Instruction & Curriculum	15,718,038	13,931,510				29,649,548
Instructional Staff Training	3,627,964	19,988,784				23,616,749
Instructional Technology	20,656,835	370,333				21,027,168
Board Expenses-Contracted Svs	3,246,762	-				3,246,762
General Administration	6,821,305	9,655,053				16,476,358
School Administration	79,096,254	427,667				79,523,921
Facilities	10,947,298	598,906		282,919,489		294,465,693
Fiscal Services	7,672,164	59,271				7,731,435
Food Services	-	62,404,008				62,404,008
Central Services	212,435,987	464,087				212,900,073
Transportation	50,481,434	1,598,336				52,079,771
Operation of Plant	158,132,596	563,611				158,696,207
Maintenance of Plant	44,817,982	156,169				44,974,151
Administrative Technology	15,258,395	33,233				15,291,627
Community Services	8,855,331	5,288,240				14,143,571
Debt Service	1,624,109	-	41,065,361			42,689,470
Transfers Out	1,404,381	-				1,404,381
Proprietary and Fiduciary Expense	-	-				-
Charter School Pass-Through [1]	(274,531,210)	(52,635,016)		-		(327,166,226)
TOTAL ESTIMATED EXPENDITURES	**1,311,756,805**	**250,800,281**	**41,065,361**	**282,919,489**		**1,886,541,936**
FINANCIAL POSITION - SURPLUS/DEFICIT	**509,471,547**	**(7,959,898)**	**42,234,161**	**152,598,918**		**696,344,728**
BEGINNING FUND BALANCE	**199,050,399**	**54,542,199**	**42,878,636**	**685,470,272**		**981,941,506**
TAN Loan [2]	270,173,000					270,173,000
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NET REVENUE OVER/(UNDER) EXPENDITURES	**509,471,547**	**(7,959,898)**	**42,234,161**	**152,598,918**		**696,344,728**
ESTIMATED ENDING FUND BALANCE	**978,694,946**	**46,582,301**	**85,112,797**	**838,069,190**		**1,948,459,234**

[1] Charter school funding is excluded as pass-through funding.
[2] The TAN Loan, or Tax Anticipation Note, is a short-term borrowing used to address cash flow needs.
[3] Benefits claim expenditures should be recorded in the Benefits Internal Service Fund. A correcting entry will be reflected in future reports.
[4] Movement of inventory should be recorded in an Internal Service Fund. A correcting entry will be reflected in future reports.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	J. Capital Programs
DEPARTMENT:	Facility Planning & Real Estate

Agenda Item Number:	J-1.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Amended and Restated Utility Easement

REQUESTED ACTION:

Approve the Amended and Restated Utility Easement between The School Board of Broward County, Florida and the District Board of Trustees of Broward College. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Amended and Restated Easement

FINANCIAL IMPACT:

No Financial Impact to SBBC.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Dr. Howard Hepburn, Superintendent of Schools

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Amended and Restated Utility Easement

Board Meeting Date: February 19, 2025

Recommended Action

Approve the Amended and Restated Utility Easement (Amended Easement) between the School Board of Broward County, Florida (SBBC) and the District Board of Trustees of Broward College Florida (BC) to allow Broward County (County) to construct a right turn lane on Davie Road into the Broward College – Davie, Florida campus.

District-zone Impact: District wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Amended Easement will be modified, and the County will be able to proceed with constructing a right turn lane on Davie Road into the Broward College.

If the Board votes "No": The Amended Easement will not be modified, and the County will not be able to proceed with constructing a right turn lane on Davie Road into the Broward College.

Background/History

BC recently leased a twenty-one (21) acre portion of its Davie, Florida campus to 13th Floor Adler Broward South, LLC (Developer), to allow the Developer to construct three hundred eighty-three (383) apartment units. The project, known as "The Davie South", has been approved by the Town of Davie Town Council and the Developer is ready to commence construction immediately. A crucial aspect of the project is a right turn lane that will be constructed on Davie Road by the County and will lead to the project's main entrance. On July 9, 1996, BC granted SBBC a six (6) foot wide utility easement (Utility Easement), which currently contains a physical communication line that runs the length of the BC campus property

adjacent and parallel to Davie Road, and two hundred forty-five (245) foot portion of this Utility Easement is located in the proposed right turn lane. Therefore, the County is requiring that the portion of the Utility Easement that lies in the proposed right turn lane be relocated to further inward of BC's real property, to accommodate the construction of the planned right turn lane; because the absence of such relocation will be detrimental to the project moving forward and be completed. The Utility Easement was originally put in place to house a communication line between McFatter Technical College and Nova Blanche Forman Elementary School. However, findings of the research conducted by the Facility Planning & Real Estate(FP&RE) Department concluded that the Utility Easement currently is not in active use, and is not envisioned for use by Broward County Public Schools in the foreseeable future.

Alignment to 2027 Goals and Guardrails

Business Operations.

Measurable Outcome(s)/Return on Investment

Although there will be no cost to SBBC for granting the Easement, the benefits to the SBBC entails a new housing development that will bring in potential new students to Nova Blanche Forman Elementary and Nova Eisenhower Elementary schools.

Financial Impact

There is no financial impact to SBBC.

Return to: (enclose self-addressed stamped envelope)

Name: Elizabeth Somerstein, Esq.

Address:

Greenspoon Marder LLP
200 East Broward Boulevard, Suite 1800
Fort Lauderdale, Florida 33301

This Instrument Prepared by:

Elizabeth Somerstein, Esquire
Greenspoon Marder LLP
200 East Broward Boulevard, Suite 1800
Fort Lauderdale, Florida 33301

SPACE ABOVE THIS LINE FOR PROCESSING DATA | **SPACE ABOVE THIS LINE FOR PROCESSING DATA**

AMENDED AND RESTATED UTILITY EASEMENT

THIS AMENDED AND RESTATED UTILITY EASEMENT ("Amended Easement") is made and entered into this _____ day of _____, 2025, by and between **DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE FLORIDA** ("Grantor"), whose mailing address is 3501 Southwest Davie Road, Davie, Florida 33314 and **SCHOOL BOARD OF BROWARD COUNTY** ("Grantee"), whose mailing address is 600 Southeast Third Street, Fort Lauderdale, Florida 33301. Grantor and Grantee are collectively referred to herein as "Parties."

(Whenever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and their heirs, legal representatives, assigns and successors in title.)

R E C I T A L S:

WHEREAS, pursuant to that certain Utility Easement dated July 9, 1996, and recorded at Book 25543, Page 930 in the Public Records of Broward County, Florida ("Easement"), there is an existing easement for utility purposes for the benefit of the Grantee over a portion of Grantor's Property as described within Exhibit A of the Easement ("Original Easement Area"). A copy of the Easement which details the Original Easement Area is attached hereto as **Exhibit 1.**

WHEREAS, the Parties desire to amend and restate the Easement to modify the Original Easement Area in accordance with the terms herein.

W I T N E S S E T H:

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

1. The recitals set forth hereinabove are true and correct in all respects and are incorporated herein by this reference.

2. Vacation and Amendment:

(a) The portion of the Original Easement Area described in **Exhibit 2** is hereby vacated ("Vacated Area").

(b) Exhibit A to the Easement is hereby amended to remove the Vacated Area and be replaced with and superseded by that real property described in **Exhibit 3** herein ("New Easement Area").

3. There is an underground communication line within the Vacated Area that will be relocated to the New Easement Area by Grantor at Grantor's sole cost and expense. This relocation shall be completed within two (2) years of the recording date of this Amended Easement. The Grantee shall not incur any costs or expenses in relation to the relocation of the underground communication line.

4. Except where specifically modified by this Amended Easement, the original Easement shall remain unmodified and in full force and effect.

5. This Amended Easement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which shall constitute one and the same agreement.

6. If any provision of this Amended Easement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof and any other application thereof shall not in any way be affected or impaired, and such remaining provisions shall continue in full force and effect.

7. This Amended Easement amends, restates, and supersedes the Easement as detailed herein, and contains the complete understanding and agreement of the Parties hereto with respect to all matters referred to herein, and all prior representations, negotiations, and understandings relating thereto are superseded hereby.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

Witnesses:
Signed, sealed and delivered
in the presence of:

GRANTOR:

DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE, FLORIDA

By:_____
Name: _____
Its: _____

_____
Signature

_____
Printed Name of Witness

_____
Address

_____
Printed Name of Witness

_____
Signature

_____
Address

STATE OF FLORIDA)
COUNTY OF BROWARD) ss

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, the foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, by _____, as _____ of **DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE, FLORIDA**, who is personally known to me or who has produced _____ as identification.

WITNESS my hand and official seal in the County and State last aforesaid this ____ day of _____, 2025.

_____
Notary Public

_____
Typed, printed or stamped name of Notary Public

My Commission Expires:

GRANTEE:

SCHOOL BOARD OF BROWARD COUNTY

By: _____
Name: Debra Hixon
Its: _____

_____
Signature

_____
Printed Name of Witness

_____
Address

_____
Printed Name of Witness

_____
Signature

_____
Address

Approved as to Form and Legal Content:

_____
Office of the General Counsel

STATE OF FLORIDA)
COUNTY OF BROWARD) ss

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, the foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, by _____, as _____ of **SCHOOL BOARD OF BROWARD COUNTY**, who is personally known to me or who has produced _____ as identification.

WITNESS my hand and official seal in the County and State last aforesaid this ____ day of _____, 2025.

_____
Notary Public

_____
Typed, printed or stamped name of Notary Public

My Commission Expires:

EXHIBIT 1
EASEMENT WITH ORIGINAL EASEMENT AREA

25543PG0930

RECEIVED
DEPT. OF PROPERTY CONTROL
96 NOV 12 AM 10:16
BOARD OF COUNTY COMMISSIONERS
BROWARD COUNTY, FLORIDA

96-522092 T#001
10-18-96 02:33PM

$ 0.70
DOCU. STAMPS-DEED

RECVD. BROWARD CTY
B. JACK OSTERHOLT

COUNTY ADMIN.

(Space above this line reserved for recording office use.)

DOCUMENT COVER PAGE

Document Title: UTILITY EASEMENT
(Warranty Deed, Mortgage, Affidavit, etc.)

Executed By: BROWARD COMMUNITY COLLEGE
3501 SOUTHWEST DAVIE ROAD
DAVIE, FLORIDA 33314

To: THE SCHOOL BOARD OF BROWARD COUNTY
600 SOUTHEAST 3RD AVENUE
FORT LAUDERDALE, FLORIDA 33301

Brief Legal Description: (if applicable)
A portion of Tracts 6, 7, 8, and 9, Tier 31, "Newman's Survey", according to the plat thereof, as recorded in Plat Book 2, Page 26 of the Public Records of Dade County, Florida, together with portions of Tracts 25 and 68 of "Davie Tract, Everglades Land Sales", according to the plat thereof, as recorded in Plat Book 2, Page 34, of the Public Records of Dade County, together with a portion of that certain 20' right-of-way lying north of said tracts 25 and 68 of said "Davie Tract, Everglades Land Sales".

Return Recorded Document to:

Sandra Truitt
School Board of Broward County
600 S.E. 3rd Avenue, 14th Floor
Fort Lauderdale, FL 33301

This Instrument Prepared By:
Name: Jack Latona
Attorney for Broward
Community College
225 E. Las Olas Boulevard
Fort Lauderdale, FL 33301
Property Appraisers Parcel
I.D. No.: 0137-01-158

RECEIVED
DEPT. OF PROPERTY MGMT.
96 SEP 17 PM 2:14
SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

AGENDA ITEM D-3

JUL 9 1996

ENCLOSURE 6-3

UTILITY EASEMENT

FOR: THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

On this 9th day of July, 1996, BROWARD COMMUNITY COLLEGE, having an address of 3501 Southwest Davie Road, Davie, Florida 33314, (hereinafter "Grantor") expressly grants an easement to the School Board of Broward County, a body corporate existing under the laws of the State of Florida, having an address of 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301 (hereinafter "Grantee"), subject to the following provisions and in consideration of the sum of Ten Dollars ($10.00) and other good and valuable considerations paid by Grantee to Grantor, receipt of which is hereby acknowledged by both parties.

Grantor is the fee simple owner of that parcel of real property, a legal description of which is attached hereto as Exhibit "A," and incorporated by reference herein.

Grantor hereby grants, bargains and sells to Grantee, its successors and assigns, a perpetual easement under, over and upon said property as described in Exhibit "A" (hereinafter "the easement area").

Grantee may use the easement area for the laying, installing, maintaining, operating and altering of utility lines and appurtenant facilities.

OR 25543PG0931

Page 1

Grantee's right to utilize the easement area shall be exclusive to the extent that Grantor shall grant no easement or license, nor make any covenants, having the effect of permitting use of the easement area by one other than Grantee, except Grantor may furnish an easement to Florida Power and Light, Southern Bell or franchised cable television that crosses this easement at right angles.

Grantor may, for its own purposes, utilize the easement area and shall retain a right of free ingress and egress under, over and upon the easement area; provided that, in no event, shall any of the rights herein reserved to Grantor impede the easement herein granted or the exercise of the rights of use thereunder.

Grantee shall have the right to remove any natural or man made obstructions placed on the easement which impede the easement herein granted or the exercise of the rights thereunder.

Grantor grants to Grantee, a perpetual non-exclusive easement whereby Grantee shall have reasonable access necessary to fully exercise Grantee's rights within the easement area.

The provisions of the easement shall be binding on the parties hereto and their respective successors and assigns as a covenant running with and binding upon the easement area.

This easement shall not be released or amended without consent of the Grantee as evidenced by a document signed with the same formalities as this document.

Grantee shall record this document in the Public Records of Broward County, Florida.

BK25543PG0932

AGENDA ITEM 0-3

ENCLOSURE 6-3

This instrument contains the entire agreement between the parties relating to the rights granted and the obligations assumed pursuant to this instrument. Any oral representations or modifications concerning this instrument, shall be of no force and effect, excepting a subsequent modification reduced to writing, signed by the party to be charged therewith.

AGENDA ITEM D-3

JUL 9 1996

ENCLOSURE b-3

BK25543PG0933

AGENDA ITEM D-3

IN WITNESS WHEREOF, Grantor has hereunto set his hand and seal on the day and year first above written. JUL 9 1996

BROWARD COMMUNITY COLLEGE
(Grantor)

ENCLOSURE 6-3

Witness Peter S. Morganthal

Willis Holcombe

Witness

STATE OF FLORIDA }
COUNTY OF BROWARD } SS.

I HEREBY CERTIFY that on this day, before me, an Officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared Willis Holcombe to me known to be the person(s) described in and who executed the foregoing instrument and _____ acknowledged before me that _____ executed the same.

WITNESS my hand and official seal this 10th day of July, 1996.

OR 25543PG0934

Joyce H. Warden
NOTARY PUBLIC, State of Florida at Large

Joyce H. Warden
(Signature of Notary Public)
Print
Commission No. _____

(X) Personally known to me, or
( ) Produced Identification
( ) Type of I.D. Produced

( ) DID take an oath, or ( ) DID NOT take an oath.

OFFICIAL NOTARY SEAL
JOYCE H WARDEN
NOTARY PUBLIC STATE OF FLORIDA
COMMISSION NO. CC279835
MY COMMISSION EXP. APR. 25,1997

EXHIBIT "A"

SURVEY NOTES

1. UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.
2. LANDS SHOWN ON HEREON WERE NOT ABSTRACTED FOR RIGHTS-OF-WAY, EASEMENTS, OWNERSHIP, OR OTHER INSTRUMENTS OF RECORD.
3. BEARINGS SHOWN HEREON ARE RELATIVE TO FLORIDA COORDINATE SYSTEM EAST ZONE, GRID NORTH, TRANSVERSE MERCATOR PROJECTION (STONER/KEITH RESURVEY AS RECORDED IN MISC. PLAT BOOK 5, PAGE 9 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA). (NORTH 87° 50' 17" EAST, ALONG THE SOUTH LINE OF SECTION 23, TOWNSHIP 50 SOUTH, RANGE 41 EAST).
4. THE LAND DESCRIPTION HEREON WAS PREPARED BY THE SURVEYOR.
5. INTERIOR IMPROVEMENTS ARE NOT SHOWN.
6. THIS SKETCH DOES NOT CONSTITUTE A FIELD SURVEY OF SUCH.
7. THIS SKETCH IS NOT A BOUNDARY SURVEY AS SUCH.

AGENDA ITEM 0-3

JUL 9 1996

ENCLOSURE 6-3

LAND DESCRIPTION:
A PORTION OF TRACTS 6, 7, 8, AND 9, TIER 31, 'NEWMAN'S SURVEY', ACCORDING TO THE PLAT THEROF, AS RECORDED IN PLAT BOOK 2, PAGE 26 OF THE PUBLIC RECORDS OF DADE COUNTY, FLORIDA, TOGETHER WITH PORTIONS OF TRACTS 25 AND 68 OF 'DAVIE TRACT , EVERGLADES LAND SALES', ACCORDING TO THE PLAT THEROF, AS RECORDED IN PLAT BOOK 2, PAGE 34, OF THE PUBLIC RECORDS OF DADE COUNTY, FLORIDA, TOGETHER WITH A PORTION OF THAT CERTAIN 20' RIGHT-OF-WAY LYING NORTH OF SAID TRACTS 25 AND 68 OF SAID 'DAVIE TRACT, EVERGLADES LAND SALES' MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 23, TOWNSHIP 50 SOUTH, RANGE 41 EAST, BROWARD COUNTY, FLORIDA; THENCE NORTH 87° 50' 17" EAST ALONG THE SOUTH BOUNDARY OF SAID SECTION 23, A DISTANCE OF 164.95 FEET TO THE POINT OF BEGINNING; THENCE NORTH 14° 40' 34" EAST, 981.29 FEET; THENCE NORTH 15° 00' 35" EAST, 1116.67 FEET; THENCE NORTH 14° 46' 19" EAST 439.96 FEET; THENCE SOUTH 75° 16' 13" EAST, 6.00 FEET; THENCE SOUTH 14° 46' 19" WEST, 440.06 FEET; THENCE SOUTH 15° 00' 35" WEST, 1116.47 FEET; THENCE SOUTH 14° 40' 34" WEST, 979.56 FEET TO A POINT ON THE SOUTH LINE OF SAID SECTION 23; THENCE CONTINUE SOUTH 14° 40' 34" WEST, 247.14 FEET; THENCE NORTH 75° 16' 13" WEST, 6.00 FEET; THENCE NORTH 14° 40' 34" EAST, 245.32 FEET TO THE POINT OF BEGINNING.

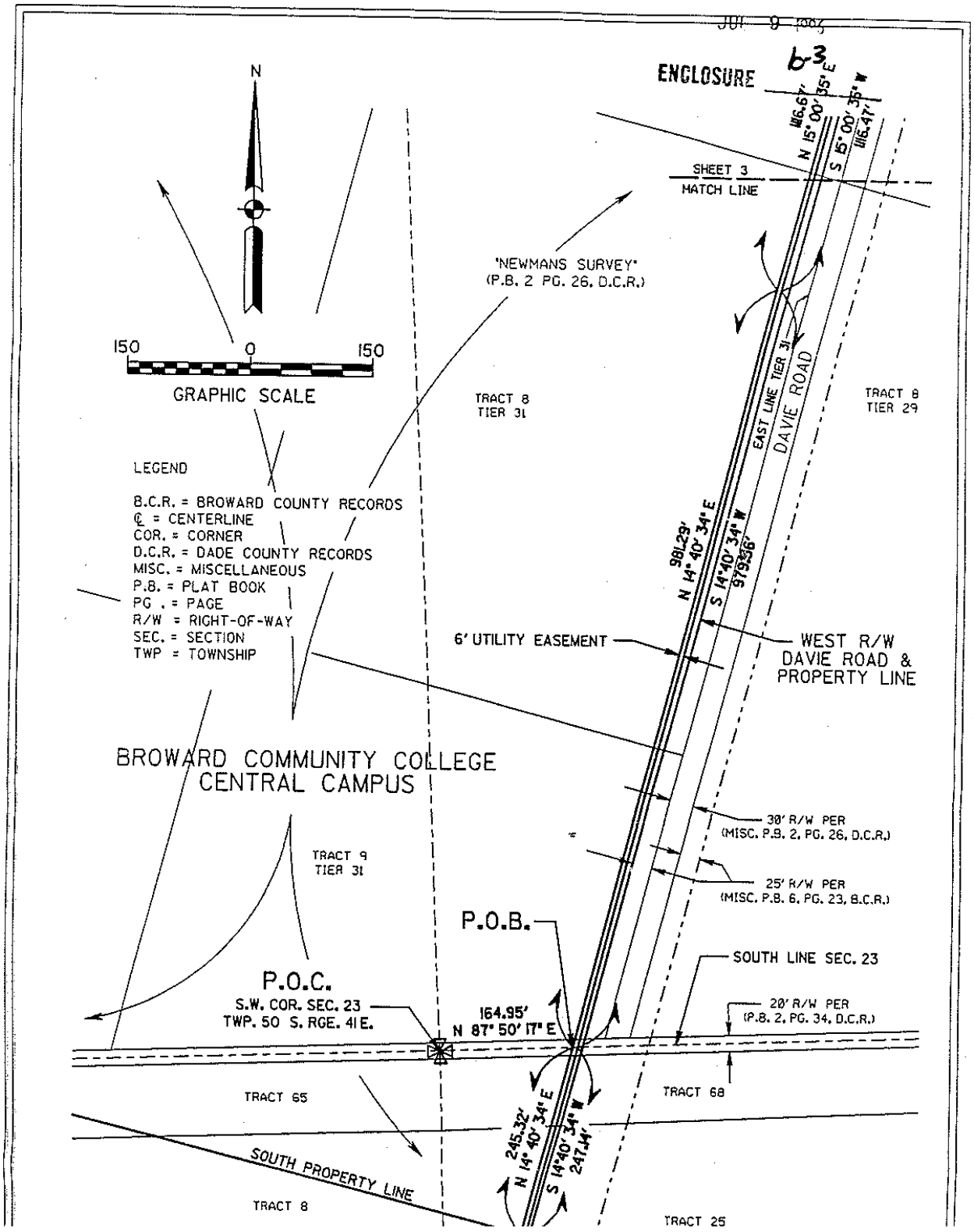
SAID LANDS LYING IN THE TOWN OF DAVIE, BROWARD COUNTY, FLORIDA.
CONTAINING 16,700.904 SQUARE FEET (0.3834 ACRES), MORE OR LESS.

BK25543PG0935

CERTIFICATE:
I HEREBY CERTIFY THAT THE ATTACHED SKETCH OF DESCRIPTION OF THE HEREON DESCRIBED PROPERTY IS DEPICTED TO THE BEST OF MY KNOWLEDGE, BELIEF, AND INFORMATION AS DELINEATED UNDER MY DIRECTION ON FEBUARY 20, 1996. I FURTHER CERTIFY THAT THIS SKETCH OF DESCRIPTION MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUE SUBJECT TO THE QUALIFICATIONS NOTED HEREON.

KEITH AND SCHNARS, P.A.

ENGINEERS-PLANNERS-SURVEYORS


ENCLOSURE
b3
SHEET 3
HATCH LINE
N
150
0
150
GRAPHIC SCALE
"NEWMANS SURVEY"
(P.B. 2 PG. 26, D.C.R.)
TRACT 8
TIER 31
TRACT 8
TIER 29
EAST LINE TIER 31
DAVIE ROAD
N 15° 00' 35" W
116.67'
S 15° 00' 35" W
116.41'
LEGEND
B.C.R. = BROWARD COUNTY RECORDS
℄ = CENTERLINE
COR. = CORNER
D.C.R. = DADE COUNTY RECORDS
MISC. = MISCELLANEOUS
P.B. = PLAT BOOK
PG . = PAGE
R/W = RIGHT-OF-WAY
SEC. = SECTION
TWP = TOWNSHIP
N 14° 40' 34" E
981.29'
S 14° 40' 34" W
979.36'
6' UTILITY EASEMENT
WEST R/W
DAVIE ROAD &
PROPERTY LINE
BROWARD COMMUNITY COLLEGE
CENTRAL CAMPUS
30' R/W PER
(MISC. P.B. 2, PG. 26, D.C.R.)
TRACT 9
TIER 31
25' R/W PER
(MISC. P.B. 6, PG. 23, B.C.R.)
P.O.B.
SOUTH LINE SEC. 23
P.O.C.
S.W. COR. SEC. 23
TWP. 50 S. RGE. 41 E.
164.95'
N 87° 50' 17" E
20' R/W PER
(P.B. 2, PG. 34, D.C.R.)
TRACT 65
TRACT 68
245.32'
N 14° 40' 34" E
S 14° 40' 34" W
247.44'
SOUTH PROPERTY LINE
TRACT 8
TRACT 25

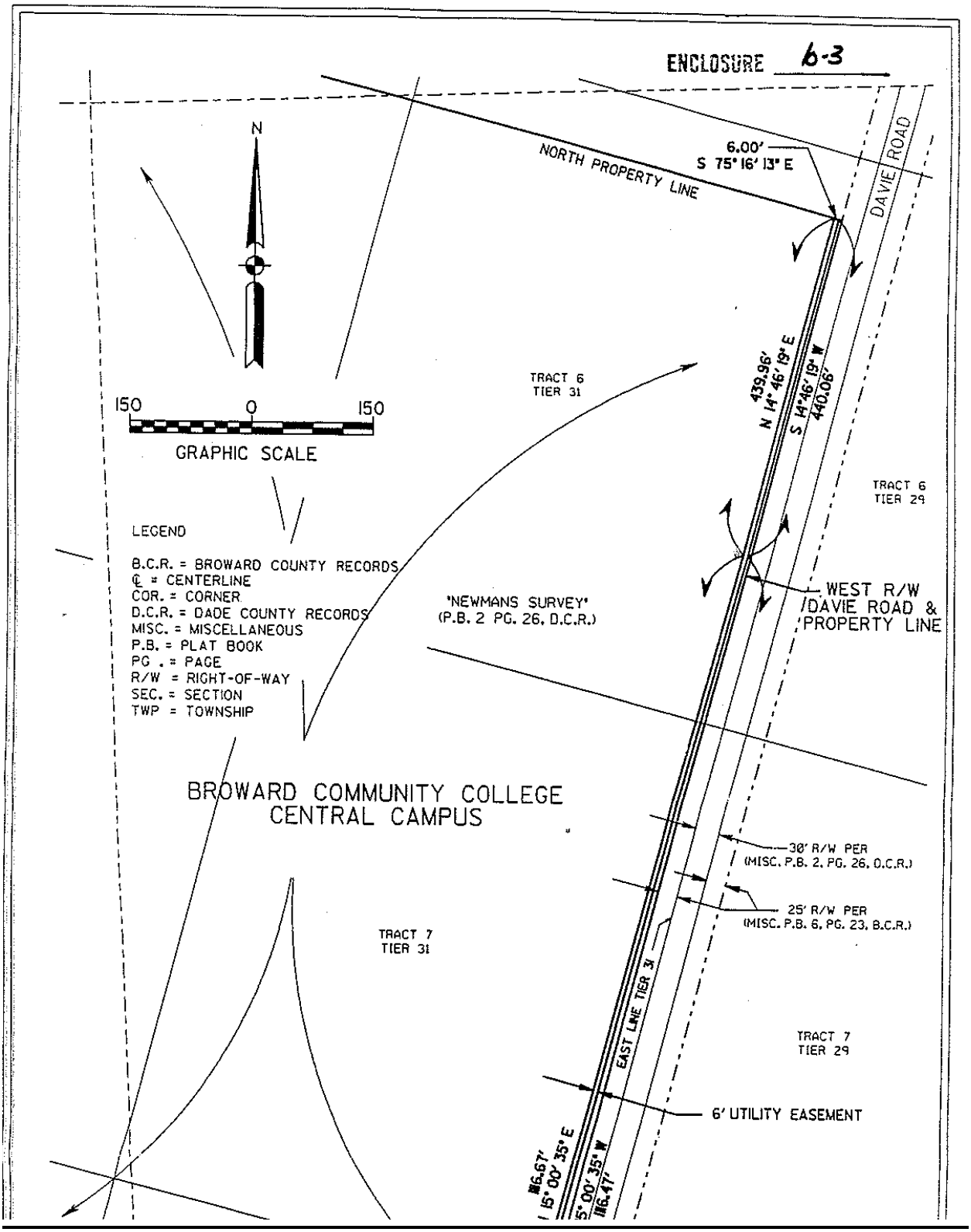

ENCLOSURE 6-3
N
NORTH PROPERTY LINE
6.00'
S 75° 16' 13" E
DAVIE ROAD
150
0
150
GRAPHIC SCALE
TRACT 6
TIER 31
439.96'
N 14° 46' 19" E
S 14° 46' 19" W
440.06'
TRACT 6
TIER 29
LEGEND
B.C.R. = BROWARD COUNTY RECORDS
℄ = CENTERLINE
COR. = CORNER
D.C.R. = DADE COUNTY RECORDS
MISC. = MISCELLANEOUS
P.B. = PLAT BOOK
PG . = PAGE
R/W = RIGHT-OF-WAY
SEC. = SECTION
TWP = TOWNSHIP
"NEWMANS SURVEY"
(P.B. 2 PG. 26, D.C.R.)
WEST R/W
/DAVIE ROAD &
PROPERTY LINE
BROWARD COMMUNITY COLLEGE
CENTRAL CAMPUS
30' R/W PER
(MISC. P.B. 2, PG. 26, D.C.R.)
25' R/W PER
(MISC. P.B. 6, PG. 23, B.C.R.)
TRACT 7
TIER 31
EAST LINE TIER 31
TRACT 7
TIER 29
6' UTILITY EASEMENT
N6.67'
N 15° 00' 35" E
S 15° 00' 35" W
N6.47'

EXHIBIT 2
LEGAL DESCRIPTION OF VACATED AREA

4341 S.W. 62nd Avenue
Davie, Florida 33314

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LEGAL DESCRIPTION OF:
VACATION OF A PORTION OF A 6 FOOT WIDE SCHOOL BOARD EASEMENT
BROWARD COLLEGE CENTRAL CAMPUS
TOWN OF DAVIE, BROWARD COUNTY, FLORIDA

LEGAL DESCRIPTION:

A PORTION OF THAT CERTAIN UTILITY EASEMENT RECORDED IN OFFICIAL RECORDS BOOK 2551, PAGE 931, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, SAID EASEMENT BEING A PORTION OF TRACTS 8, TIER 31, 'NEWMAN'S SUBDIVISION ONE AND TWO', ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 2, PAGE 26 OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA, TOGETHER WITH PORTION OF TRACTS 25 AND 68 OF 'DAVIE TRACT, EVERGLADES LAND SALES CO. SUBDIVISION', ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 2, PAGE 34, OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA, TOGETHER WITH A PORTION OF THAT CERTAIN 20' RIGHT-OF-WAY LYING NORTH OF SAID TRACTS 25 AND 68 OF SAID 'DAVIE TRACT, EVERGLADES LAND SALES' MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 23, TOWNSHIP 50 SOUTH, RANGE 41 EAST, BROWARD COUNTY, FLORIDA;

THENCE N.87°50'17" E., ALONG THE SOUTH LINE OF SAID SECTION 23, A DISTANCE OF 164.95 FEET TO THE POINT OF BEGINNING;

THENCE N.14°40'34"E., A DISTANCE OF 607.70 FEET;

THENCE S.75°15'40"E., A DISTANCE OF 6.00 FEET;

THENCE S.14°40'34"W., A DISTANCE OF 852.48 FEET MORE OR LESS, TO THE SOUTHERLY BOUNDARY LINE OF BROWARD COLLEGE;

THENCE N.75°15'45"W., ALONG SAID SOUTHERLY BOUNDARY LINE, A DISTANCE OF 6.00 FEET;

THENCE N.14°40'34"E., A DISTANCE OF 244.78 FEET MORE OR LESS, TO THE TO THE POINT OF BEGINNING.

SAID LANDS SITUATE AND BEING WITHIN THE TOWN OF DAVIE, BROWARD COUNTY, FLORIDA AND CONTAINING 0.117 ACRES (5,115 SQUARE FEET), MORE OR LESS.

NOTES:

1. THE PROPERTY SHOWN HEREON WAS NOT SUBJECTED TO A TITLE SEARCH FOR OWNERSHIP, RIGHTS-OF-WAY, EASEMENTS OR OTHER MATTERS OF RECORD.
2. THIS SKETCH AND DESCRIPTION IS "NOT VALID" WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
3. THE BEARINGS SHOWN HEREON ARE BASED ON A GRID BEARING OF N.87°50'17"E ALONG THE SOUTH LINE OF OF THE SOUTHWEST ONE-QUARTER (SW 1/4), OF SECTION 23, TOWNSHIP 50 SOUTH, RANGE 41 EAST.
4. THIS SKETCH DOES NOT REPRESENT A FIELD SURVEY (THIS IS NOT A SURVEY).
5. THIS LEGAL DESCRIPTION WAS PREPARED BY STONER & ASSOCIATES, INC. WITHOUT THE BENEFIT OF A TITLE SEARCH. THERE COULD BE MATTERS OF RECORD THAT ARE NOT SHOWN HEREON.
6. SEE SHEET 2 OF 2 FOR A GRAPHIC DEPICTION (SKETCH) OF THE PROPERTY DESCRIBED HEREON.

F:\DRAW\13TH FLOOR INVESTMENTS\20-9108 BROWARD COLLEGE CENTRAL CAMPUS\19-SCHOOL BOARD EASEMENT\JDS SCHOOL BOARD EASEMENT\VACATION OF SCHOOL BOARD EASEMENT WITHIN OAKS SOUTH PLAT

CERTIFICATE:

THIS IS TO CERTIFY THAT THE SKETCH AND LEGAL DESCRIPTION SHOWN HEREON IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER CERTIFY THAT THIS SKETCH AND LEGAL DESCRIPTION WAS PREPARED IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR SURVEYING ESTABLISHED BY THE BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODES, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

DATE OF SIGNATURE: 11.13.2024

JAMES D. STONER

PROFESSIONAL SURVEYOR AND MAPPER NO. 4039 – STATE OF FLORIDA

REVISIONS	DATE	BY

DATE OF SKETCH:	DRAWN BY	CHECKED BY	FIELD BOOK
11/13/24	DRL	JDS	N/A

SHEET 1 OF 2

SKETCH NO. 20-9108_UE-VAC_D_PLAT

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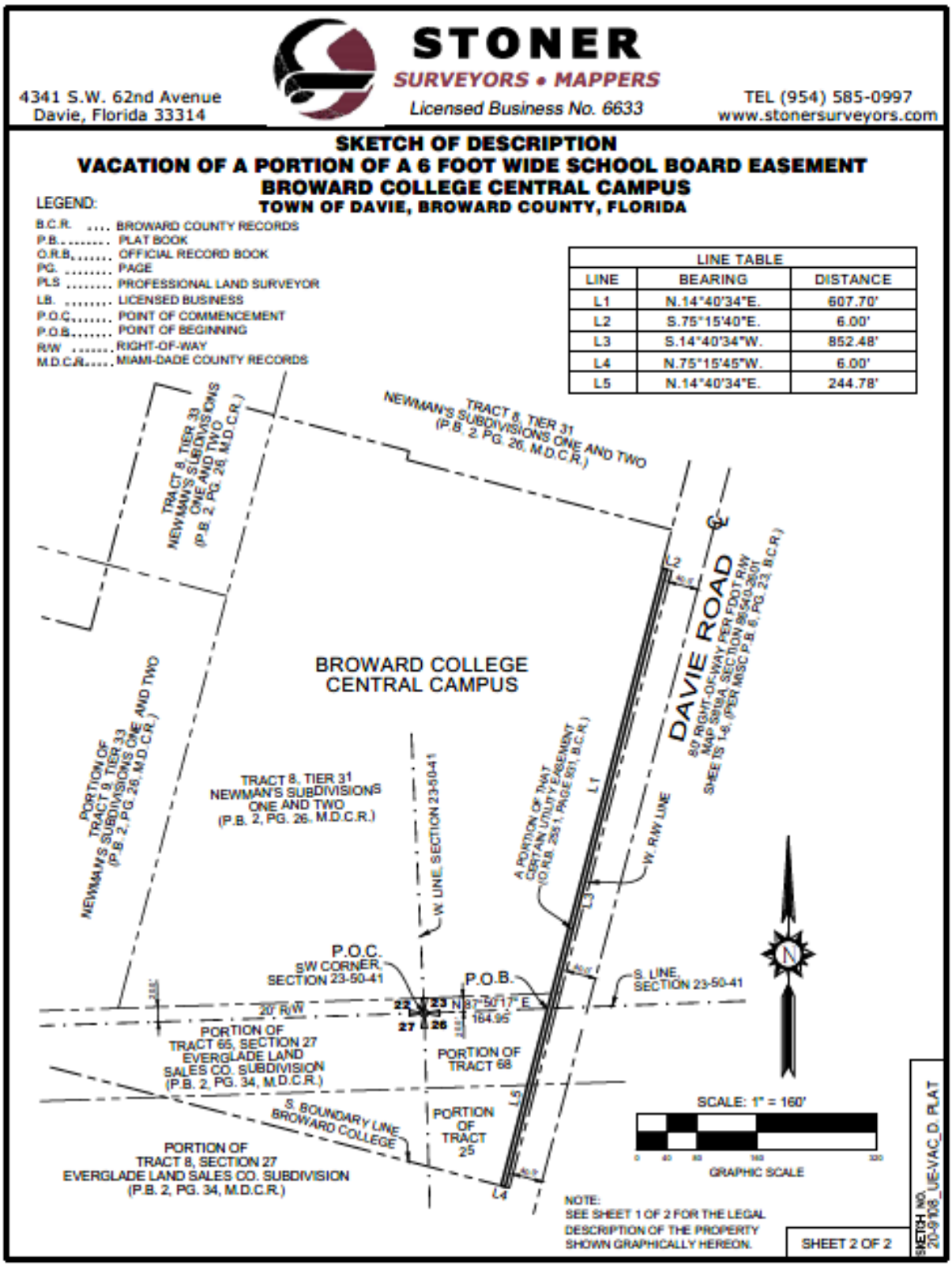

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TEL (954) 585-0997
www.stonersurveyors.com
SKETCH OF DESCRIPTION
VACATION OF A PORTION OF A 6 FOOT WIDE SCHOOL BOARD EASEMENT
BROWARD COLLEGE CENTRAL CAMPUS
TOWN OF DAVIE, BROWARD COUNTY, FLORIDA
LEGEND:
B.C.R. .... BROWARD COUNTY RECORDS
P.B. ..... PLAT BOOK
O.R.B. ..... OFFICIAL RECORD BOOK
PG. ..... PAGE
PLS ..... PROFESSIONAL LAND SURVEYOR
LB. ..... LICENSED BUSINESS
P.O.C. ..... POINT OF COMMENCEMENT
P.O.B. ..... POINT OF BEGINNING
R/W ..... RIGHT-OF-WAY
M.D.C.R. ..... MIAMI-DADE COUNTY RECORDS
LINE TABLE
LINE | BEARING | DISTANCE
L1 | N.14°40'34"E. | 607.70'
L2 | S.75°15'40"E. | 6.00'
L3 | S.14°40'34"W. | 852.48'
L4 | N.75°15'45"W. | 6.00'
L5 | N.14°40'34"E. | 244.78'
TRACT 8, TIER 31 NEWMAN'S SUBDIVISIONS ONE AND TWO (P.B. 2, PG. 26, M.D.C.R.)
TRACT 8, TIER 33 NEWMAN'S SUBDIVISIONS ONE AND TWO (P.B. 2, PG. 26, M.D.C.R.)
BROWARD COLLEGE CENTRAL CAMPUS
DAVIE ROAD
80' RIGHT-OF-WAY PER FDOT R/W MAP SR 93A, SECTION 86540-2501 SHEETS 1-6, (PER MISC P.B. 6, PG. 23, B.C.R.)
A PORTION OF THAT CERTAIN UTILITY EASEMENT (O.R.B. 251, PAGE 921, B.C.R.)
W. R/W LINE
W. LINE, SECTION 23-50-41
P.O.C. SW CORNER SECTION 23-50-41
P.O.B.
S. LINE, SECTION 23-50-41
N 87°50'17" E 164.95'
20' R/W
PORTION OF TRACT 65, SECTION 27 EVERGLADE LAND SALES CO. SUBDIVISION (P.B. 2, PG. 34, M.D.C.R.)
PORTION OF TRACT 68
S. BOUNDARY LINE BROWARD COLLEGE
PORTION OF TRACT 25
PORTION OF TRACT 8, SECTION 27 EVERGLADE LAND SALES CO. SUBDIVISION (P.B. 2, PG. 34, M.D.C.R.)
N
SCALE: 1" = 160'
GRAPHIC SCALE
NOTE:
SEE SHEET 1 OF 2 FOR THE LEGAL DESCRIPTION OF THE PROPERTY SHOWN GRAPHICALLY HEREON.
SHEET 2 OF 2
SKETCH NO. 20-9108_UE-VAC_D_PLAT

EXHIBIT 3
LEGAL DESCRIPTION OF NEW EASEMENT AREA

4341 S.W. 62nd Avenue
Davie, Florida 33314

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LEGAL DESCRIPTION OF:
DEDICATION OF A 6 FOOT WIDE SCHOOL BOARD EASEMENT
BROWARD COLLEGE CENTRAL CAMPUS
TOWN OF DAVIE, BROWARD COUNTY, FLORIDA

LEGAL DESCRIPTION:

A 6 FOOT WIDE UTILITY EASEMENT BEING A PORTION OF TRACTS 8, TIER 31, 'NEWMAN'S SUBDIVISION ONE AND TWO', ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 2, PAGE 26 OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA, TOGETHER WITH PORTION OF TRACTS 25 AND 68 OF 'DAVIE TRACT, EVERGLADES LAND SALES CO. SUBDIVISION', ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 2, PAGE 34, OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA, TOGETHER WITH A PORTION OF THAT CERTAIN 20' RIGHT-OF-WAY LYING NORTH OF SAID TRACTS 25 AND 68 OF SAID 'DAVIE TRACT, EVERGLADES LAND SALES' MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 23, TOWNSHIP 50 SOUTH, RANGE 41 EAST, BROWARD COUNTY, FLORIDA;

THENCE N.87°50'17" E., ALONG THE SOUTH LINE OF SAID SECTION 23, A DISTANCE OF 166.54 FEET TO THE POINT OF BEGINNING OF SAID EASEMENT;

THENCE N.31°43'02"E., A DISTANCE OF 2.52 FEET;

THENCE N.14°44'20"E., A DISTANCE OF 598.82 FEET;

THENCE N.75°15'40"W., A DISTANCE OF 2.94 FEET;

THENCE N.14°40'34"E., A DISTANCE OF 6.00 FEET;

THENCE S.75°15'40"E., A DISTANCE OF 8.96 FEET;

THENCE S.14°44'20"W., A DISTANCE OF 604.46 FEET;

THENCE S.31°21'20"W., A DISTANCE OF 49.43 FEET;

THENCE S.14°44'20"W., A DISTANCE OF 200.65 FEET, TO THE SOUTHERLY BOUNDARY LINE OF BROWARD COLLEGE;

THENCE N.75°15'45"W., ALONG SAID SOUTHERLY BOUNDARY LINE, A DISTANCE OF 6.00 FEET;

THENCE N.14°44'20"E., A DISTANCE OF 201.36 FEET;

THENCE N.31°43'02"E., A DISTANCE OF 45.89 FEET, TO THE TO THE POINT OF BEGINNING.

SAID LANDS SITUATE AND BEING WITHIN THE TOWN OF DAVIE, BROWARD COUNTY, FLORIDA AND CONTAINING 0.118 ACRES (5,135 SQUARE FEET), MORE OR LESS.

NOTES:

1. THE PROPERTY SHOWN HEREON WAS NOT SUBJECTED TO A TITLE SEARCH FOR OWNERSHIP, RIGHTS-OF-WAY, EASEMENTS OR OTHER MATTERS OF RECORD.
2. THIS SKETCH AND DESCRIPTION IS "NOT VALID" WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
3. THE BEARINGS SHOWN HEREON ARE BASED ON A GRID BEARING OF N.87°50'17"E ALONG THE SOUTH LINE OF OF THE SOUTHWEST ONE-QUARTER (SW 1/4), OF SECTION 23, TOWNSHIP 50 SOUTH, RANGE 41 EAST.
4. THIS SKETCH DOES NOT REPRESENT A FIELD SURVEY (THIS IS NOT A SURVEY).
5. THIS LEGAL DESCRIPTION WAS PREPARED BY STONER & ASSOCIATES, INC. WITHOUT THE BENEFIT OF A TITLE SEARCH. THERE COULD BE MATTERS OF RECORD THAT ARE NOT SHOWN HEREON.
6. SEE SHEET 2 OF 2 FOR A GRAPHIC DEPICTION (SKETCH) OF THE PROPERTY DESCRIBED HEREON.

F:\DRAW\13TH FLOOR INVESTMENTS\20-9108 BROWARD COLLEGE CENTRAL CAMPUS\19-SCHOOL BOARD EASEMENT\DS SCHOOL BOARD EASEMENT\DEDICATION OF SCHOOL BOARD EASEMENT WITHIN DAVIE SOUTH PLAT

CERTIFICATE:

THIS IS TO CERTIFY THAT THE SKETCH AND LEGAL DESCRIPTION SHOWN HEREON IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER CERTIFY THAT THIS SKETCH AND LEGAL DESCRIPTION WAS PREPARED IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR SURVEYING ESTABLISHED BY THE BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODES, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

	REVISIONS	DATE	BY

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DATE OF SIGNATURE: 11.13.2024

JAMES D. STONER

PROFESSIONAL SURVEYOR AND MAPPER NO. 4039 – STATE OF FLORIDA

DATE OF SKETCH	DRAWN BY	CHECKED BY	FIELD BOOK
11/13/24	DRL	JDS	N/A

SHEET 1 OF 2

SKETCH NO. 20-9108_LE-DED_D_PLAT

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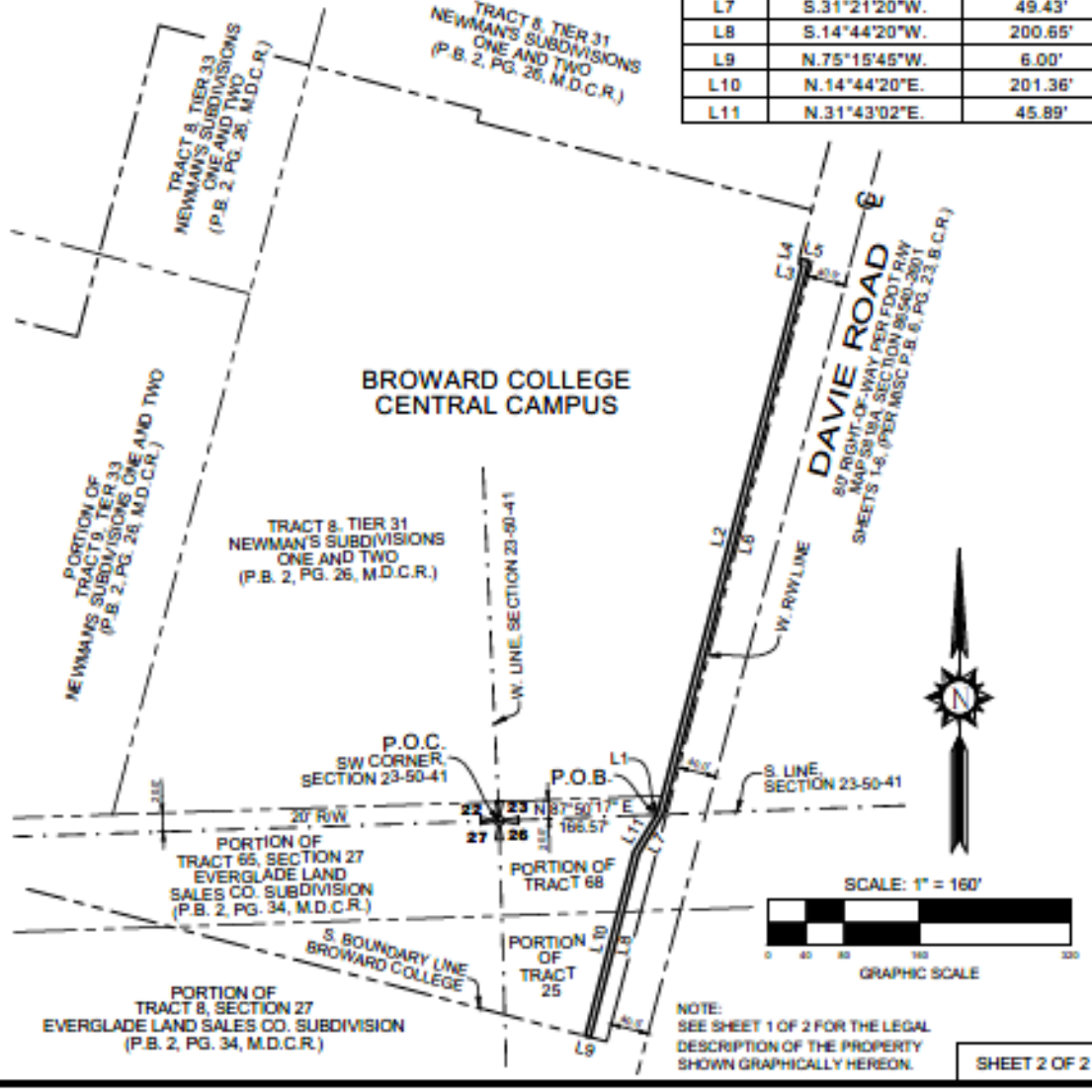
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SKETCH OF DESCRIPTION
DEDICATION OF A 6 FOOT WIDE SCHOOL BOARD EASEMENT
BROWARD COLLEGE CENTRAL CAMPUS
TOWN OF DAVIE, BROWARD COUNTY, FLORIDA

LEGEND:

B.C.R. .... BROWARD COUNTY RECORDS
P.B. ..... PLAT BOOK
O.R.B. ..... OFFICIAL RECORD BOOK
PG. ..... PAGE
PLS ..... PROFESSIONAL LAND SURVEYOR
LB. ..... LICENSED BUSINESS
P.O.C. ..... POINT OF COMMENCEMENT
P.O.B. ..... POINT OF BEGINNING
R/W ..... RIGHT-OF-WAY
M.D.C.R. ..... MIAMI-DADE COUNTY RECORDS

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N.31°43'02"E.	2.52'
L2	N.14°44'20"E.	598.82'
L3	N.75°15'40"W.	2.94'
L4	N.14°40'34"E.	6.00'
L5	S.75°15'40"E.	8.95'
L6	S.14°44'20"W.	604.46'
L7	S.31°21'20"W.	49.43'
L8	S.14°44'20"W.	200.65'
L9	N.75°15'45"W.	6.00'
L10	N.14°44'20"E.	201.36'
L11	N.31°43'02"E.	45.89'



NOTE:
SEE SHEET 1 OF 2 FOR THE LEGAL DESCRIPTION OF THE PROPERTY SHOWN GRAPHICALLY HEREON.

SHEET 2 OF 2

SKETCH NO. 20-9108_UE-DED_D_PLAT

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	J. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	J-2.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Approval of Fire Sprinkler Scope Changes

REQUESTED ACTION:

Approve the changes to the SMART Program fire sprinkler scopes of work for Forest Glen MS (P.001865), Tropical ES (P.001904), and Village ES (P.001952) as indicated in the Executive Summary. Districts 4, 5, and 6.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- ADEFP
- J-1 - 10-15-24
- Descope Review Memo

FINANCIAL IMPACT:

There is no financial impact from this item.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 4,

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations and Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Approval of Fire Sprinkler Scope Changes

Board Meeting Date: February 19, 2025

Recommended Action

Approve the changes to the SMART Program fire sprinkler scopes of work for Forest Glen MS (P.001865), Tropical ES (P.001904), and Village ES (P.001952) as indicated in the Executive Summary.

District-zone Impact: Districts 4, 5, and 6

Impact if the Board Voted Yes or No

If the Board votes "Yes": The as-built SMART Program fire sprinkler scope will align with the scope of work deemed acceptable by the current Chief Fire Official.

If the Board votes "No": The originally designated SMART Program fire sprinkler scope will not align with the scope of work deemed acceptable by the current Chief Fire Official.

Background/History

Staff is requesting that the Board approve the following changes in the SMART program scope for Forest Glen Middle School, Tropical Elementary School, and Village Elementary School, in which the fire sprinkler scope was reviewed and revised by the previous Chief Fire Official and confirmed by the current Chief Fire Official.

Forest Glen Middle School (P.001865) – District 4

The scope of work for Forest Glen Middle School included fire sprinkler scope for Buildings 1, 2, 4, 9, and 16. The previous Chief Fire Official reviewed the fire sprinkler scope and determined that the fire sprinklers should be descoped from the project as the affected buildings either have fire sprinklers or do not require them. As a result, this scope was removed in the design phase of the project.

Tropical Elementary School (P.001904) – District 6

The scope of work for Tropical Elementary School included fire sprinkler scope for Building 85. The previous Chief Fire Official reviewed the fire sprinkler scope and

determined that fire sprinklers were not required. As a result, this scope was removed before the project went out to bid.

Village Elementary School (P.001952) – District 5
The scope of work for Village Elementary School included fire sprinkler scope for Buildings 5, 6, 9, and 78. The previous Chief Fire Official reviewed the fire sprinkler scope and determined that the fire sprinklers should be descoped from the project as the affected buildings do not require them. As a result, this scope was removed in the design phase of the project.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
There is no measurable outcome or return on investment associated with this item. This item ensures that the fire sprinkler scope of work for the above-referenced projects is code-compliant and aligns with actual conditions.

These projects are in various stages of construction. Fire sprinkler work was not included in the Bid Documents, and therefore was not included in the Contractors' contracted scope of work. No further action is required.

Financial Impact
There are no changes to the project budgets.

Forest Glen Middle School

Adopted District Educational Facilities Plan

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
There are no active DEFP projects for this location.								0	
		0	0	0	0	0	0	0	

SMART Program

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
Safety & Security	FY17	16,000						16,000	Fire Sprinklers
Renovation	FY17	2,690,000						2,690,000	Building Envelope Improvements (Roof, Window, Ext Wall, etc.)
Renovation	FY17	2,483,000						2,483,000	HVAC Improvements
Renovation	FY19	3,858,800						3,858,800	Additional funding for approved scope
		9,047,800	0	0	0	0	0	9,047,800	

Completed

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
DEFP	FY15	100,000						100,000	Music Equipment Replacement
SMART	FY17	253,000						253,000	Additional computers to close computer gap
SMART	FY17	21,000						21,000	CAT 6 Data port Upgrade
SMART	FY17	100,000						100,000	School Choice Enhancement
SMART	FY17	209,000						209,000	Technology Infrastructure (Servers, Racks, etc.) Upgrade
SMART	FY17	60,000						60,000	Wireless Network Upgrade
		743,000	0	0	0	0	0	743,000	
School Total		9,790,800	0	0	0	0	0	9,790,800	

Items that appear in bold and with underscore are newly added.

Village Elementary School

Adopted District Educational Facilities Plan

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
There are no active DEFP projects for this location.								0	
		0	0	0	0	0	0	0	

SMART Program

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
Safety & Security	FY16	293,000						293,000	Fire Alarm
Renovation	FY17	385,000						385,000	Building Envelope Improvements (Roof, Window, Ext Wall, etc.)
Renovation	FY17	150,000						150,000	HVAC Improvements
Renovation	FY17	175,000						175,000	Media Center improvements
Renovation	FY21	333,189						333,189	Additional funding for approved scope
		1,336,189	0	0	0	0	0	1,336,189	

Completed

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
SMART	FY15	100,000						100,000	School Choice Enhancement
SMART	FY16	181,000						181,000	Additional computers to close computer gap
SMART	FY16	5,000						5,000	CAT 6 Data port Upgrade
SMART	FY16	36,000						36,000	Wireless Network Upgrade
SMART	FY17	50,000						50,000	Music Equipment Replacement
SMART		-4,778						-4,778	Funding reduced for financial close-out. Savings returned to the SMART Program Reserve.
		367,222	0	0	0	0	0	367,222	
School Total		1,703,411	0	0	0	0	0	1,703,411	

Items that appear in bold and with underscore are newly added.

Tropical Elementary School

Adopted District Educational Facilities Plan

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
There are no active DEFP projects for this location.								0	
		0	0	0	0	0	0	0	

SMART Program

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
Safety & Security	FY16	252,000						252,000	Fire Alarm
Safety & Security	FY16	33,000						33,000	Fire Sprinklers
Music & Art	FY18	169,000						169,000	Conversion of Existing Space to Music and/or Art Lab(s)
Renovation	FY15	166,000						166,000	HVAC Improvements
Renovation	FY17	55,000						55,000	Building Envelope Improvements (Roof, Window, Ext Wall, etc.)
Renovation	FY18	237,000						237,000	Media Center improvements
Renovation	FY21	628,085						628,085	Additional funding for approved scope
		1,540,085	0	0	0	0	0	1,540,085	

Completed

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
SMART	FY15	100,000						100,000	School Choice Enhancement
SMART	FY17	132,000						132,000	Additional computers to close computer gap
SMART	FY17	8,000						8,000	CAT 6 Data port Upgrade
SMART	FY17	50,000						50,000	Music Equipment Replacement
SMART	FY17	66,000						66,000	Technology Infrastructure (Servers, Racks, etc.) Upgrade
SMART	FY17	76,000						76,000	Wireless Network Upgrade
SMART		-108						-108	Funding reduced for financial close-out. Savings returned to the SMART Program Reserve.
		431,892	0	0	0	0	0	431,892	
School Total		1,971,977	0	0	0	0	0	1,971,977	

Items that appear in bold and with underscore are newly added.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2024-10-15	Regular School Board Meeting
CATEGORY:	J. Capital Program
DEPARTMENT:	Capital Program

Agenda Item Number:	J-1.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Clarification of Fire Sprinkler Scope Changes

REQUESTED ACTION:

Accept the clarification of SMART Program fire sprinkler scopes of work for Forest Glen MS (P.001865), Tropical ES (P.001904), and Village ES (P.001952) as indicated in the Executive Summary. Districts 4, 5, and 6.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- ADEFP

FINANCIAL IMPACT:

There is no financial impact from this item.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

NOT APPROVED

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: October 15, 2024

By: Lori Wadefp

School Board Chair

October 15, 2024 – Regular School Board Meeting
MOTION
J-1. Clarification of Fire Sprinkler Scope Changes

Motion (Carried)
Motion was made by Mrs. Alhadeff, seconded by Dr. Zeman and carried, to move to have the Chief Fire Official, Nathan Sade look at these three (3) schools, to see if fire sprinklers should be descoped or not.

Superintendent Hepburn to go back to have the Chief Fire Official look at all the schools that were descoped under the previous Chief Fire Official and to make sure that was the right call (to descope those projects).

Established 1915
BROWARD
County Public Schools

DR. ERNIE LOZANO
TASK ASSIGNED CHIEF SAFETY & SECURITY OFFICER

DIVISION OF SAFETY, SECURITY & EMERGENCY PREPAREDNESS

February 3, 2025

TO: School Board Members

FROM: Dr. Ernie Lozano, Task Assigned Chief Safety & Security Officer
Ernie Lozano (Feb 3, 2025 11:39 EST)

SUBJECT: **CLARIFICATION OF FIRE SPRINKLER SCOPE CHANGES**

I am writing to inform you that the buildings listed in item J-1 during the October 15, 2024, Regular School Board Meeting have been reviewed and meet all applicable fire codes. As a result, the following buildings do not require the installation of fire sprinklers:

- Forest Glen Middle School: Buildings 1, 2, 4, 9, and 16
- Tropical Elementary School: Building 85
- Village Elementary School: Buildings 5, 6, 9, and 78

These buildings were constructed to code and do not need upgrades in their current use and configurations. However, should renovations or changes in use occur, the buildings would need to be reevaluated.

The review process included an assessment of each building's compliance with current fire safety regulations. Based on this assessment, it has been determined that the existing fire safety measures ensure the safety of occupants and property.

If you have any questions or require additional information, please call **Nathan Sade, Chief Fire Official, at 754-321-4890 or email** nathan.sade@browardschools.com.

Thank you for your attention to this matter.

EL/NS:cr

c: Cabinet

Memo_Clarification of Fire Sprinkler Score Changes_02.03.2025

Final Audit Report 2025-02-03

Created:	2025-02-03
By:	Mary Cordova (P00126832@browardschools.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADAR7sBLWEPIvL_pTBKxw4YghWziBjV_O

"Memo_Clarification of Fire Sprinkler Score Changes_02.03.2025" History

Document created by Mary Cordova (P00126832@browardschools.com)
2025-02-03 - 4:22:19 PM GMT- IP address: 169.139.0.9

Document emailed to ernie.lozano@browardschools.com for signature
2025-02-03 - 4:25:42 PM GMT

Email viewed by ernie.lozano@browardschools.com
2025-02-03 - 4:39:23 PM GMT- IP address: 169.139.0.40

Signer ernie.lozano@browardschools.com entered name at signing as Ernie Lozano
2025-02-03 - 4:39:52 PM GMT- IP address: 169.139.0.40

Document e-signed by Ernie Lozano (ernie.lozano@browardschools.com)
Signature Date: 2025-02-03 - 4:39:54 PM GMT - Time Source: server- IP address: 169.139.0.40

Agreement completed.
2025-02-03 - 4:39:54 PM GMT

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	J. Capital Programs
DEPARTMENT:	Facility Planning & Real Estate

Agenda Item Number:	J-3.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Easement Agreement

REQUESTED ACTION:

Approve the Easement Agreement to grant a perpetual easement to the City of Miramar, Florida (City), to allow the City to construct and maintain a public road at Henry D. Perry Education Center. District 2.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Easement Agreement
- Attachment 1

FINANCIAL IMPACT:

No Financial Impact to SBBC.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Dr. Howard Hepburn, Superintendent of Schools

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Easement Agreement

Board Meeting Date: February 19, 2025

Recommended Action

Approve the Easement Agreement to grant a perpetual easement to the City of Miramar, Florida (City), to allow the City to construct and maintain a public road at Henry D. Perry Education Center.

District-zone Impact: District 2

Impact if the Board Voted Yes or No

If the Board votes "Yes": The easement will be granted and become effective, which would subsequently allow the City to proceed with constructing a public road at Henry D. Perry Education Center.

If the Board votes "No": The easement will not be granted and the City will not be permitted and be able to proceed to construct a public road at Henry D. Perry Education Center.

Background/History

The City is constructing an affordable workforce housing project on land owned by the City at Wellman Field. The project is a public/private partnership between the City and the Florida Development Community Corporation, and will consist of 66 town homes that will be made available for sale. An integral part of this project is the westward extension of S.W. 33rd Street in the City which will connect with S.W. 69th Avenue on the north side of Henry D. Perry Education Center (see Attachment 1 attached hereto). In addition, the City hopes to ameliorate a traffic issue related to the stacking of school buses serving Henry D. Perry Education Center simultaneously with the road extension.

The granting of the easement to the City, will allow for the road extension and a reconfiguration of the entrance to Henry D. Perry Education Center that will improve traffic flow in the community surrounding Henry D. Perry Education Center. The easement consists of 18,372 square feet of the School Board of Broward County, Florida (SBBC) real property, which is depicted on Attachment 1.

Related is that the City will be making a significant financial investment in the surrounding road network at both Henry D. Perry Education Center and Annabel C. Perry PK-8, that will benefit both schools, along with the affordable workforce housing project that is within proximity to both schools.

The City plans to complete the road work during the summer of 2025 to minimize disruption to the operations of Henry D. Perry Education Center. The school principals of both Henry D. Perry Education Center and Annabel C. Perry PK-8 have been made aware of this project, and did not express any objections to the requested easement and planned roadway improvements.

Alignment to 2027 Goals and Guardrails

Business Operations.

Measurable Outcome(s)/Return on Investment

This item supports safe and efficient traffic patterns for school buses serving Henry D. Perry Education Center, which benefits include but may not be limited to improved traffic flow, increased parking, additional population growth, and an improved community surrounding Henry D. Perry Education Center and Annabel C. Perry PK-8.

Financial Impact

There is no financial impact to SBBC.

EASEMENT AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2025, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

CITY OF MIRAMAR
(hereinafter referred to as "CITY"),
whose principal place of business is
2300 Civic Center Place, Miramar, Florida 33025.

For the balance of this Agreement, the SBBC and CITY may jointly be referred to as the "Parties."

WHEREAS, SBBC is the owner of certain real property located at 300 Wildcat Way, Miramar, Florida 33023 which is currently known as the Henry D. Perry Education Center (hereinafter, the "School") as more particularly described in **Exhibit** "**A**;" and

WHEREAS, the CITY has requested a non-exclusive and perpetual easement to install new asphalt paving and curbing for a public road and other appropriate installations or purposes incidental thereto (hereinafter, the "Easement"); and

WHEREAS, the proposed new paving and curbing will benefit vehicular traffic servicing both the SBBC and the community; and

WHEREAS, SBBC is willing to grant the Easement to the CITY upon the terms herein.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The Parties agree that the foregoing recitals are true and correct and incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Ownership.** CITY acknowledges that SBBC is the owner of the Property, as more particularly described in **Exhibit "A**."

2.02 **Grant of Easement.** SBBC hereby grants the CITY, a temporary construction easement for the access to and installation of an asphalt roadway, pavement, curbing, sidewalk, drainage, street lights, and landscaping (hereinafter the "Improvements"), and a perpetual easement for the maintenance of the Improvements on a portion of the Property, as more particularly described in **Exhibit "B**," which is attached and incorporated hereto (hereinafter, the "Easement Area"), in accordance with the terms of this Agreement. The easement allows the CITY to install, access, and maintain the Improvements, and to allow public access for pedestrians, SBBC buses and vehicles belonging to the general public to safely navigate the area.

.

2.03 **Ingress and Egress.** This Easement Agreement (hereinafter, the "Agreement") includes the right of ingress and egress over portions of the Property that is immediately adjacent to the Easement Area for the purposes outlined in this Agreement.

2.04 **SBBC's Use.** SBBC retains the right to engage in any activities on, over, across or below the Easement Area and shall, for its own purposes, utilize the Property in any manner that does not unreasonably interfere with the Easement Area.

2.05 **CITY's Use and Maintenance of Easement Area.**

a. This Agreement allows the CITY, its authorized agents, representatives, or employees to install, access, and maintain asphalt roadway pavement, curbing, sidewalk, drainage, street lights and landscaping on, over, across, and through the Easement Area**,** which includes access to the Easement Area for regular maintenance by CITY.

b. CITY shall, at its sole expense, properly and appropriately maintain and repair the asphalt roadway pavement, curbing, sidewalks, drainage, streetlights, and landscaping within the Easement Area, as necessary. Any and all costs and expenses associated with the construction and operation of the Easement Area, to include, but not be limited to, liability insurance, maintenance, repair, refurbishment, replacement, and the like, shall be the sole responsibility of the CITY.

2.06 **Security:** The CITY, its authorized agents, representatives, or employees shall notify the Director, Physical Plant Operations for SBBC or his or her designee upon arrival, and in advance of accessing the Easement Area only if the CITY requires the use of the Property outside of the Easement Area.

2.07 **No Obstructions of Property**. The Property shall at no time be obstructed by any object that would prohibit access, ingress or egress, or in any manner, interfere with the operations of the Property other than for the purpose of this Agreement.

2.08 **Environmentally Hazardous Material**. The CITY hereby acknowledges that the SBBC prohibits the storage or leakage of environmentally hazardous material on SBBC's property at any and all times. The CITY agrees not to store or leak any Environmentally Hazardous materials on the Property at any and all times. The CITY agrees not to store or leak any Environmentally Hazardous materials on SBBC's property and understands that violation of this

stipulation will result in SBBC's immediate termination of this Agreement and the CITY will restore and return the property to the same condition that it was in on the date hereof.

2.09 **Inspection of CITY's Records by SBBC**. The CITY shall establish and maintain books, records and documents (including electronic storage media) related to this Agreement. All of the CITY's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC agent or its authorized representative. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to the CITY's Records from the effective date of this Agreement, for the duration of the term of the Agreement, and until five (5) years after the termination of this Agreement. SBBC's agent or its authorized representative shall provide the CITY with reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction. SBBC's agent or its authorized representative shall have access to the CITY's facilities and to any and all records related to the Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section. The CITY shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Chief of Operations and Facilities The School Board of Broward County, Florida 600 SE 3rd Avenue, 10th Floor Fort Lauderdale, Florida 33301
	Director of Facility Planning & Real Estate The School Board of Broward County, Florida 600 SE 3rd Avenue, 8th Floor Fort Lauderdale, Florida 33301
To CITY:	City Manager City of Miramar 2300 Civic Center Place Miramar, FL 33025
With a Copy to:	City Engineer

City of Miramar
2300 Civic Center Place
Miramar, FL 33025

2.11 **Background Screening.** City agrees to comply with all requirements of Sections 1012.32 and 1012.465 , Florida Statutes, and all of its personnel who (1) are to be permitted access to SBBC school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of the CITY or its personnel providing any services under the conditions described in the previous sentence. The CITY shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to the CITY and its personnel. The Parties agree that the failure of the CITY to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. To the extent permitted by law, the CITY agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from the CITY's failure to comply with this section or with Sections 1012.32 and 1012.465, Florida Statutes. Nothing herein shall be construed as a waiver by SBBC or the CITY of sovereign immunity or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This Article 2.11 shall not apply to access to the Easement Area as defined herein.

2.12 **Public Records**. Both parties are required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Easement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to the other party, all public records in that party's possession upon termination of this Easement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to the other party in a format that is compatible with the other party's information technology systems. Each party shall maintain its own respective records and documents associated with this Easement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Easement and all attachments thereto are public records and do not constitute trade secrets.

2.13 **Indemnification**. Each party agrees to be fully responsible for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding

until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

2.14 **Insurance Requirements.** Upon execution of this Agreement, the CITY shall submit to the SBBC, copies of its certificate(s) of insurance or self-insurance evidencing the required coverage. In addition, the Parties shall comply with the following insurance requirements throughout the term of this Agreement:

(a) Each party acknowledges without waiving its right of sovereign immunity as provided by Section 768.28 Florida Statutes, that each party is self-insured for general liability under Florida Statutes with coverage limits of $200,000 per person and $300,000 per occurrence, or such monetary waiver limits that may change and be set forth by the legislature.

Each party shall keep in effect during the full term of the Agreement, self-insurance under a Risk Management Program in accordance with Section 768.28 Florida Statutes, for General and Automobile Liability.

Worker's Compensation Insurance with Florida statutory benefits in accordance with Chapter 440, Florida Statutes, including Employer's Liability limits not less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(b) Self-insurance and/or insurance requirements shall not relieve or limit the liability of either party, except to the extent provided by Section 768.28, Florida Statutes. The Parties reserve the right to require other insurance coverage that both Parties deem mutually necessary depending upon the risk of loss and exposure to liability, subject to each party's Commission or Board approval, if necessary.

(c) Violations of the terms of this section and its subparts shall constitute a material breach of the Agreement and the non-breaching party may, at its sole discretion, cancel the Agreement and all rights, title and interest shall thereupon cease and terminate.

(d) The following wording must be included in the Certificate of Insurance's description of operations:

Certificate Holder: The School Board of Broward County, 600 Southeast Third Avenue, Fort Lauderdale, Florida, 33301.

(e) No activities under this Agreement shall commence until the required proof of self-insurance and/or certificates of insurance have been received and approved by the Risk Managers of each party.

(f) The City shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit.

2.15 **Restore**. The CITY covenants and agrees that if any portion of the Property and Easement Area is disturbed, damaged, or destroyed by the CITY, at any time, the CITY shall, at its sole expense, promptly restore the disturbed, damaged, or destroyed portion of the Property to its original condition to allow for SBBC's use.

2.16 **Equal Opportunity Provision**. The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

2.17 **Annual Appropriation.** (Not used)

2.18 **Excess Funds**. (Not used)

2.19 **Incorporation by Reference**. Exhibits "A" and "B" attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries**. The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the Parties intend to directly or substantially benefit a third party by this Agreement. The Parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the Parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The Parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default**. The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured

within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Abandonment**. If, prior to completion of the asphalt paving and curbing installation, the CITY abandons or does not otherwise use the Easement Area or any portion thereof for the purposes outlined herein for one hundred eighty (180) consecutive days, then this Easement Agreement shall automatically terminate, and SBBC shall, at the CITY's sole expense, record a written instrument acknowledging such termination in the Public Records of Broward County, Florida. Within fourteen (14) calendar days of the recording of the termination of the Easement Agreement in the public records, the CITY shall, at its sole expense, remove any and all incomplete asphalt pavement, curbing and appurtenances or parts thereof from the Easement Area and restore the Easement Area and any affected portion of the Property to its original condition to allow for SBBC's use.

3.06 **Termination**. This Agreement may be canceled with or without cause by either party during the term hereof upon thirty (30) days written notice to the other party of its desire to terminate this Agreement. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's property pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's Property and Easement Area after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.07 **Recording of Easement:** Within fourteen (14) calendar days of SBBC approval of this Easement Agreement, the CITY shall, at its own expense, record the fully executed Easement Agreement in the Public Records of Broward County, Florida, and within ten (10) days following recordation, the CITY shall provide to SBBC a copy of the recorded Easement Agreement which contains the Official Records Book and Page numbers in which the Easement Agreement is recorded.

3.08 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.09 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.10 **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 controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.11 **Entirety of 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.

3.12 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

3.13 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.14 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.15 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.16 **Preparation of Agreement**. The Parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.17 **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.

3.18 **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 unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.19 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders or the United States, the State of Florida, or local county and municipal governing bodies, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure. In the event any of the licensed facilities, or any part thereof, shall be destroyed by fire or any other cause, or if any other casualty or any unforeseen occurrence shall render the fulfillment of this Agreement by either party impossible, then and thereupon, this Agreement shall be modified to exclude the use of the damaged licensed facility until such time as the owning party, at its direction, returns the facility to an operable condition.

3.20 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.21 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement. Such actions shall include, but not be limited to, the immediate suspension of the use or occupancy of any or all SBBC Licensed Facilities as a result of the anticipation of imminent existence or existence of any of the conditions listed in Article 3.19 – Force Majeure – herein above.

3.22 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.23 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

FOR SBBC:

(Corporate Seal)

The School Board of Broward County, Florida

By: _____
Debra Hixon, Chair

ATTEST

_____
Dr. Howard Hepburn, Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOW]

FOR CITY:

(Corporate Seal)

City of Miramar, Florida, a municipal

Corporation of the State of Florida

ATTEST:

By_____
Dr. Roy L.Virgin, City Manager

_____
Denise A. Gibbs, City Clerk

-or-

_____
Witness

_____
Witness

Approved as to form and legal sufficiency for the use of and reliance by the City of Miramar only

By: _____
City Attorney,
Austin Pamies Norris Weeks Powell, PLLC

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF FLORIDA)
)
COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2025, by **Dr. Roy L. Virgin**, City Manager of **Miramar** on behalf of the City of Miramar.

He/she is personally known to me or produced as Identification and did/did not first take an oath.

My Commission Expires:

_____
Signature – Notary Public

(SEAL)

_____
Printed Name of Notary

_____
Notary's Commission No.

Exhibit “A”

LEGAL DESCRIPTION:

A PORTION OF THE SOUTH ONE-HALF OF SECTION 26, TOWNSHIP 51 SOUTH, RANGE 41 EAST OF “NEWMAN’S SURVEY OF THE EAST HALF OF TOWNSHIP 51 SOUTH, RANGE 41 EAST” ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 1 AT PAGE 118 OF THE PUBLIC RECORDS OF DADE COUNTY, FLORIDA, SAID LANDS LYING AND BEING IN BROWARD COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE WEST ONE-QUARTER CORNER OF SAID SECTION 26, AS UTILIZED BY PLATS WITHIN THIS SECTION; THENCE RUN NORTH 88’07’24” EAST ALONG THE NORTH LINE OF THE SOUTHWEST ONE-QUARTER OF SAID SECTION 26, AS A BASIS OF BEARINGS FOR A DISTANCE OF 403.05 FEET TO A POINT ON THE EAST RIGHT-OF-WAY OF FLORIDA’S TURNPIKE, SAID POINT BEING THE POINT OF BEGINNING OF THE HEREINAFTER DESCRIBED TRACT: THENCE CONTINUE NORTH 88’07’24” EAST ALONG THE NORTH LINE OF THE SOUTHWEST ONE-QUARTER OF SAID SECTION 26 FOR A DISTANCE OF 1,166.81 FEET TO A POINT; THENCE SOUTH 2’30’58” EAST FOR A DISTANCE OF 726.00 FEET TO A POINT; THENCE SOUTH 88’07’24” WEST FOR A DISTANCE OF 726.00 FEET TO A POINT; THENCE SOUTH 88’07’24” WEST FOR A DISTANCE OF 1,143.97 FEET TO A POINT OF INTERSECTION WITH THE EAST RIGHT-OF-WAY LINE OF FLORIDA’S TURNPIKE, SAID POINT BEING ON A CIRCULAR CURVE CONCAVE TO THE EAST, THE RADIUS OF WHICH BEARS NORTH 78’23’40” EAST; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE HAVING A CENTRAL ANGLE OF 8’05’22”, AND A RADIUS OF 1,203.09 FEET, FOR AN ARC DISTANCE OF 190.86 FEET TO A POINT OF TANGENCY; THENCE CONTINUE ALONG SAID EAST RIGHT-OF-WAY LINE NORTH 2’30’58” WEST FOR A DISTANCE OF 149.72 FEET TO A POINT; THENCE NORTH 3’39’42” WEST ALONG SAID EAST RIGHT-OF-WAY LINE FOR A DISTANCE OF 386.55 FEET TO THE POINT OF BEGINNING. SAID PARCEL OF LAND LYING AND BEING IN THE CITY OF MIRAMAR, BROWARD COUNTY, FLORIDA. SAID PARCEL CONTAINING 18.329 ACRES MORE OR LESS.

FOR: CITY OF MIRAMAR

SKETCH AND DESCRIPTION
EASEMENT AREA

LEGAL DESCRIPTION:

A PORTION OF TRACT 'A', "SCHOOL SITE 1010", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 146, PAGE 43, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHEAST CORNER OF SAID TRACT 'A'; THENCE SOUTH 02°30'44"E ALONG THE EAST BOUNDARY OF SAID TRACT 'A', A DISTANCE OF 40.00 FEET; THENCE SOUTH 88°06'52" WEST ALONG A LINE LYING 40 FEET SOUTH OF AND PARALLEL WITH, WHEN MEASURED AT RIGHT ANGLES TO, THE NORTH BOUNDARY OF SAID TRACT 'A', A DISTANCE OF 377.77 FEET TO A POINT OF CURVATURE OF A CIRCULAR CURVE TO THE RIGHT; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE HAVING A RADIUS OF 200.00 FEET, THROUGH A CENTRAL ANGLE OF 36°52'12", FOR AN ARC DISTANCE OF 128.70 FEET; THENCE NORTH 88°06'52" EAST ALONG A LINE NOT TANGENT TO THE LAST DESCRIBED CURVE AND BEING ALONG SAID NORTH BOUNDARY, A DISTANCE OF 497.33 FEET TO THE POINT OF BEGINNING.

SAID LANDS SITUATE IN THE CITY OF MIRAMAR, BROWARD COUNTY, FLORIDA. CONTAINING 18,372 SQUARE FEET OR 0.422 ACRES MORE OR LESS.

NOTES:

BEARINGS SHOWN HEREON ARE BASED ON AN ASSUMED BEARING AND ARE REFERENCED TO THE NORTH BOUNDARY OF TRACT 'A', "SCHOOL SITE 1010", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 146, PAGE 43, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, WHICH BEARS NORTH 88°06'52" EAST.

THIS SKETCH AND DESCRIPTION CONSISTS OF 3 SHEETS AND EACH SHEET SHALL NOT BE CONSIDERED FULL, VALID AND COMPLETE UNLESS ATTACHED TO THE OTHERS.

CERTIFICATE:

WE HEREBY CERTIFY THAT THIS SKETCH AND DESCRIPTION AND OTHER PERTINENT DATA SHOWN HEREON, OF THE ABOVE DESCRIBED PROPERTY, CONFORMS TO THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN THE STATE OF FLORIDA, AS OUTLINED IN CHAPTER 5J-17, (FLORIDA ADMINISTRATIVE CODE) AS ADOPTED BY DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS, PURSUANT TO CHAPTER 472.027, FLORIDA STATUTES AND THAT SAID SKETCH AND DESCRIPTION IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF.

CRAVEN THOMPSON & ASSOCIATES, INC.
LICENSED BUSINESS NUMBER #271

Raymond Young

Digitally signed by Raymond Young
Date: 2024.11.22 08:17:11 -05'00'

RAYMOND YOUNG
PROFESSIONAL SURVEYOR AND MAPPER NO 5799
STATE OF FLORIDA

THIS SKETCH AND DESCRIPTION OR COPIES THEREOF ARE NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OR A UNIQUE ELECTRONIC SIGNATURE OF A FLORIDA LICENSED PROFESSIONAL SURVEYOR AND MAPPER UNDER CHAPTER RULES 5J-17.061 & 5J-17.062 FLORIDA ADMINISTRATIVE CODE.

LEGEND

B.C.R.	BROWARD COUNTY RECORDS
M.D.C.R.	MIAMI-DADE COUNTY RECORDS
O.R.B.	OFFICAL RECORD BOOK
P.B.	PLAT BOOK
PG.	PAGE

\\CTAFILE02\SURVEY_PROJECTS\PROJECTS\2017\17-0015-001-06 HWTECH\DRAWINGS\17-0015 SD_ROW

THIS IS NOT A SKETCH OF SURVEY, but only a graphic depiction of the description shown hereon. There has been no field work, viewing of the subject property, or monuments set in connection with the preparation of the information shown hereon.

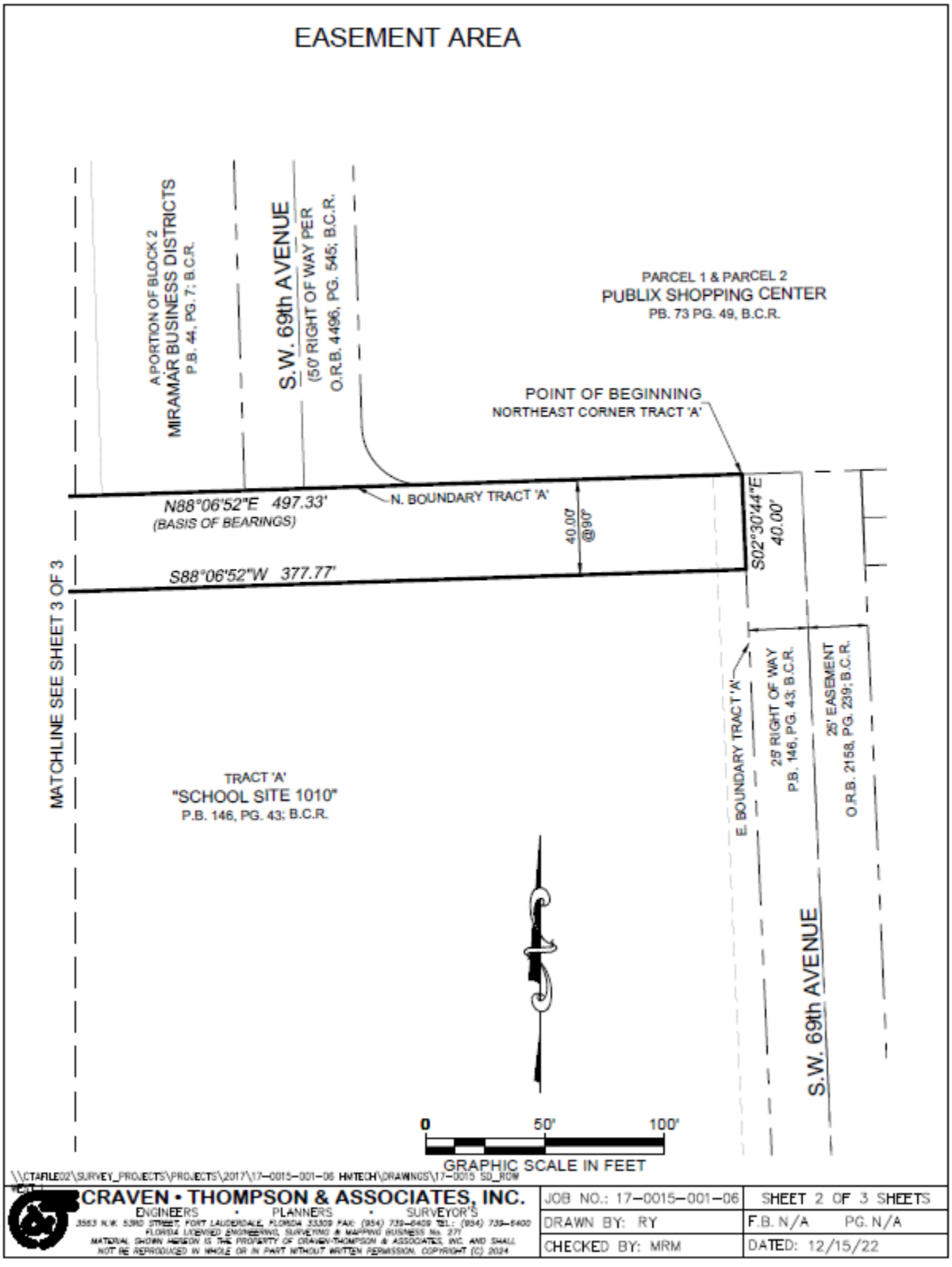
The undersigned and CRAVEN-THOMPSON & ASSOCIATES, INC. make no representations or guarantees as to the information reflected hereon pertaining to easements, rights-of-way, set back lines, reservations, agreements and other similar matters, and further, this instrument is not intended to reflect or set forth all such matters. Such information should be obtained and confirmed by others through appropriate title verification. Lands shown hereon were not abstracted for right-of-way and/or easements of record.

UPDATES and/or REVISIONS	DATE	BY	CK'D
1. REVISE BOUNDARY LINES	05/26/23	RY	RY
2. REV FROM DEDICATION TO EASEMENT	11/22/24	RY	RY

CRAVEN • THOMPSON & ASSOCIATES, INC.
ENGINEERS • PLANNERS • SURVEYORS
3563 N.W. 53RD STREET, FORT LAUDERDALE, FLORIDA 33309 FAX: (954) 739-6409 TEL.: (954) 739-6400
FLORIDA LICENSED ENGINEERING, SURVEYING & MAPPING BUSINESS No. 271

MATERIAL SHOWN HEREON IS THE PROPERTY OF CRAVEN-THOMPSON & ASSOCIATES, INC. AND SHALL NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION. COPYRIGHT (C) 2024

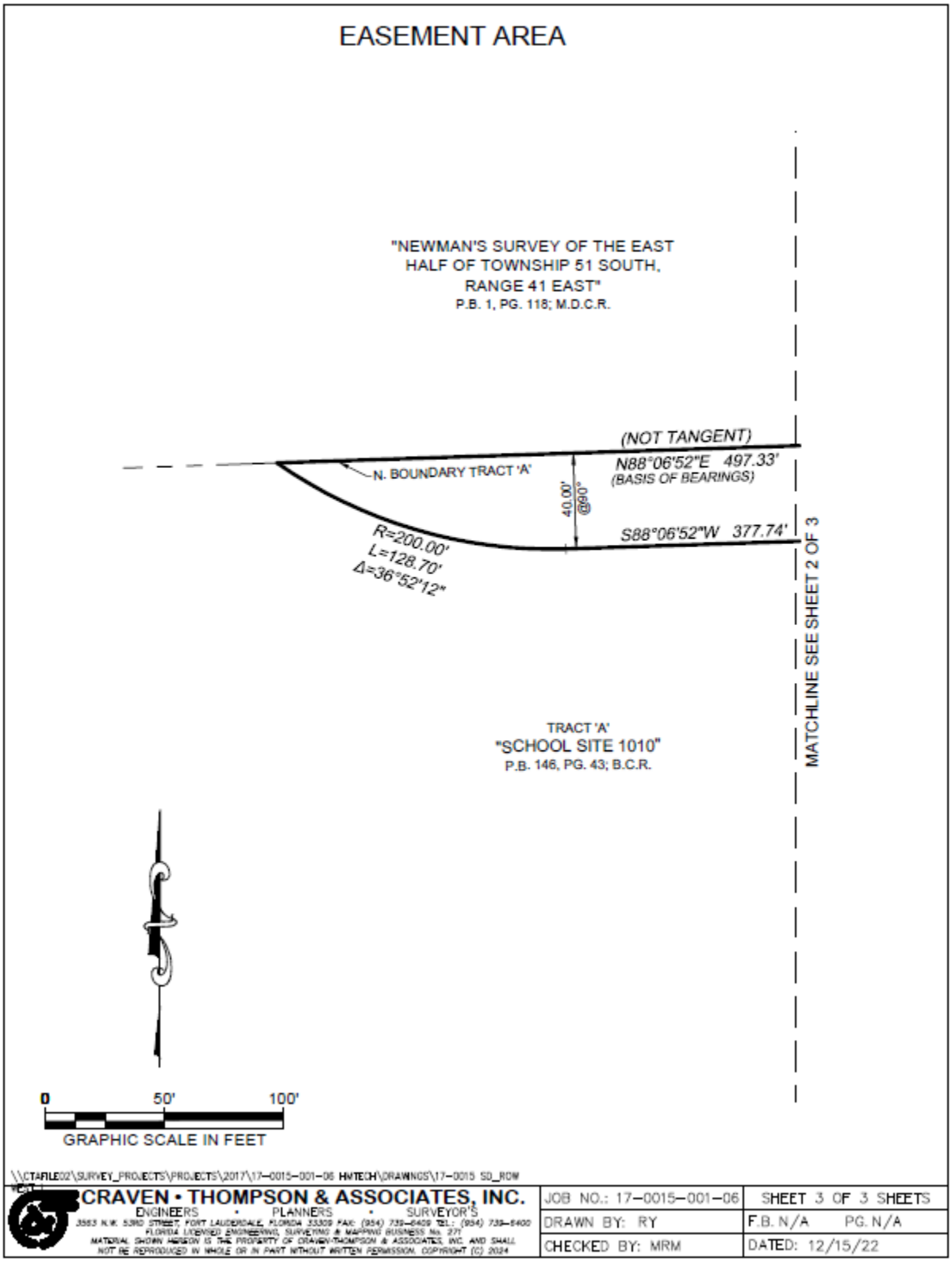
JOB NO.: 17-0015-001-06	SHEET 1 OF 3 SHEETS
DRAWN BY: RY	F.B. N/A PG. N/A
CHECKED BY: MRM	DATED: 12/15/22



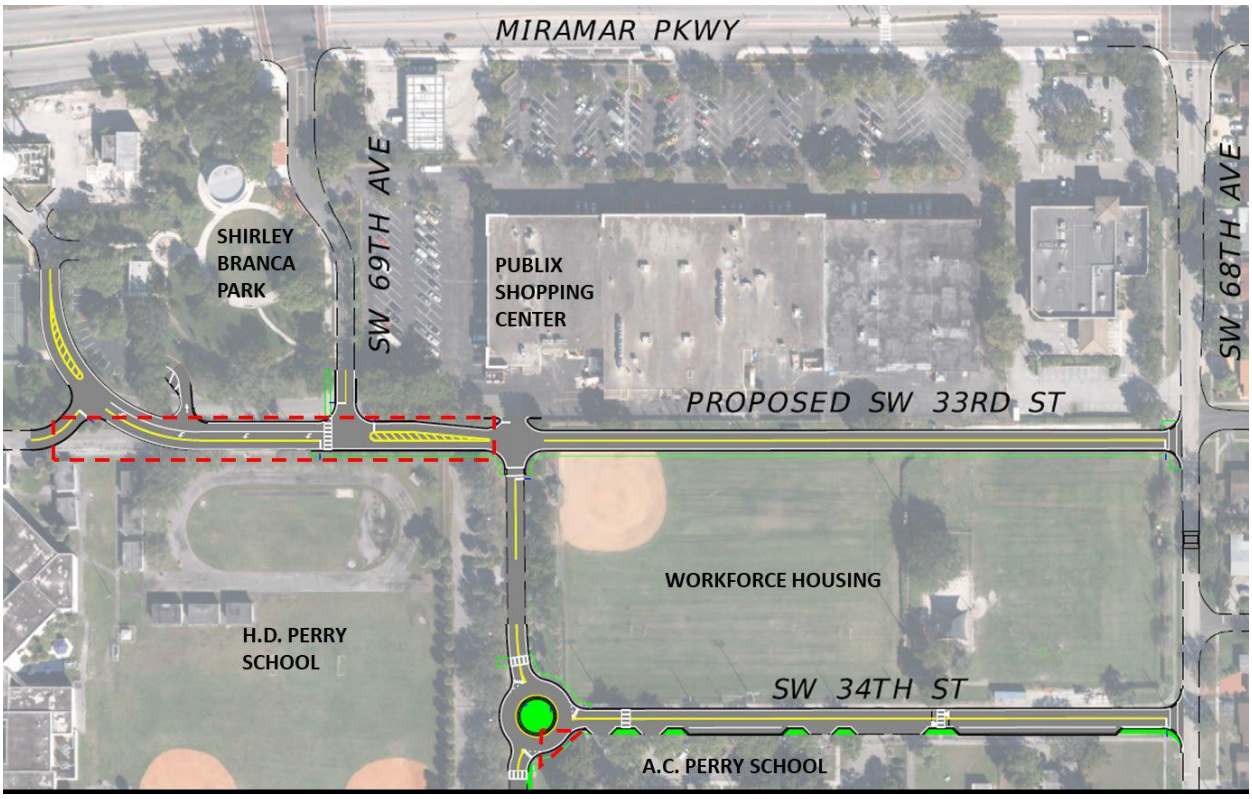
\\CTAFILE02\SURVEY_PROJECTS\PROJECTS\2017\17-0015-001-06 HWTECH\DRAWINGS\17-0015 SD_ROW

CRAVEN • THOMPSON & ASSOCIATES, INC.
ENGINEERS • PLANNERS • SURVEYOR'S
3563 N.W. 53RD STREET, FORT LAUDERDALE, FLORIDA 33309 FAX: (954) 739-6409 TEL.: (954) 739-6400
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JOB NO.: 17-0015-001-06	SHEET 2 OF 3 SHEETS
DRAWN BY: RY	F.B. N/A PG. N/A
CHECKED BY: MRM	DATED: 12/15/22


EASEMENT AREA
"NEWMAN'S SURVEY OF THE EAST
HALF OF TOWNSHIP 51 SOUTH,
RANGE 41 EAST"
P.B. 1, PG. 118; M.D.C.R.
(NOT TANGENT)
N88°06'52"E 497.33'
(BASIS OF BEARINGS)
N. BOUNDARY TRACT 'A'
40.00'
@90°
S88°06'52"W 377.74'
R=200.00'
L=128.70'
Δ=36°52'12"
MATCHLINE SEE SHEET 2 OF 3
TRACT 'A'
"SCHOOL SITE 1010"
P.B. 146, PG. 43; B.C.R.
0
50'
100'
GRAPHIC SCALE IN FEET
\\CTAFILE02\SURVEY_PROJECTS\PROJECTS\2017\17-0015-001-06 HWTECH\DRAWINGS\17-0015 SD_ROW
CRAVEN • THOMPSON & ASSOCIATES, INC.
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JOB NO.: 17-0015-001-06
SHEET 3 OF 3 SHEETS
DRAWN BY: RY
F.B. N/A PG. N/A
CHECKED BY: MRM
DATED: 12/15/22

Attachment 1



Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	J. Capital Programs
DEPARTMENT:	Facility Planning & Real Estate

Agenda Item Number:	J-4.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Maintenance and Use Agreement

REQUESTED ACTION:

Approve the Maintenance and Use Agreement between The School Board of Broward County, Florida (SBBC) and the City of Weston, Florida (City) to allow for the City's on-going maintenance of the athletic fields at Cypress Bay High School and the City's use of the basketball and tennis courts, track, and parking lots. District 6.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Maintenance and Use Agreement

FINANCIAL IMPACT:

No Financial impact to SBBC.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Dr. Howard Hepburn, Superintendent of Schools

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Maintenance and Use Agreement

Board Meeting Date: February 19, 2025

Recommended Action

Approve the Maintenance and Use Agreement between The School Board of Broward County, Florida (SBBC) and the City of Weston, Florida (City) to allow for the City's on-going maintenance of the athletic fields at Cypress Bay High School and the City's use of the basketball and tennis courts, track, and parking lots.

District-zone Impact: District 6

Impact if the Board Voted Yes or No

If the Board votes "Yes": The City will continue maintaining the athletic fields at Cypress Bay High School for the next five (5) years and would have permission to utilize the basketball and tennis courts, track, and parking lots at the School's campus.

If the Board votes "No": The SBBC will have to take over the responsibility and expense of maintaining the athletic fields at Cypress Bay High School, and the City would not have the ability to utilize the basketball and tennis courts, track, and parking lots at the School's campus.

Background/History

Since June 22, 2021, the City has been maintaining the athletic fields at Cypress Bay High School under a Maintenance and Use Agreement (Agreement) with the SBBC. The current Agreement expires on March 31, 2025, and both parties wish to renew the Agreement. In exchange for maintaining the fields, the City currently has the exclusive use of the athletic fields when they are not in use by the SBBC. However, in the proposed New Maintenance and Use Agreement (New Agreement), the City wishes to expand its use to include the basketball courts, tennis courts, track, and parking lots at Cypress Bay High School.

The current and proposed Agreements both contain a provision that requires advance written notification by the City to the Superintendent of Broward County Public Schools or designee prior to the use of the Cypress Bay High School facilities.

It should be noted that this New Agreement is being scheduled for this meeting due to the length of time it took for BCPS and City staff's to reach consensus on pertinent language in the New agreement.

Alignment to 2027 Goals and Guardrails

Business Operations.

Measurable Outcome(s)/Return on Investment

Continuous cost savings to the SBBC regarding the maintenance of the Cypress Bay High School athletic fields, and enhanced attractiveness of the School's athletic fields to host athletic events for the School and other pertinent Broward County Public Schools.

Financial Impact

There is no financial impact to SBBC.

MAINTENANCE AND USE AGREEMENT

BETWEEN

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

AND

THE CITY OF WESTON, FLORIDA

FOR

CYPRESS BAY HIGH SCHOOL ATHLETIC FIELDS, COURTS AND PARKING LOTS

This Maintenance and Use Agreement (the "New Agreement") for maintenance and use of the Cypress Bay High football field and stadium, baseball field and softball fields and the recreational use only of athletic track, basketball courts and tennis courts and parking lots , is entered into this_____ day of _____**,** 2025 by and between The School Board of Broward County, Florida ("SBBC"), a corporate body and political subdivision of the State of Florida whose principal address is 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301, and the City of Weston, Florida ("CITY"), a municipal corporation whose principal address is 17200 Royal Palm Boulevard, Weston, Florida 33326. References in this New Agreement to "CITY" shall be meant to include CITY's contractors.

WITNESSETH:

WHEREAS, SBBC, as the controlling body of the district schools of Broward County, Florida owns, operates and maintains Cypress Bay High School ("CBHS"), and owns the , football field and stadium, athletic track, baseball field, softball field, basketball courts, tennis courts, parking lots and real estate as attached hereto and incorporated herein by reference as **Exhibit "A"**, in the City of Weston; and

WHEREAS, SBBC and CITY believe sports and recreation is a key component of a child's overall development; and

WHEREAS, CITY supports sports and recreation within its boundaries by providing for and maintaining athletic facilities at CITY parks; and

WHEREAS, SBBC schools located in CITY have use of the athletic facilities at CITY parks for their physical education, sports and recreation programs; and

WHEREAS, CBHS is the only SBBC school of the ten (10) SBBC public schools located within the CITY with on-site football, baseball and softball athletic fields on SBBC property; and

WHEREAS, SBBC is supportive of the CITY's need for recreation space by utlization of the CBHS basketball courts and tennis courts (the "Courts") by residents when not in use by SBBC; and

WHEREAS, CITY is supportive of CBHS and its student athletes and shall maintain at the City's sole expense for the use of students and CITY, the playing surfaces only of the football, baseball and softball fields (the "Fields") to the same standard as the playing surface of athletic fields at CITY parks; and

WHEREAS, CITY wishes to continue supporting CBHS athletic activities by maintaining, the Fields; and

WHEREAS, the current maintenance and use agreement between CITY and SBBC for Cypress Bay High School Stadium/Football/Baseball/Softball Fields ("Current Agreement") executed on June 22, 2021 expires on March 31, 2025, and it is the intent of the parties to terminate the Current Agreement and replace it with this New Agreement; and

WHEREAS, attached to this New Agreement as Exhibit "A" is a map of SBBC Cypress Bay High School's football field and stadium, athletic track, baseball field, softball field, basketball courts, tennis courts and parking lots and made a part hereof.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS HEREIN EXPRESSED AND THE FAITHFUL PERFORMANCE OF ALL SUCH COVENANTS AND CONDITIONS, THE PARTIES AGREE AS FOLLOWS:

1. Term

1.1 Termination of Current Maintenance and Use Agreement

The Current Maintenance and Use Agreement is hereby terminated and replaced with this New Agreement.

1.2 Term of New Agreement

The Term of this New Agreement shall begin on the date of execution by both parties and shall extend until March 31, 2030, with one (1) optional five (5) year renewal by mutual consent, in writing, prior to the expiration of the current term. This provision in no way limits either party's right to terminate this New Agreement at any time during the initial term or any extension thereof, pursuant to Section 2 of this Agreement.

2. Termination

This New Agreement may be terminated by either party for convenience, without cause, upon one hundred and twenty 120 days written notice to the other party.

Notice of termination shall be provided in accordance with the "NOTICES" section of this New Agreement, with the exception that notice of termination by SBBC or CITY's City Manager wherein the SBBC or the CITY's City Manager deems it necessary to protect the public health, safety or welfare may be the verbal notice which shall be promptly confirmed in writing in accordance with the "NOTICES" section of this New Agreement.

The performance and obligations of the CITY under this New Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If the CITY does not allocate funds for the payment of services or products to be provided under this New Agreement, this New Agreement may be terminated by the CITY at the end of the period for which funds have been allocated. The CITY shall notify SBBC at the earliest possible time before such termination.

3. No Estate

This New Agreement grants no estate to CITY in SBBC Property.

4. City Responsibilites - Maintenance of Football, Baseball, Softball Fields and Courts

CITY shall maintain, at its sole expense, the playing surface of the football, baseball field and softball fields at Cypress Bay High School in the same manner in which CITY maintains the athletic fields at CITY parks. CITY has elected to utilize its parks maintenance contractor to perform its maintenance obligations as required by this New Agreement. The CITY's use of its parks maintenance contractor shall not relieve the CITY of its obligations under this New Agreement. Additionally, the CITY's use of its parks maintenance contractor shall not create any privity between the CITY's contractor and SBBC; and shall not create any beneficiary status for the CITY's contractor. Finally, the CITY shall not pass-through any claims by its contractors, vendors, subcontractors, subconsultants and other third parties that it utilizes in fulfilling its obligations under this New Agreement.

Any maintenance provisions or requirements not stated in the subsections below are not the responsibility of CITY. In the event that SBBC or CITY wish to add or delete maintenance items from this New Agreement, such additions or deletions shall be memorialized by an amendment to this New Agreement and approved by the SBBC and CITY.

4.1. Inspection and Lining

CITY shall inspect all grass areas on a daily basis and any large stones, ruts, holes, or bowled out areas shall be repaired or replaced. In preparation for CBHS game days, CITY shall line the playing surfaces as needed, including between games, at dimensions specified by SBBC. Latex marking paint shall be used for all lines on turf areas, and more than one color paint may be required.

4.2. Mowing

CITY shall provide SBBC with a mowing schedule for each week of service on the last business day of the week prior to service and shall be subject to SBBC approval; however, in no event shall the SBBC unreasonably withhold its approval to the detriment of the field grass. CITY shall avoid mowing wet grass whenever possible. CITY shall keep the mower blades sharp so that the cut grass edge is clean and not ragged. CITY shall change the mowing patterns frequently to avoid wear. CITY shall remove any grass clippings or other plant debris remaining on the grass surface the same day as the mowing service is performed. CITY shall prevent clippings, mulch or other plant debris from entering ponds, lakes, water features, or drains. In the event that this occurs, the CITY shall immediately remove the materials.

CITY shall mow regular playing surfaces at a minimum of once every two or three days. The Bermuda grass shall be cut to a minimum height of ¾" to a maximum height of 1" above soil level. The Bermuda grass shall be cut when the grass height reaches 1 ¼" and the grass height shall not exceed 1 ½". The Bermuda grass shall be cut often enough such that no more than 1/3 of the leaf surface is removed during each cutting.

4.3. Bermuda Turf Field Renovations

CITY may, in its sole discretion, perform turf renovations (remove and replace) on athletic fields as required. The work shall at a minimum include the cutting out the designated damaged or deteriorated sod areas, removal of debris from the field and premises, use 80/20 mix to smooth or level surface prior to planting, installing new turf, cutting in edges, rolling, tamping and smoothing surface to ensure playability.

4.4. Fertilization

CITY shall present SBBC with a schedule of fertilization dates prior to application of fertilizer on the playing surfaces. The fertilizer used shall be a commercial grade product and recommended for use on Bermuda grass. Specific requirements shall be determined by soil test results, soil type and the time of year. Applications shall proceed continuously once begun until all areas have been completed. CITY will immediately remove any fertilizer thrown on hard surfaces to prevent staining. CITY shall have the soil tested a minimum of once every four (4) months to determine required additives, and more often if necessary, to diagnose problem areas.

CITY shall fertilize the Bermuda grass with a complete nitrogen, phosphorus and potassium profile. CITY shall establish a program that shall fertilize all bermuda grass and shall vary with the time of year of the application and the results of soil analysis. CITY shall apply additional fertilizer to treat stressed, worn or high traffic areas as needed.

CITY shall ensure that all commercial fertilizer applicators shall apply fertilizers in accordance with the Florida Department of Environmental Protection through the University of Florida/Institute of Food and Agricultural Sciences Extension's "Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries."

4.5. Aeration, Verticutting, Topdressing, and Overseeding

Aeration, verticutting and topdressing to provide proper air and water exchange for maximum growth potential and health of the Bermuda grass shall be performed as follows:

- Core aeration a minimum of once every two months
- Verticut twice during growing season
- Spiking (slicing) once every three months
- Topdressing once every six months

The topdressing material shall be a mixture similar to the profile of the soil below the grass as determined by soil analysis. CITY shall also be responsible for topdressing worn turf areas, depressed turf areas, etc. as needed on an ongoing basis. The topdressing material shall be purchased by the CITY. Overseeding material with a rye grass blend shall be provided at the CITY's expense on an as needed basis.

4.6. Disease and Pest Management

All applications shall be performed by persons holding a valid pesticide application license as issued by the State of Florida and shall be done in accordance with the pesticide manufacturer's recommended rates and all applicable Federal, State, County and Municipal regulations.

After a chemical application, all signs shall be removed in accordance with the chemical products' recommended standards.

4.7. Application of Herbicides

All playing surfaces shall be maintained in a weed free condition to the greatest extent possible and practical. CITY may apply various herbicides by means of spray type devices to aid in the control of unwanted weeds and vegetation. All applications shall be performed by persons holding a valid herbicide application license as issued by the State of Florida and shall be done in accordance with the herbicide manufacturer's recommended rates and procedures and all applicable Federal, State, County and Municipal regulations. CITY shall exercise extreme care so as not to overspray and affect areas not intended for treatment. Areas adversely affected by such overspray shall be restored at CITY'S expense.

4.8. Irrigation

CITY shall be responsible for the operation and maintenance of the irrigation system, and for setting and adjusting the time clocks to insure proper watering of the Fields. Irrigation schedules will comply with CITY, Broward County and South Florida Water Management District watering restrictions. There shall be no watering on any day between the hours of 10:00 AM and 4:00 PM unless an irrigation technician is at the site being irrigated.

CITY shall be responsible for the labor, supervision, materials and parts to make irrigation repairs to the lateral lines, risers and sprinkler heads as required to keep the system operating. The costs for repairs to lateral lines, risers and sprinkler heads shall be at the expense of CITY. CITY shall retain ownership of all replaced materials and parts for reuse or disposal. SBBC shall not retain any materials and parts for resale or reuse.

Time clocks shall be checked at least once a week by CITY. CITY shall, at least once per month, fully operate all the irrigation zones from the irrigation clock and replace, repair or clean all lateral lines, risers and sprinkler heads as needed. Any equipment damaged by CITY'S operation shall be replaced by the CITY.

CITY is not responsible for the water supply to the irrigation system for the Fields.

4.9. Courts Annual Maintenance

City shall once per year, at its sole expense, powerwash the playing surfaces of the Courts for the limted purpose of cleaning and removal of light dirt and loose debris. The SBBC shall be responsible for the routine maintenance and repair of the Courts.

4.10. Access for Maintenance Activities

CITY shall have access over and across SBBC property necessary for the maintenance of the Fields and Courts in accordance with the terms and conditions of this New Agreement. CITY shall, at its expense, be responsible for the restoration and repair of any damages caused by its access over and across the Fields, Courts and/or SBBC property in performance of this New Agreement.

5. SBBC Responsibilites for City Maintained Areas

5.1. Access for Maintenance Activities

SBBC shall provide CITY access to the SBCC property necessary for the maintenance of the Fields and Courts in accordance with the terms and conditions of this New Agreement.

5.2. Water Supply for Irrigation System

SBBC shall be responsible to ensure that the water supply points to the irrigation system of the Fields is in working order and the supply of water is available at all times as needed by the irrigation system for the Fields.

6. Limitations of Use by SBBC

The use of the Fields shall be limited to District athletic purposes only; the Fields shall not be used for any other purpose, nor shall the Fields be used by any third parties, excluding other District Schools, unless otherwise approved by the CITY. SBBC shall submit a Notice of Facility Use form, attached hereto and incorporated herein by reference as **Exhibit "B"**, to the City Manager or designee for third parties' request to use Fields a minimum of fifteen (15) calendar days in advance of usage. The Notice of Facility Use form must specify the dates, times and facilities desired, to be used by the third party and any other special terms and conditions pertaining to such usage not in conflict with this New Agreement. The Notice of Facility Use Form may be revised by mutual agreement of the Superintendent of Schools or designee and the City Manager or designee without a formal amendment of this New Agreement. The City Manager or designee shall determine if approval will be granted and provide SBBC feedback within eight (8) calendar days of receipt of the request.

7. Limitations of Use by CITY

CITY shall be entitled to exclusive use of the Fields, the Courts and the parking lotswhen not in use by the SBBC. CITY shall submit a Notice of Facility Use form, **Exhibit "B"** to the Superintendent or designee for use of SBBC Licensed Facilities a minimum of fifteen (15) calendar days in advance of usage. The Notice of Facility Use form must specify the dates and times to be used by the CITY. The Notice of Facility Use Form may be revised by mutual agreement of the Superintendent of Schools or designee and the City Manager or designee without a formal amendment of this New Agreement. The Superintendent or designee shall determine if the requested use conflicts or interferes with the regular or extracurricular school program, or with any other prescheduled use of SBBC Fields by other parties within eight (8) calendar days of receipt of the request. If there is no conflict in use and human resources are available, the request will be approved and returned to the CITY.

8. Subletting

The CITY may not sublet any portion of the recreational amenities cited in this New Agreement for the use by a third party without obtaining the prior written consent of the SBBC Superintendent of Schools or designee. Consent shall not be unreasonably withheld.

9. Ownership

Any previous improvements to the Fields, Courts or infrastructure previously built on the Fields and Courts, paid for by CITY, are, and will remain, the sole property and responsibility of SBBC in perpetuity. Any maintenance equipment or other personal property placed on SBBC property by CITY shall remain the property of CITY.

10. Damage to SBBC Property

CITY shall not, by its actions or occupancy, cause damage to SBBC Property. Any damage caused by the intentional or negligent acts of CITY shall be the responsibility of CITY and shall be repaired at CITY'S expense. All other damage to SBBC property shall be the responsibility of SBBC and shall be repaired at SBBC'S expense.

11. Alterations and Improvements to the SBBC Property

CITY shall not construct any improvements or make alterations upon any of SBBC Property during the term of this New Agreement without the prior written consent of SBBC. Therefore, the location of any and all recreational improvements (hereafter referred to as "Improvements") to be placed on the SBBC Property, shall first be approved in writing by the SBBC, it being intended that SBBC shall have absolute control over the location of any recreational facilities before they are placed on the SBBC Property. However, such approval by SBBC shall not be unreasonably withheld. Any Improvements placed on the said Licensed Facilities without the prior written approval of SBBC shall be removed or relocated within ninety (90) calendar days of written demand by SBBC. However, the Parties may agree that any unauthorized Improvements should remain and amend this New Agreement to include the use and responsibility of those Improvements.

a. The authority to grant this approval regarding the Improvements is hereby delegated by the SBBC to SBBC's Chief of Facilities or designee, and SBBC's Chief Building Official or designee. Subject to the provisions of the foregoing paragraph, the Parties further agree that the CITY will prepare and submit plans to the SBBC's Chief of Facilities or designee, and SBBC's Chief

Building Official or designee for review and approval. Any plans must meet State of Florida Building Code Requirements, Florida Fire Protection Code, and State Requirements for Educational Facilities (hereafter referred to as the "SREF"), as may be applicable, and any other requirements imposed by applicable law. SBBC's Chief of Facilities or designee, and SBBC's Chief Building Official or designee shall have forty-five (45) calendar days from the date of receipt to review and comment on the plans submitted by the CITY. In the event the SBBC's Chief of Facilities or designee, and SBBC's Chief Building Official or designee fail to provide their review or comments within the forty-five (45) day period, the CITY's plans shall be deemed approved. All design documents shall be approved by the SBBC's Chief of Facilities or designee, and SBBC's Chief Building Official or designee prior to submission to the Florida Department of Education, if required. The CITY agrees to obtain all necessary permits, inspections, and approvals to obtain a Certificate of Occupancy from the School District. If necessary, the CITY also agrees to contract with a contractor for the construction of the Improvements, including the installation of fencing and gates.

b. Before the commencement of the Improvements, the CITY shall require the engaged contractor to furnish required insurance, surety payment, and performance bonds that guarantee completion of the Improvements, to include full payment for all suppliers, material men, laborers or subcontractors employed to complete the Improvements. The CITY shall ensure that the contractor shall be required by contract to deliver a copy of said insurance and surety bonds to the CITY. Such insurance shall remain current throughout the construction of the Improvements Such bonds shall remain in effect for one (1) year after completion of the Improvements. The CITY shall ensure that the contractor will cause the correction of any defective or faulty work or materials that appear after the completion of the Improvements, fencing and gates within the warranty period of such work performed.

c. The CITY shall be solely responsible for all contractual obligations to the contractor engaged to construct the Improvements.

d. If the Improvements desired by the CITY necessitates the addition of new fencing to ensure that the SBBC Property containing the Improvements are properly fenced off and separated from the school campus, the CITY shall ensure the installation of such fencing at its sole cost. At a minimum, the installed fencing shall have keyed locks with gates, and the height of the new fencing shall be the same as the existing fencing in the SBBC Property. Also, the CITY shall provide the keys to all gates pertaining to the SBBC Property to the school's principal.

e. The cost and maintenance of all Improvements made or enabled by the CITY shall be solely borne by the CITY.

f. The CITY shall lock the gates to the SBBC Property after each and every use of the SBBC Property.

12. Background Screening

CITY agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of CITY or its personnel providing any services under the conditions described in the previous sentence. CITY shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to CITY and its personnel. The parties agree that the failure of CITY to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. To the extent permitted by law, CITY agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from CITY'S failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes. Nothing herein shall be construed as a waiver by SBBC or CITY of sovereign immunity or of any rights or limits to liability existing under Section 768.28, Florida Statutes.

13. Indemnification

To the extent permitted by law, each party agrees to be fully responsible for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. This section shall survive the termination of all performance or obligations under this New Agreement and shall be fully binding until such time as any proceeding brought on account of this New Agreement is barred by any applicable statute of limitations. Nothing contained herein is intended nor shall be construed to waive any party's rights, immunities or limits to liability existing under the common law or Section 768.28, Florida Statutes.

14. Insurance

Within ten days after execution of this New Agreement, each party shall submit to the other, copies of its Certificate(s) of Insurance or self-insurance evidencing the required coverage.

14.1. Sovereign Immunity

Each party acknowledges without waiving its right of sovereign immunity as provided by Section 768.28, Florida Statutes that each party is insured for general liability under state law with coverage limits of $200,000 per person and $300,000 per occurrence, or such monetary waiver limits that may change and be set forth by the legislature.

14.2. General Liability

Each party shall maintain General Liability Insurance, with limits of liability not less than $1,000,000 Each Occurrence, $2,000,000 General Aggregate, or $2,000,000 Combined Single Limits. Each party shall procure and maintain at its own expense and keep in effect during the full term of the New Agreement, a policy or policies of insurance or self-insurance under a Risk Management Program in accordance with Florida Statutes, Section 768.28 for General Liability.

14.3. Worker's Compensation

Each party shall procure and maintain at its expense, and keep in effect during the full term of the New Agreement, worker's Compensation Insurance with Florida statutory benefits in accordance with Chapter 440, Florida Statutes including Employer's Liability limits not less than $100,000/$100,000/$500,000 per accident/disease, per employee.

14.4. Automobile Liability

Each party shall maintain Automobile Liability Insurance covering all Owned, Non-Owned and Hired vehicles in an amount of not less than $1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. Each party shall procure and maintain at its own expense and keep in effect during the full term of the New Agreement, a policy or policies of insurance or self-insurance under a Risk Management Program in accordance with Florida Statutes, Section 768.28 for Automobile Liability.

Self-insurance and/or insurance requirements shall not relieve or limit the liability of either party, except to the extent provided by, Section 768.28, Florida Statutes. Both parties reserve the right to require other insurance coverage that both parties deem mutually necessary depending upon the risk of loss and exposure to liability, subject to each party's Commission or Board approval, if necessary.

Violations of the terms of this section and its subparts shall constitute a material breach of the New Agreement and the non-breaching party may, at its sole discretion, cancel the New Agreement and all rights, title and interest shall thereupon cease and terminate.

No activities under this New Agreement shall commence until the required proof of self-insurance and/or certificates of insurance have been received and approved by the Risk Managers of each party

15. No Waiver of Sovereign Immunity

Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this New Agreement and shall be fully binding until such time as any proceeding brought on account of this New Agreement is barred by any applicable statute of limitations.

16. No Third-Party Beneficiaries

The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this New Agreement. None of the parties intend to directly or substantially benefit a third party by this New Agreement. The parties agree that there are no third-party beneficiaries to this New Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this New Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

17. Independent Contractor

The parties to this New Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party, nor its respective agents, employees, subcontractors, or assignees, shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to either party's retirement, leave benefits or any other benefits of either party's employees shall exist as a result of the performance of any duties or responsibilities under this New Agreement. Neither party shall be responsible for social security, withholding taxes, and contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

18. Equal Opportunity Provision

The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

19. Public Records

The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended.

19.1 CITY shall keep and maintain public records required by SBBC to perform the services required under this New Agreement. Upon request from SBBC's custodian of public records, CITY shall provide SBBC with a copy of any requested public records or to allow the requested public 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. CITY shall 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 New Agreement's term and following completion of the New Agreement if CITY does not transfer the public records to SBBC. Upon completion of the New Agreement, CITY shall transfer, at no cost, to SBBC all public records in possession of CITY or keep and maintain public records required by SBBC to perform the services required under the New Agreement. If CITY transfers all public records to SBBC upon completion of the New Agreement, CITY shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CITY keeps and maintains public records upon completion of the New Agreement, CITY shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

IF CITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION 600 SE THIRD AVENUE, FORT LAUDERDALE, FL 33301.

19.2 SBBC shall keep and maintain public records required by CITY to perform the services required under this New Agreement. Upon request from CITY's custodian of public records, SBBC shall provide CITY with a copy of any requested public records or to allow the requested public 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. SBBC shall 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 New Agreement's term and following completion of the New Agreement if SBBC does not transfer the public records to CITY. Upon completion of the New Agreement, SBBC shall transfer, at no cost, to CITY all public records in possession of SBBC or keep and maintain public records required by CITY to perform the services required under the New Agreement. If SBBC transfers all public records to CITY upon completion of the New Agreement, SBBC shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If SBBC keeps and maintains public records upon completion of the New Agreement, SBBC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CITY, upon request from CITY's custodian of public records, in a format that is compatible with CITY's information technology systems.

IF SBBC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 954-385-2000, PBATES@WESTON.FL.ORG OR BY MAIL – CITY OF WESTON, OFFICE OF CITY CLERK, 17200 ROYAL PALM BOULEVARD, WESTON, FL 33326.

20. Applicable Law and Venue

This New Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Venue for litigation concerning this New Agreement shall be proper exclusively in Broward County, Florida. Any controversies or legal problems arising out of this New Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida. The parties expressly waive all rights to trial by jury for any disputes from or in any way connected with this New Agreement. The parties agree and understand that this waiver is a material contract term. This New Agreement is not subject to arbitration.

21. Breach or Default

The parties agree that, in the event that either party is in default of its obligations under this New Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period; this New Agreement may be terminated by the non-defaulting party upon thirty (30) days written notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination pursuant to Section 2.

22. Waiver of Breach and Materiality

Failure by SBBC or CITY to enforce any provision of this New Agreement shall not be deemed a waiver of such provision or modification of this New Agreement. A waiver of any breach of a provision of this New 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 New Agreement. SBBC and CITY agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this New Agreement and, therefore, is a material term hereof.

23. Severance

In the event this New Agreement or a portion of this New Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective.

24. Priority of Provisions

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this New Agreement by reference and a term, statement, requirement, or provision of this New Agreement, the term, statement, requirement, or provision contained in this New Agreement shall prevail and be given effect.

25. Prior Agreements

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 New 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.

26. Binding Effect

This New Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

27. 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 New Agreement and executed by each party hereto

28. Compliance with Laws

SBBC and CITY shall comply with all federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations related to this New Agreement.

29. Surrender upon Termination

Upon termination in accordance with Section 2 above, CITY shall leave SBBC Property in the condition existing at the time of termination of this New Agreement.

30. Incorporation by Reference

Exhibits A & B attached hereto and referenced herein shall be deemed to be incorporated into this New Agreement by reference.

31. Captions

The captions, section designations, section numbers, article numbers, titles and headings appearing in this New Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this New Agreement, nor in any way effect this New Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

32. Preparation of Agreement

The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this New Agreement has been their joint effort. The language agreed to herein express their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

33. Force Majeure

Neither party shall be obligated to perform any duty, requirement or obligation under this New Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, 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, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

34. Survival

All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this New Agreement.

35. Contract Administration

SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this New Agreement on behalf of SBBC. Such actions shall include, but not be limited to, the immediate suspension of the use or occupancy of any or all SBBC owned facilities as a result of the anticipation of imminent existence or existence of any of the conditions listed in Article 33 – Force Majeure – hereinabove.

CITY has delegated authority to the City Manager or his/her designee to take any actions necessary to implement and administer this New Agreement on behalf of CITY.

36. Authority

Each person signing this New Agreement on behalf of either party individually warrants that he or she has full legal power to execute this New Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this New Agreement.

37. Notices

Any notice or demand, which under the terms of this New Agreement or by any statute or ordinance, given or made by a party hereto shall be in writing and shall be given by certified or registered mail sent to the other party at the address set forth below, or to such other address as such party may from time to time designate by notice.

SBBC:

Superintendent of Schools
The School Board of Broward County
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301
Telephone: (754) 321-2600
Facsimile: (754) 321.2701

With a Copy to:

Director, Facility Planning and Real Estate
The School Board of Broward County
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301
Telephone: (754) 321-2177

CITY:

Donald P. Decker, City Manager/CEO
City of Weston
17200 Royal Palm Boulevard
Weston, Florida 33326
Telephone: (954) 385-2000
Fax: (954) 385-2010

With a Copy to:

Jamie Alan Cole, Esq.
City Attorney
Weiss Serota Helfman Cole + Bierman, P.L.
200 East Broward Boulevard, Suite 1900
Fort Lauderdale, Florida 33301
Telephone: (954) 763-4242
Fax: (954) 764-7770

38. Place of Performance

All obligations of SBBC under the terms of this New Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

39. Assignment

Neither this New Agreement or any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this New Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

40. Waiver

The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this New Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this New Agreement shall not be deemed a waiver of such provision or modification of this New Agreement

41. List of Exhibits

Exhibit A: Sketch of athletic fields, tennis courts, basketball courts and parking lot property

Exhibit B: Notice of Facility Use form

MAINTENANCE AND USE AGREEMENT BETWEEN THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA AND THE CITY OF WESTON, FLORIDA FOR CYPRESS BAY HIGH SCHOOL STADIUM CYPRESS BAY HIGH SCHOOL ATHLETIC FIELDS, COURTS AND PARKING LOTS

IN WITNESS WHEREOF, the parties hereto have made and executed this New Agreement on the respective dates under each signature: School Board of Broward County, Florida through its Board, signing through its Chair, authorized to execute same by Board action on the _____ day of _____, 2025; and City of Weston, Florida authorized to execute same.

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By: _____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn, Superintendent of Schools

Approved as to form and legal content:

_____
Office of the General Counsel

MAINTENANCE AND USE AGREEMENT BETWEEN THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA AND THE CITY OF WESTON, FLORIDA FOR CYPRESS BAY HIGH SCHOOL STADIUM CYPRESS BAY HIGH SCHOOL ATHLETIC FIELDS, COURTS AND PARKING LOTS

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: City of Weston through its City Commission, signing through its Mayor, authorized to execute same by Commission action on the _____ day of _____, 2025; and School Board of Broward County authorized to execute same.

CITY OF WESTON, through its City Commission

By: _____
Margaret Brown, Mayor

_____ day of _____, 2025

ATTEST:

_____
Patricia A. Bates, MMC, City Clerk

By: _____
Donald P. Decker, City Manager /CEO

_____ day of _____, 2025

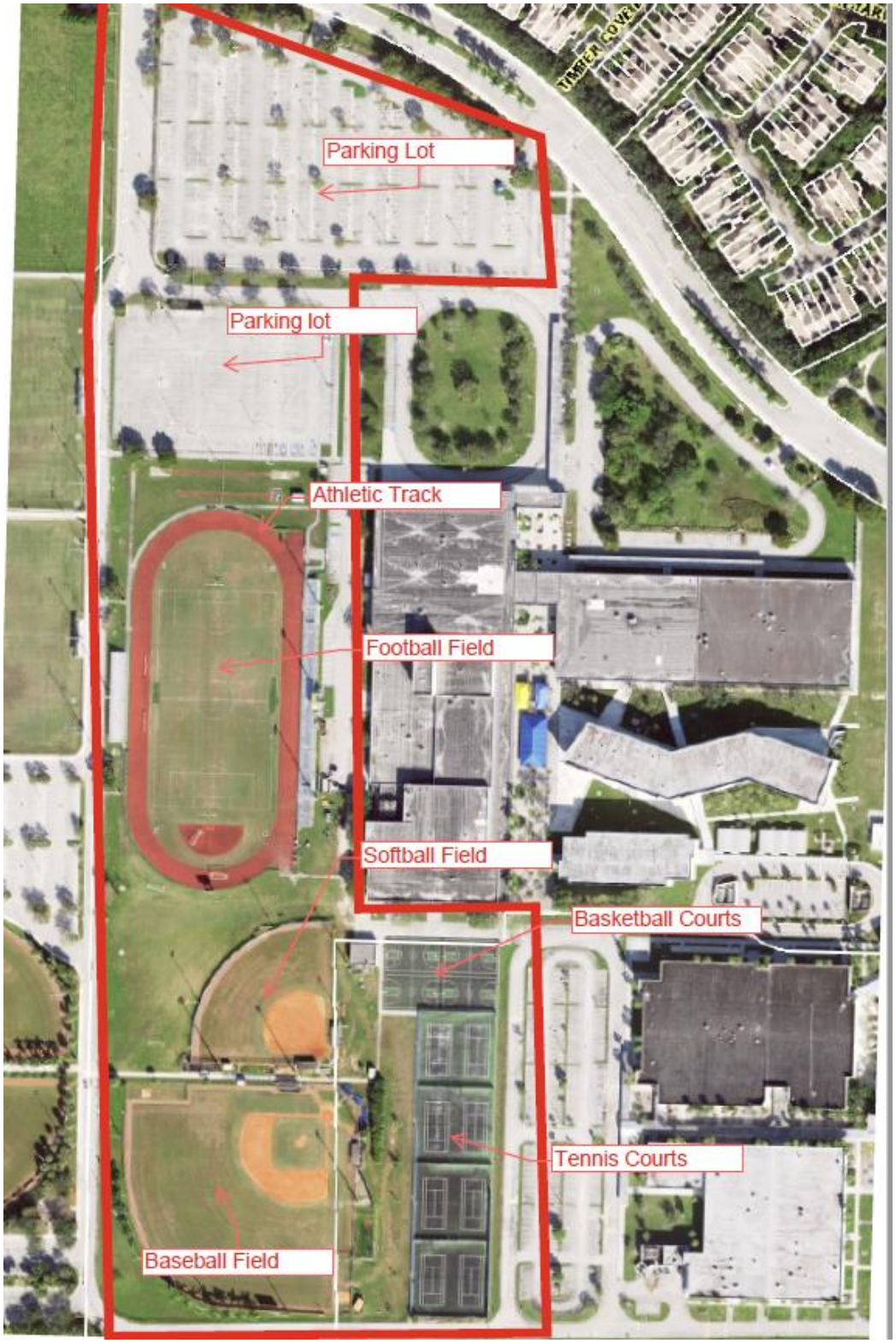
Approved as to form and legality for the use of and reliance by the City of Weston only:

(CITY SEAL)

By: _____
Jamie Alan Cole, City Attorney

_____ day of _____, 2025

Exhibit “A”


Parking Lot
Parking lot
Athletic Track
Football Field
Softball Field
Basketball Courts
Tennis Courts
Baseball Field

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	O. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	O-1.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Superintendent's Recommendations for Pre-Qualification Certification

REQUESTED ACTION:

Approve the Recommendation of the Qualification, Selection, and Evaluation Committee (QSEC) Meeting on December 19, 2024. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Superintendent Recommendation
- Pre-Qualification Report

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

School Support **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form \$4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2611

EXECUTIVE SUMMARY

Pre-Qualification of Contractors
Superintendent's Recommendations for Pre-Qualification Certification

---

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Recommendation of the Qualification, Selection, and Evaluation Committee (QSEC) Meeting on January 16, 2025.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": The District will certify, re-certify firms, increase pre-qualification limits for specific firms, and revoke those that did not renew.

If the Board votes "No": Denial by the School Board would stop the Pre-qualification process, causing interruptions in the construction projects. This would also delay the issuance of new firms becoming prequalified and those firms that wanted to increase limits.

Background/History
State statutes, regulations, and school board policies allow contractors who wish to pursue work with the District the opportunity to pre-qualify. These requirements mandate that a contractor is pre-qualified at the bid opening and that the School Board acts on a pre-qualification application within sixty days. State regulations and School Board policy require that the School Board act on appeals within thirty (30) days; District-wide. The pre-qualification application process is in accordance with State Requirements for Educational Facilities (SREF) Chapter 4, Section 4.1(1), F.S. 1013.46, and School Board Policy 7003.1. The Procurement & Warehousing Services Department (PWS) administers compliance with SREF and School Board policy requirements.

The criterion for pre-qualification is based on the single bid limit amount of the largest successfully completed project of similar size and scope. The company's surety bonding or audited financial information determines the aggregate limit amount. PWS staff review the applications, make recommendations, and facilitate QSEC meetings. QSEC considers staff's recommendations and then forwards its recommendations to the Superintendent. The pre-qualification report provides data on the total number of pre-qualified companies by license type, new applications, renewal applications, and revoked applications.

Recommended Firms: Twenty-seven (27) firms representing twenty-nine (29) licenses are recommended to be re-certified. Certifications: None.
Automatic Revocations: Three (3); K.D.G., Inc. d/b/a Wildcat, (Broward County Demolition Non-Explosive), The Morganti Group, Inc. (State General), Thunder Demolition, Inc. (Broward County Demolition Non-Explosive). Small/Minority/Women Business Enterprise Vendor(s): Seventy-eight (78).

The Superintendent's recommendations. Such recommendations may include:

Issue Pre-Qualification Re-Certification: This is an annual renewal certificate for a contractor who is currently certified and has met the eligibility criteria.

Issue Recommendation to Not Certify: This is the denial of the initial certification for a Contractor who has not met the eligibility criteria.

Issue Recommendation to Not Re-Certify: This is the denial of the annual renewal certificate for a contractor who is currently certified and has not met the eligibility criteria.

Issue Recommendation to Increase Limits: This is the approval of the request to increase the bonding limits for a contractor who is currently certified and has met the eligibility criteria.

Deny Request to Increase Limits: This is the denial of the request to increase the bonding limits for a contractor who is currently certified and has not met the eligibility criteria.

Suspend or Revoke Certification: This is the suspension for a specified period of time or revocation of the pre-qualification certificate of a contractor for a good cause as outlined in School Board Policy 7003.1 and SREF Chapter 4, Section 4.1.

Adhere to Modify or Reverse Prior School Board Suspension or Revocation of Certification: This is the School Board's response to a contractor's request for reconsideration of a suspension or revocation of its pre-qualification certificate as outlined in School Board Policy 7003.1. During the renewal process, contractors may not submit a renewal application within the time allowed by SREF. The applicable licenses will be automatically revoked. No action is required by QSEC, the Superintendent, or the School Board.

Automatic Revocation of Certification: This is the revocation of a pre-qualification certificate for a firm that has failed to submit its renewal application, which includes a new statement or verification of bond capacity, after at least thirty (30) days of written notice, is automatically revoked in accordance with SREF Chapter 4, Section 4.1(1) (e) 1. PWS staff sends several reminders to submit a renewal application to pre-qualified contractors beginning ninety (90) days prior to the expiration date of the certification.

Alignment to 2027 Goals and Guardrails
School Support

Measurable Outcome(s)/Return on Investment
N/A
Pre-Qualification of Contractors

Procurement Method
N/A

Financial Impact
There is no financial impact to the District.

Superintendent Recommendations - Tracking Report

Regular School Board Meeting	2/19/2025
Superintendent Recommmentations	
Recommend to Certify	**0**
Recommend to Re-Certify	**29**
Recommend to Not Certify	**0**
Recommend to Not Re-Certify	**0**
Recommend to Increase Limits	**0**
Revoke Certification	**0**
Suspend Certification	**0**
Certification Revoked Automatically*	**3**
Grand Total	**32**

Pre-Qualified Contractors Summary Fiscal Year To Date	
Approved Certification Applications	**7**
Approved Re-Certification Applications	**143**
Approved Request to Not Certify	**0**
Approved Request to Not Re-Certify	**0**
Approved Request to Increase Limits	**4**
Total Pre-Qualification Applications	**154**
Total of E/S/M/WBE Pre-Qualified	***78***
Contractors Automatically Revoked	*13*
Contractors Revoked	*0*
Contractors Suspended	*0*

CONTRACTOR	Application Submitted	E/S/M/WBE Certification Type	Ethnicity/Gender	E/S/M/WBE Expiration Date	QSEC Review Date	QSEC Action	License For	Per Project Limit	Aggregate Limits	Board Action Date	Pre-Qual Expiration Date
Armor Courts Incorporated	12/10/2024	ESWBE	FW	3/17/2026	1/16/2025	Recommend to Re-Certify	Broward County 3E Striping, Marking and Signage of Roadways (Inc. Pavements)	$ 287,674.00	$ 750,000.00	2/19/2025	2/18/2026
Audio Enhancement, Inc.	12/13/2024				1/16/2025	Recommend to Re-Certify	State Certified Specialty Contractor	$ 1,150,000.00	$ 20,000,000.00	2/19/2025	2/18/2026
Broward County Fence LLC	12/13/2024				1/16/2025	Recommend to Re-Certify	Broward County Fence Erection	$ 500,000.00	$ 750,000.00	2/19/2025	2/18/2026
Canseco Electrical Contractors, Inc.	1/6/2025	ESMWBE	HA	11/3/2025	1/16/2025	Recommend to Re-Certify	State Electrical	$ 2,265,776.00	$ 15,000,000.00	2/19/2025	2/18/2026
Carivon Construction Company	12/19/2024				1/16/2025	Recommend to Re-Certify	State General	$ 6,000,000.00	$ 20,000,000.00	2/19/2025	2/18/2026
Carrier Corporation	1/8/2025				1/16/2025	Recommend to Re-Certify	State Mechanical	$ 984,000.00	$ 15,000,000.00	2/19/2025	2/18/2026
Certified Roofing Specialists, Inc.	1/9/2025				1/16/2025	Recommend to Re-Certify	State Roofing	$ 1,143,956.00	$ 8,000,000.00	2/19/2025	2/18/2026
City Fire, Incorporated	1/6/2025				1/16/2025	Recommend to Re-Certify	Fire Suppression (Service, Recharge, Repair, Install or Inspect all types of Pre-Engineered Systems)	$ 118,320.00	$ 350,000.00	2/19/2025	2/18/2026
Cosugas, LLC	1/6/2025	SMBE	HA	3/22/2025	1/16/2025	Recommend to Re-Certify	State General	$ 6,000,000.00	$ 50,000,000.00	2/19/2025	2/18/2026
Cross Environmental Services, Inc.	1/14/2025				1/16/2025	Recommend to Re-Certify	State Asbestos	$ 1,691,464.00	$ 30,000,000.00	2/19/2025	2/18/2026
Cross Environmental Services, Inc.	1/14/2025				1/16/2025	Recommend to Re-Certify	State General	$ 1,691,464.00	$ 30,000,000.00	2/19/2025	2/18/2026
D.W. Recreation Services, Inc.	1/9/2025	SWBE	FW	2/20/2025	1/16/2025	Recommend to Re-Certify	State General	$ 250,000.00	$ 3,000,000.00	2/19/2025	2/18/2026
Dant Clayton Corporation	1/14/2025				1/16/2025	Recommend to Re-Certify	State General	$ 13,397,130.00	$ 40,000,000.00	2/19/2025	2/18/2026
Design Controls, Inc. d/b/a DCI Systems Group, Inc.	1/6/2025				1/16/2025	Recommend to Re-Certify	State Mechanical	$ 250,000.00	$ 40,000,000.00	2/19/2025	2/18/2026
FHP Tectonics Corp.	12/19/2024				1/16/2025	Recommend to Re-Certify	State General	$ 142,378,000.00	$ 1,300,000,000.00	2/19/2025	2/18/2026
Florida Engineering and Development Corp.	1/14/2025				1/16/2025	Recommend to Re-Certify	State General	$ 12,000,000.00	$ 50,000,000.00	2/19/2025	2/18/2026
Florida Engineering and Development Corp.	1/14/2025				1/16/2025	Recommend to Re-Certify	State Electrical	$ 12,000,000.00	$ 50,000,000.00	2/19/2025	2/18/2026
Grace & Naeem Uddin, Inc.	1/6/2025	SMWBE	HA	4/17/2027	1/16/2025	Recommend to Re-Certify	State General	$ 10,824,280.00	$ 85,000,000.00	2/19/2025	2/18/2026
Grace Roofing & Sheet Metal Enterprise, LLC dba Grace Roofing Enterprise	1/10/2025				1/16/2025	Recommend to Re-Certify	State Roofing	$ 400,000.00	$ 6,000,000.00	2/19/2025	2/18/2026

Superintendent Recommendations - Tracking Report

CONTRACTOR	Application Submitted	E/S/M/WBE Certification Type	Ethnicity/Gender	E/S/M/WBE Expiration Date	QSEC Review Date	QSEC Action	License For	Per Project Limit	Aggregate Limits	Board Action Date	Pre-Qual Expiration Date
Hellas Construction, Inc.	1/8/2025				1/16/2025	Recommend to Re-Certify	State General	$ 5,000,000.00	$ 350,000,000.00	2/19/2025	2/18/2026
K.D.G., Inc. dba Wildcat		SBE	NMM	9/4/2025	1/16/2025	Certification Revoked Automatically*	Broward County Demolition (Non-Explosive)			2/19/2025	
M.L. Jones Construction Company	1/10/2025				1/16/2025	Recommend to Re-Certify	State General	$ 14,076,000.00	$ 40,000,000.00	2/19/2025	2/18/2026
MBR Construction, Inc.	1/7/2025				1/16/2025	Recommend to Re-Certify	State General	$ 7,170,000.00	$ 50,000,000.00	2/19/2025	2/18/2026
PYD Electric Corp.		ESMBE	HA	6/21/2026	1/16/2025	Recommend to Re-Certify	State Electrical	$ 500,000.00	$ 2,500,000.00	2/19/2025	2/18/2026
Simpson Environmental Services, Inc.	1/6/2025				1/16/2025	Recommend to Re-Certify	State Asbestos	$ 500,000.00	$ 35,000,000.00	2/19/2025	2/18/2026
Skilcon, Inc.	1/14/2025				1/16/2025	Recommend to Re-Certify	State Roofing	$ 2,000,000.00	$ 5,000,000.00	2/19/2025	2/18/2026
Sprinklermatic Fire Protection Systems, Inc.	1/8/2025				1/16/2025	Recommend to Re-Certify	State Fire Protection Contractor II	$ 750,000.00	$ 50,000,000.00	2/19/2025	2/18/2026
SSE and Associates, Inc. dba Southeastern Surfaces & Equipment	12/13/2024				1/16/2025	Recommend to Re-Certify	State General	$ 1,299,594.00	$ 20,000,000.00	2/19/2025	2/18/2026
Temptrol Air Conditioning, Inc.	1/7/2025	ESMBE	HA	5/25/2025	1/16/2025	Recommend to Re-Certify	State Mechanical	$ 255,485.00	$ 1,500,000.00	2/19/2025	2/18/2026
The Morganti Group, Inc.					1/16/2025	Certification Revoked Automatically*	State General			2/19/2025	
Thunder Demolition, Inc.					1/16/2025	Certification Revoked Automatically*	Broward County Demolition (Non-Explosive)			2/19/2025	
Universal Cabling Systems, Inc.	12/5/2024				1/16/2025	Recommend to Re-Certify	State Certified Specialty Contractor	$ 350,000.00	$ 1,000,000.00	2/19/2025	2/18/2026

Note: Automatically Revoked Certifications do not require board action. Pursuant to SREF Chapter 4, Section 4.1(1)(e)1, the pre-qualification certificate for a firm that has failed to submit its renewal application after at least 30 days written notice is automatically revoked.

PROCUREMENT & WAREHOUSING SERVICES

PRE-QUALIFICATION REPORT

PRE-QUALIFIED CONTRACTORS AS OF 1/16/2025

TOTAL No. OF PRE-QUALIFIED CONTRACTORS	As of	12/19/2024	1/16/2025
		206	203

Companies by License	# of Certificates	# of E/S/M/WBE Certificates	Companies by License	# of Certificates	# of E/S/M/WBE Certificates
Broward County 3A Major Roads - Asphalt & Concrete	3	1	State Certified Class B Air-Conditioning	1	1
Broward County 3E Striping, Marking & Signage of Roadways	1	1	State Certified Underground Utility & Excavation	1	0
Broward County Demolition (Non-Explosive)	0	0	State Certified Specialty Contractor	10	2
Broward County Fence Erection	5	2	State Electrical	17	10
Broward County Insulation Contractor	1	1	State Elevator	2	0
Broward County Limited Energy System Specialty Contractor	1	0	State Fire Suppression	1	0
Broward County Painting Interior/Exterior	7	2	State Fire Protection Contractor II	3	1
Concrete Placing & Finishing	1	0	State General	100	43
Pollutant Storage System Contractor	1	0	State Mechanical	16	8
State Alarm System Contractor I	4	2	State Mechanical (Test & Balance)	1	0
State Alarm System Contractor II	2	1	State Plumbing	2	0
State Asbestos	4	0	State Roofing	20	1
State Building	7	1			
State Certified Air-Conditioning	3	0			
State Certified Class A Air-Conditioning	7	3			
Grand Total *				**221**	**80**

* The total number does not match with the total number of pre-qualified contractors, because a company may be pre-qualified under multiple licenses, generating duplicated records.

PRE-QUALIFICATION PROCESS ACTIVITY

	2023-2024	12/19/2024	1/16/2025	Fiscal Year To Date
Approved Certification Applications	16	2	0	7
Approved Re-Certification Applications	208	9	29	143
Approved Request to Increase Limits	3	3	0	4
Total Approved	**227**	**14**	**29**	**154**
Applications Recommended to Not Certify/Re-Certify	0	0	0	0
Total Applications Processed	**227**	**14**	**29**	**154**
Revoked Contractors (No response of Renewal Notice wihtin 30 Days)	**37**	**1**	**3**	**13**

PRE-QUALIFIED E/S/M/WBE CONTRACTORS

Companies by Ethnicity/Gender	Female	Male	Total	
African American	3	15	18	23%
Asian American	0	1	1	1%
Hispanic American	11	20	31	40%
White American	15	13	28	36%
Grand Total	**29**	**49**	**78**	
%	37%	63%		

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	O. Strategy & Operations
DEPARTMENT:	Economic Development & Diversity Compliance

Agenda Item Number:	O-2.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

SDOP Summary of Progress Report - October 1, 2024 - December 31, 2024

REQUESTED ACTION:

Receive SDOP Summary of Progress for the October 1, 2024 - December 31, 2024 Reporting Period. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Summary of Progress

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2100
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2100

EXECUTIVE SUMMARY

Supplier Diversity Outreach Program Summary of Progress

Board Meeting Date: February 19, 2025

Recommended Action
Receive an update on the Supplier Diversity Outreach Program (SDOP) Summary of Progress for the October 1, 2024 - December 31, 2024 reporting period – Quarter 2.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Board's request to receive quarterly updates on the progress of SDOP will be achieved.

If the Board votes "No": The Economic Development & Diversity Compliance Department (EDDC) will continue program implementation to advance District goals for local small businesses, Certified as Emerging/Small/Veteran/Minority/Women Business Enterprise (E/S/V/M/WBE) firms, in procurement opportunities across all industry categories.

Background/History
The local business community is a critical component of the District's supply chain, and South Florida's economic infrastructure, benefiting our students and families. This item tracks activities undertaken by the Economic Development & Diversity Compliance Department to increase utilization of local small, minority, and women-owned firms in District procurements.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
The measurable outcome is increased District spend with local E/S/V/M/WBE Certified suppliers.

Financial Impact
There is no existing, nor additional funding necessary for this item.

SUMMARY OF PROGRESS
ECONOMIC DEVELOPMENT & DIVERSITY COMPLIANCE DEPARTMENT
SUPPLIER DIVERSITY OUTREACH PROGRAM
REPORTING PERIOD: OCTOBER 1 - DECEMBER 31, 2024 (FY25 Q2)

The Economic Development & Diversity Compliance Department (EDDC) oversees the District's Supplier Diversity Outreach Program (SDOP). It is governed by School Board of Broward County Policy 3330 - Supplier Diversity Outreach Program and related Standard Operating Procedures. Policy 3330 was adopted to remedy the ongoing effects of identified marketplace discrimination that continue to adversely affect the participation of Emerging/Small/Veteran/Minority/Women Business Enterprises (E/S/V/M/WBE) in District procurement opportunities. The policy was updated by the Board on January 23, 2024 based on the Keen Independent Research 2023 Broward County Public Schools Disparity Study.

As EDDC continues to serve as a conduit to ensure inclusive procurement activity, we are implementing additional activities to fortify the target market. The summaries and illustrations below provide an update on the continual progress of SDOP for the October 1, 2024 - December 31, 2024 reporting period.

E/S/V/M/WBE CERTIFICATION

FY25 Q1
729
TOTAL CERTIFIED FIRMS

VS

FY25 Q2
765
TOTAL CERTIFIED FIRMS

CERTIFICATION BY ETHNICTY, GENDER AND INDUSTRY CATEGORY

Certified Firms by Ethnicity & Gender	FY25 Q1 Certified Firms	FY25 Q2 Certified Firms	Construction	Architecture & Engineering	Professional Services	Goods	Other Services
African American Male	145	150	57	8	19	13	53
African American Female	129	135	26	1	26	12	70
Asian American Male	20	20	1	7	1	2	9
Asian American Female	11	13	4	2	3	1	3
Hispanic American Male	132	140	68	19	6	12	35
Hispanic American Female	118	125	49	10	11	18	37
Veteran Business Enterprise Male	1	1	0	0	0	1	0
Veteran Business Enterprise Female	1	1	0	0	0	0	1
Caucasian Female (WBE)	104	108	37	7	19	7	38
Non-Minority Male (SBE)	68	72	33	9	6	9	15
Total	729	765	275	63	91	75	261

DISTRICT SPEND

Of a total amount of $233.9M in District spend during FY25 Q2, BCPS Certified small/local businesses were paid $17.8M cumulatively. The tables below breakdown District spend by Ethnicity & Gender and by Commodity Category, respectively.

CERTIFIED SPEND BY ETHNICITY & GENDER

Ethnicity & Gender	Spend $	Spend %
African American Male	$2,619,508.60	1.12%
African American Female	$896,088.60	0.38%
Hispanic American Male	$3,633,489.46	1.55%
Hispanic American Female	$2,549,787.28	1.09%
Asian American Male	$187,295.60	0.08%
Asian American Female	$809,501.68	0.35%
Caucasian Female (WBE)	$5,734,135.03	2.45%
Veteran Business Enterprise (VBE)	$ -	0.00%
Non-Minority (SBE)	$1,412,189.34	0.60%
Total Certified Spend	**$ 17,841,995.59**	**7.63%**
Total Non-Certified Spend	**$216,123,590.80**	**92.37%**
Total Spend	**$ 233,965,586.39**	**100.00%**

CERTIFIED SPEND BY COMMODITY CATEGORY

Commodity Category	Spend $	Spend %
Academic / Student Services	$55,956.34	0.02%
Business Operations Products	$429,282.77	0.18%
Business Operations Services	$2,238,788.24	0.96%
Facilities / Maintenance / Repair (Inside)	$1,634,059.59	0.70%
Food Services / Cafeteria	$4,230,507.42	1.81%
Grounds / Structure / Exterior (Outside)	$3,162,544.53	1.35%
Human Resources	$149,600.59	0.06%
Janitorial / Custodial	$358,715.20	0.15%
Major Construction	$5,418,523.27	2.32%
Technology	$154,521.50	0.07%
Transportation/Logistics	$9,496.14	0.00%
Total Certified Spend	**$17,841,995.59**	**7.63%**
Total Non-Certified Spend	**$216,123,590.80**	**92.37%**
Total Spend	**$233,965,586.39**	**100%**

Source: Procurement & Warehousing Services Department EDDC Goal Setting FY25 2nd Qtr

DISTRICT SPEND CONTINUED

During FY25 Q2, a total of $17.8M was paid to 95 BCPS Certified small/local businesses. The firms are listed below including the respective payment amounts, ethnicity and gender.

FY25 Q2 PAYMENTS TO CERTIFIED FIRMS

	Vendor	Net Value	Ethnicity	Gender
1	A HEALTHY LIFE NOW INC	$68,437.00	White Female (WF)	Female
2	ACALETICS	$315,998.50	African-American (AA)	Female
3	ADRIAN GONZALES & ASSOCIATES PA	$11,200.00	Non-Minority Male (SBE)	Male
4	AGC ELECTRIC INC	$381,296.15	Hispanic-American (HA)	Male
5	ALISONS PEDIATRIC OCCUPATIONAL THERAPY	$16,531.00	White Female (WF)	Female
6	ALL FLORIDA PAPER	$381,284.12	Hispanic-American (HA)	Male
7	APRICOT OFFICE INTERIORS INC	$457,732.15	African-American (AA)	Male
8	ASMA PROFESSIONAL SERVICES INC	$66,484.00	Asian-Pacific American (AP)	Female
9	ATLANTIC CHARTERS INC	$3,000.00	African-American (AA)	Male
10	AUM ARTI PEDIATRIC THERAPY LLC	$65,833.00	Asian-Pacific American (AP)	Female
11	AW THERAPY SERVICES INC	$50,585.00	White Female (WF)	Female
12	BERGOLLA INC	$26,048.88	Hispanic-American (HA)	Male
13	BEST ONSITE THERAPY SERVICES INC	$68,778.00	Hispanic-American (HA)	Female
14	BLIZZARD AIR CONDITIONING LLC	$33,890.00	Hispanic-American (HA)	Male
15	C & C INTERNATIONAL COMPUTERS	$990.00	African-American (AA)	Female
16	CANOPY BY DESIGN INC	$9,832.00	Non-Minority Male (SBE)	Male
17	CERTIFIED PROFESSIONAL REPAIR INC	$2,997.98	Hispanic-American (HA)	Male
18	CES THERAPY LLC	$65,197.50	African-American (AA)	Female
19	CHJT LLC DBA FLORIDA ANIMAL REMOVAL	$3,750.00	White Female (WF)	Female
20	CITY FIRE INCORPORATED	$162,876.48	White Female (WF)	Female
21	CLASSROOM OUTFITTERS LLC	$345,928.23	Non-Minority Male (SBE)	Male
22	CODA LINK INC	$1,620.37	White Female (WF)	Female
23	CONEMCO ENGINEERING INC	$8,000.00	Hispanic-American (HA)	Male
24	CONNECTION THERAPY 4 KIDS	$448,455.00	African-American (AA)	Female
25	COR-CHITECTS	$14,661.81	African-American (AA)	Female
26	DC FENCE SOLUTIONS CORP	$33,260.00	Hispanic-American (HA)	Female
27	DCI SYSTEMS GROUP INC DBA ALBIERO E	$15,936.00	Non-Minority Male (SBE)	Male
28	DESIGNS BY ELEMENT LLC	$66,124.00	African-American (AA)	Male
29	DONNA F DAVIES PSY D PA	$4,500.00	African-American (AA)	Female
30	DUCT DESIGN CORPORATION	$55,000.00	Hispanic-American (HA)	Male
31	EDUCATIONAL THERAPY ASSOCIATES	$78,886.96	White Female (WF)	Female
32	FEAT TRAVEL INC	$111,440.10	Non-Minority Male (SBE)	Male
33	FONSIS LLC	$132,750.00	Hispanic-American (HA)	Female
34	FRANCIS ENGINEERING INC	$1,344,600.00	African-American (AA)	Male
35	FSN CONTRACTING SERVICES LLC	$92,200.00	White Female (WF)	Female
36	GET OT NOW LLC	$49,593.00	White Female (WF)	Female
37	GO GREEN DOCUMENT SOLUTIONS INC	$10,727.73	African-American (AA)	Female
38	GOLD COAST ENVIRONMENTAL SOLUTIONS	$100,000.00	White Female (WF)	Female
39	GOMEZ & SON FENCE CORP	$24,773.00	Hispanic-American (HA)	Female
40	GONZALEZ, DIANA	$69,227.50	Hispanic-American (HA)	Female
	SUBTOTAL	**$5,200,425.46**		

DISTRICT SPEND CONTINUED

FY25 Q2 PAYMENTS TO CERTIFIED FIRMS

	Vendor	Net Value	Ethnicity	Gender
41	GRACE & NAEEM UDDIN INC	$1,773,861.00	Hispanic-American (HA)	Female
42	GREEN HORIZON SERVICES INC	$1,200,926.00	Hispanic-American (HA)	Male
43	HI-TECH IMPORT EXPORT CORPORATION	$9,068.75	Asian-Pacific American (AP)	Female
44	ICG LLC	$180,000.00	Hispanic-American (HA)	Male
45	IMAGE360-LAUDERHILL	$10,527.96	White Female (WF)	Female
46	IN UNISON SCHOOL APPAREL	$238,296.26	Hispanic-American (HA)	Female
47	INDUSTRIAL SHADEPORTS INC	$55,501.10	Non-Minority Male (SBE)	Male
48	IPHONE AND IPAD WAREHOUSE LLC	$150,581.50	African-American (AA)	Male
49	J AND A CLEANING COMPANY LLC	$13,840.56	African-American (AA)	Female
50	JASPER ENTERPRISES INC	$32,000.00	African-American (AA)	Male
51	JAVAN LUMBER INC	$102,325.60	Subcontinent Asian-American (SAA)	Male
52	JILL STACIE COHEN INC	$23,475.00	White Female (WF)	Female
53	JORGE A GUTIERREZ ARCHITECT LLC	$1,177,331.27	Hispanic-American (HA)	Male
54	KIDS EDUCATIONAL THERAPY SVCS INC	$18,530.50	White Female (WF)	Female
55	LAKDAS/YOHALEM ENGINEERING INC	$12,354.00	Asian-Pacific American (AP)	Male
56	LEADEX CORPORATION	$46,282.85	Hispanic-American (HA)	Male
57	MAAUN PRESSURE CLEANING INC	$71,415.00	Subcontinent Asian-American (SAA)	Male
58	MAC EDWARDS PRODUCE & COMPANY INC	$4,172,400.00	White Female (WF)	Female
59	MAR GREEN RESOURCES LLC	$22,800.00	White Female (WF)	Female
60	MARANATA SCHOOL BUS SERVICE CORP	$4,000.00	Hispanic-American (HA)	Male
61	MEDIX USA INC	$7,771.33	Asian-Pacific American (AP)	Female
62	MEP ENGINEERING INC	$60,137.21	Hispanic-American (HA)	Male
63	MUSIC ARTS ENTERPRISES INC, MAE	$6,470.00	Non-Minority Male (SBE)	Male
64	NEELD PAPER AND SUPPLIES INC	$13,633.36	Hispanic-American (HA)	Female
65	NUTTING ENGINEERS OF FLORIDA INC	$8,256.20	Non-Minority Male (SBE)	Male
66	OS & R ENTERPRISES INC	$2,500.00	African-American (AA)	Male
67	OT TIME, LLC	$148,779.00	White Female (WF)	Female
68	PAMELA ROWE MA CCC SLP LLC	$9,000.00	African-American (AA)	Female
69	PHOENIX GOLF CAR SALES & SERVICE, INC	$1,380.00	Hispanic-American (HA)	Female
70	PHYSICAL THERAPY FOR KIDS WITH SPECIAL NEEDS	$77,520.00	White Female (WF)	Female
71	PROMOTIONAL SPECIALTIES OF SOUTH FLORIDA	$2,967.00	Hispanic-American (HA)	Female
72	RADISE INTERNATIONAL LC	$11,345.20	Asian-Pacific American (AP)	Female
73	REX CHEMICAL CORPORATION	$1,201.00	Asian-Pacific American (AP)	Male
74	RITE WRENCH INC	$7,207.76	White Female (WF)	Female
75	RS PHOTOGRAPHY LLC DBA TSS PHOTOGRAPHY	$1,650.00	White Female (WF)	Female
76	RSD MAJESTIC SUPPLY COMPANY OF SOUTH FLORIDA, INC.	$1,917.00	White Female (WF)	Female
77	S3S CONSTRUCTION INC	$537,969.11	African-American (AA)	Male
78	SARDONYX GROUP THERAPY INC	$12,717.50	African-American (AA)	Female
79	SCHOOL DAYS THERAPY SERVICES LLC	$80,527.00	White Female (WF)	Female
80	SCIENCE EYE INC	$13,920.00	White Female (WF)	Female
81	SHERLOCK TREE COMPANY INC	$15,358.00	Non-Minority Male (SBE)	Male
82	SIGNATURE CONTRACTING & PROPERTY MANAGEMENT LLC	$514,191.85	Non-Minority Male (SBE)	Male
83	SNAPPER ENTERPRISES - SANDRA CAMPBELL	$4,968.00	White Female (WF)	Female
84	SONG & ASSOCIATES, INC	$648,999.40	Subcontinent Asian-American (SAA)	Female
85	THE PLAYER'S CONNECTION OF FLORIDA	$2,503.50	Hispanic-American (HA)	Female
	SUBTOTAL	**$11,508,406.77**		

DISTRICT SPEND CONTINUED

FY25 Q2 PAYMENTS TO CERTIFIED FIRMS

	Vendor	Net Value	Ethnicity	Gender
86	THE TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA	$8,000.00	White Female (WF)	Female
87	THERAPRO STAFFING INC	$374,992.00	White Female (WF)	Female
88	THOUSAND AND ONE PAINTING CORP	$76,295.00	Hispanic-American (HA)	Male
89	THREADED NEEDLE BY BRINDA CORP	$5,995.00	White Female (WF)	Female
90	THREE60PRINTING LLC	$25,001.84	African-American (AA)	Male
91	TOWER PEST CONTROL INC	$117,397.66	Hispanic-American (HA)	Female
92	TROPIC FENCE INC	$136,446.00	White Female (WF)	Female
93	UNIVERSAL ELECTRIC FLORIDA INC	$318,075.86	Non-Minority Male (SBE)	Male
94	URGENT MEDICAL CENTER INC	$52,000.00	Hispanic-American (HA)	Female
95	VALERIECO LLC	$18,960.00	Hispanic-American (HA)	Female
	SUBTOTAL	**$1,133,163.36**		
	TOTAL CERTIFIED SPEND	**$17,841,995.59**		

DISTRICT SPEND OVERVIEW

	FY25 Q1 (July - September 2024)	%	FY25 Q2 (October - December 2024)	%
Certified	$13,724,916.92	6.93%	$17,841,995.59	7.63%
Non-Certified	$184,432,916.70	93.07%	$216,123,590.80	92.37%
Total	$198,157,833.62	100.00%	$233,965,586.39	100.00%

*Source data provided by BCPS Procurement & Warehousing Services Department.

DISTRICT UTILIZATION OVERVIEW

	FY25 Q1 (July - September 2024)	%	FY25 Q2 (October - December 2024)	%
Certified	85	7.36%	95	6.14%
Non-Certified	1070	92.64%	1453	93.86%
Total	1155	100.00%	1548	100.00%

*Source data provided by BCPS Procurement & Warehousing Services Department.

GOAL SETTING

From October - December 2024, the Superintendent's Goal Setting Committee (GSC) applied Affirmative Procurement Initiatives (APIs) to a total of six (6) solicitations. Note, the GSC does not review, nor assign, APIs to proposed contract amendments, renewals, piggybacks, nor sole source bids.

SOLICITATION EVALUATION DATA

During FY25 Q2, EDDC evaluated nine (9) District solicitations to assess participation and utilization of Certified small businesses. Within the nine (9) procurements, forty-eight (48) firms submitted proposals, of which fifteen (15) respondents were BCPS Certified primes. In addition, seven (7) Certified sub-consultants were included among the proposals submitted. They are highlighted and denoted with an asterisk (*) on the list below.

Comparatively, in FY25 Q1, EDDC evaluated five (5) District solicitations. Within the solicitations evaluated, thirty-eight (38) firms submitted proposals, of which six (6) were BCPS Certified primes. Additionally, one (1) Certified sub-consultant was included among the proposals submitted.

FY25 Q2 PROPOSALS EVALUATED

1	**RFP24-011 - 2** **Child Care Services - Before and/or After School , Summer Non-School Day Programs**	**Affirmative Procurement Initiative Assigned by Goal Setting Committee**	**Prime Bidder's Eligibility for Affirmative Procurement Initiative Credit**
Eight (8) Prime Bidder(s)	1. Dramatic Education Inc - Rejected by PWS	E/S/V/M/WBE Evaluation Preference for "Best Value" RFPs with a Subcontracting Goal Under the ESVMWBE Subcontracting Program	N/A
	2. Free2Bee Books LLC - Rejected by PWS		N/A
	3. Healthy Kids Extended Day Programs, Inc. - Rejected		N/A
	4. Issoulaimani Management LLC d/b/a Southeast Florida SkyHawks - Rejected by PWS		N/A
	5. OIC of South Florida, Inc.		No
	6. Slip Into Success LLC - Rejected by PWS		N/A
	7. The National Auxiliary Association, Inc. d/b/a The Dream Center of Broward County		No
	8. The Unbeatables Academy, Inc. **Hispanic American Female MBE**		**Yes**
Proposed Sub Consultants Within Bid Submittals	None		
2	**RFP24-299** **Forklift Services**	**Affirmative Procurement Initiative Assigned by Goal Setting Committee**	**Prime Bidder's Eligibility for Affirmative Procurement Initiative Credit**
Two (2) Prime Bidder(s)	**1. Mobile Techs, LLC** **Hispanic American Male MBE**	3% E/S/V/M/WBE Price Preference	**Yes**
	2. National Truck Services Inc.		No
Proposed Sub Consultants Within Bid Submittals	None		
3	**RFP25-045** **Cafeteria Chemicals**	**Affirmative Procurement Initiative Assigned by Goal Setting Committee**	**Prime Bidder's Eligibility for Affirmative Procurement Initiative Credit**
Three (3) Prime Bidder(s)	1. Continental & Global Services	3% E/S/V/M/WBE Price Preference	No
	2. Dade Paper & Bag LLC d/b/a Imperial Dade		No
	3. Veritiv Operating Company		No
Proposed Sub Consultants Within Bid Submittals	None		

Note: Certified primes and sub-consultants are highlighted in blue.

FY25 Q2 PROPOSALS EVALUATED CONTINUED

4	**RFP25-078** **Technology Devices Deployment Services**	**Affirmative Procurement Initiative Assigned by Goal Setting Committee**	**Prime Bidder's Eligibility for Affirmative Procurement Initiative Credit**
Six (6) Prime Bidder(s)	1. The Broadway Typewriter Co. Inc d/b/a Arey Jones Educational Solutions	1. Evaluation Preference For Prime Bidders 2. Mandatory 20% E/S/V/M/WBE Subcontracting Goal	
	Cochhbha Enterprises Inc d/b/a CEI Staffing ***African American Male MBE***		**Yes**
	2. CDW Government LLC		
	IPhone and IPad Warehouse LLC ***African American Male MBE***		**Yes**
	3. Data Center Warehouse LLC		No
	4. IPhone and IPad Warehouse LLC **African American Male MBE**		**Yes**
	5. United Data Technologies Inc.		
	Enterprise Computer Training and Consulting LLC ***African American Male MBE***		**Yes**
	Millenium Technology Group ***African American Male MBE***		
	6. Vitucom, Inc		
	OCH Services LLC d/b/a On Cue Hire ***White Female WBE***		**Yes**
	Cochhbha Enterprises Inc d/b/a CEI Staffing ***African American Male MBE***		

5	**RFP25-079** **Windows Devices and Accessories**	**Affirmative Procurement Initiative Assigned by Goal Setting Committee**	**Prime Bidder's Eligibility for Affirmative Procurement Initiative Credit**
Two (2) Prime Bidder(s)	1. HP Inc. d/b/a HP Computing and Printing Inc.	1. Evaluation Preference for Prime Bidders 2. Mandatory 20% E/S/V/M/WBE Subcontracting Goal	**Yes**
	Enterprise Computer Training & Consulting LLC ***African American Male MBE***		
	United Data Tecnologies, Inc.		
	2. Sharp Electronics Corporation		No

6	**ITB25-091** **Pressure Washing Services for Small Businesses**	**Affirmative Procurement Initiative Assigned by Goal Setting Committee**	**Prime Bidder's Eligibility for Affirmative Procurement Initiative Credit**
Seventeen (17) Prime Bidders	**1. Able Business Services - Rejected by PWS** **African American Male MBE**	1. E/S/V/M/WBE Reserve for Contracts Related to the Purchase of "Other Services" 2. Vendor Rotation	**N/A**
	2. Blue Edonis LLC **Hispanic American Male MBE**		**Yes**
	3. Blue Home Builders Corp.		No
	4. Bright and Clear Softwash d/b/a Bright and Clear Soft and Pressure Washing **African American Male MBE**		**Yes**
	5. Checksammy		No
	6. Decon Environmental & Engineering		No
	7. Evergreen Cleaning Services **African American Female MBE**		**Yes**
	8. Knolys Johnson Inc **African American Male MBE**		**Yes**
	9. Marvol Enterprises LLC		No
	10. Mentors Matter, LLC		No
	11. Mission Critical Detailing, LLC		No
	12. MJJ Pressure Washing LLC **Hispanic American Male MBE**		**Yes**
	13. MTD Painting and Construction Corp d/b/a MTD Painting and Pressure Cleaning Corp **Hispanic American Female SBE**		**Yes**
	14. Platinum General Contracting & Land Development LLC		No
	15. Pressure Cleaning Services Enterprise Inc. **Hispanic American Female MBE**		**Yes**
	16. Professional Ultimate Painting LLC		No
	17. Squeegee Squad of Broward Inc d/b/a Squeegee Squad		No
Proposed Sub Consultants Within Bid Submittals	None		

Note: Certified primes and sub-consultants are highlighted in blue.

FY25 Q2 PROPOSALS EVALUATED CONTINUED

7	**RFP25-093** **Demolition Services**	**Affirmative Procurement Initiative Assigned by Goal Setting Committee**	**Prime Bidder's Eligibility for Affirmative Procurement Initiative Credit**
Five (5) Prime Bidders	**1. BG Group LLC** **White Female WBE**	Evaluation Preference for Prime Bidders with a Mandatory 10 - 20% Subcontracting Goal	**Yes**
	2. Demcon Group, LLC **Non-Minority Male SBE**		**No (Rejected)**
	3. HB Hoffman **White Female WBE**		**No (Rejected)**
	4. Miliani Construction Corp		No (Rejected)
	5. S3S Construction **African American Male MBE**		**Yes**
Proposed Sub Consultants Within Bid Submittals	None		
8	**RFP25-103** **Stage Curtain Cleaning and Fire Retardant Treatment**	**Affirmative Procurement Initiative Assigned by Goal Setting Committee**	**Prime Bidder's Eligibility for Affirmative Procurement Initiative Credit**
One (1) Prime Bidder	1. On-Site Services	Three Percent (3%) Price Preference if Prime is EDDC Certified E/S/V/M/WBE	No
Proposed Sub Consultants Within Bid Submittals	None		
9	**RFP25-109** **Environmental Sample Analysis**	**Affirmative Procurement Initiative Assigned by Goal Setting Committee**	**Prime Bidder's Eligibility for Affirmative Procurement Initiative Credit**
Four (4) Prime Bidders	1. EMSL Analyticalm Inc.	Three Percent (3%) Price Preference if Prime is EDDC Certified E/S/V/M/WBE	No
	2. Pace Analytical Services, LLC		No
	3. Florida-Spectrum Environmental Services, Inc		No
	4. Professional Service Industries, Inc d/b/a PSI, Intertek-PSI		No
Proposed Sub Consultants Within Bid Submittals	None		

Note: Certified primes and sub-consultants are highlighted in blue.

CONTRACT AWARD DATA

Within nine (9) new contracts, approved by the Board in FY25 Q2, three (3) Certified primes and five (5) Certified sub-contractors were included within the contracts awarded. The cumulative contract award amount from October - December 2024 was $26.7M. Certified primes and subcontractors are highlighted below. Also note, the list of awarded contracts does not include contract amendments, renewals, nor piggybacks.

FY25 Q2 CONTRACT AWARDS OVERVIEW

Participation of Certified Primes and Subs	FY25 Q1	FY25 Q2
Total Approved Contracts	11	9
Certified Primes	1	3
Certified Sub-Contractors	3	5
Contract Awards Amounts with Certified Prime Bidders &/or Certified Sub-Contractor Commitment	$32,995,500.00	$26,699,854.00

FY25 Q2 CONTRACT AWARDS CONTINUED

1	**RFP25-019** **Consulting Services for Employee Benefits Program**	**Sum of Basic Contract Value**
One (1) Prime Awardee	1. Gallagher Benefit Services, Inc. ***Subconsultant: ACA Actuaries, Inc.*** ***White Female WBE*** ***Commitment: TBD***	**$1,908,000.00**
2	**RFP25-048** **Travel Agent and Tour Operation Services**	**Sum of Basic Contract Value**
One (1) Prime Awardee	**1. Feat Travel, Inc.** **Non-Minority Male SBE** ***Subconsultant: Florida Safari Adventures, Inc. d/b/a Build a Field Trip*** ***White Female WBE*** ***Commitment: TBD***	**$3,000,000.00**
3	**ITB25-058** **Stage Rigging and Smoke Hatch Inspection/Repair**	**Sum of Basic Contract Value**
One (1) Prime Awardee	1. Hile's Curtain Specialties	**$500,000.00**
Proposed Subs Within Bid Submittals	None	
4	**ITB25-045Cafeteria Chemicals**	**Sum of Basic Contract Value**
Three (3) Prime Awardees	1. Continental & Global Services Inc. 2. Dade Paper & Bag, LLC d/b/a Imperial Dade 3. Veritiv Operating Company	**$5,866,854.00**
Proposed Subs Within Bid Submittals	None	
5	**RFP25-011** **Purchase and Installation of Indoor/Outdoor Walk-in Freezer/Coolers**	**Sum of Basic Contract Value**
One (1) Prime Awardee	1. State Contracting & Engineering Corporation ***Subconsultant: SGM Engineering, Inc*** ***Asian American Female MBE*** ***Commitment: TBD***	**$3,000,000.00**
6	**RFP25-001** **Professional Auditing Services**	**Sum of Basic Contract Value**
Five (5) Prime Awardees	1. HCT Certified Public Accountants and Consultants LLC **2. S. Davis and Associates P.A.** **African American Male MBE** **3. Anthony Brunson P.A.** **African American Male MBE** ***Subconsultant: BCA Watson Rice LLP*** ***African American Male MBE*** ***Commitment: TBD*** 4. Carr Riggs & Ingram, LLC *Subconsultant: Pamela J L'Heureux CPA, PLLC* 5. RSM US, LLP ***Subconsultant: Anthony Brunson P.A.*** ***African American Male MBE:*** ***Commitment: TBD***	**$2,925,000.00**
	SUBTOTAL CONTRACT AWARDS	**$17,199,854.00**

Note: Certified primes and sub-consultants are highlighted in green.

FY25 Q2 CONTRACT AWARDS CONTINUED

7	**ITB24-299** **Forklift Services**	**Sum of Basic Contract Value**
Two (2) Prime Awardees	1. Mobile Techs, LLC	**$500,000.00**
	2. National Lift Truck Service, Inc.	
Proposed Subs Within Bid Submittals	None	
8	**ITB25-044** **Athletic Tracks**	**Sum of Basic Contract Value**
One (1) Prime Awardee	1. Beynon Sports Surfaces, Inc.	**$6,000,000.00**
Proposed Subs Within Bid Submittals	None	
9	**RFP25-048** **Travel Agent and Tour Operation Services**	**Sum of Basic Contract Value**
One (1) Prime Awardee	1. Destination Unlimited Services, Inc.	**$3,000,000.00**
Proposed Subs Within Bid Submittals	None	
	SUBTOTAL CONTRACT AWARDS	**$9,500,000.00**
	TOTAL CONTRACT AWARDS	**$26,699,854.00**

Note: Certified primes and sub-consultants are highlighted in green.

COMPLIANCE

District SMART Bond Program payments from July 1, 2017 - December 31, 2024 are below. Data aligns with implementation of Policy 3330 Supplier Diversity Outreach Program, effective July 1, 2017.

REPORTED SMART PAYMENTS

SMART Bond Program Payments	July 1, 2017 - Nov. 30, 2024	July 1, 2017 - Dec. 31, 2024
Total Prime Payments Reported	$1,016,772,902.08	$1,134,756,906.00
Total E/S/M/V/WBE Confirmed Payments Received	$443,144,486.10	$447,205,924.80
E/S/M/V/WBE Utilization Attainment (%)	43.58%	39.41%

OUTREACH & MARKETING

In FY25 Q2, EDDC participated as an exhibitor at the City of Miramar's 3rd Annual Professional Consultants Fair in addition to hosting two events including a Brunch & Learn focused on veteran-owned business growth, as well as a Brunch & Learn sponsored by CORE Construction to link Certified firms with partnership opportunities.





OUTREACH & MARKETING CONTINUED

Date	Events	In-Person Attendees	Virtual Attendees	Total Attendees
Outreach Events				
Nov. 13, 2024	Brunch & Learn: Veterans Business Initiative	**89**	N/A	**89**
Dec. 4, 2024	Brunch & Learn: CORE Construction	**173**	N/A	**173**
	Subtotal	**262**	0	**262**
2024 Inaugural Business Excellence Program				
Oct. 17, 2024	Business Basics Bootcamp: Mastering the Fundamentals	**329**	N/A	**329**
Oct. 24, 2024	State of Small Business Funding	**185**	N/A	**185**
Oct. 31, 2024	Legal Launchpad: Essential Foundations for Business Success	N/A	**208**	**208**
Nov. 7, 2024	Bond Boost: Elevate Your Business to Bond-Ready Status!	**137**	N/A	**137**
Nov. 14, 2024	Fuel Business Growth: Accessing Non-Competitive Opportunities Under $50K	**162**	N/A	**162**
Nov. 21, 2024	Trailblazer Talks: Acquire Insights and Learn Strategies from Industry Leaders	**337**	N/A	**337**
Dec. 5, 2024	Graduation Affair: Celebrating Your Journey to Excellence	**258**	N/A	**258**
	Subtotal	**1408**	**208**	**1616**
	Total Attendees	**1670**	**208**	**1878**

Note: Totals include repeat attendees.









OUTREACH & MARKETING CONTINUED

2024 INAUGURAL BUSINESS EXCELLENCE PROGRAM GRADUATION
ELEVATE, EMPOWER, CONNECT: A JOURNEY OF GROWTH AND IMPACT

During the reporting period, EDDC successfully completed the 2024 Inaugural Business Excellence Program (BEP). This groundbreaking 6-part series featured 40 public and private sector subject matter expert panelists covering key topics to help small businesses excel in today's competitive marketplace.

Over the course of the program, small and aspiring business owners received training on business fundamentals and funding. They also explored critical legal insights and learned how to prepare for large contracts through a critical course on bonding. Attendees also learned how to fuel business growth with opportunities under $50K and how to build strong and strategic collaborations through prime and sub-contractor partnerships. Finally, and importantly, participants experienced a deep dive into the use of AI Technology as a tool for innovation and growth.

The Business Excellence Program prepared local firms to engage and access $2B in upcoming government procurement opportunities in the tri-county marketplace. In the end, 258 firms attended the minimum four (4) sessions required to graduate from the program. EDDC celebrated the graduates at an elaborate ceremony at Plantation High School on Dec. 5th featuring Kirk Gimenez, founder and host of Xizzle TV, as the emcee. In addition, educator, author, and social impact leader, Dr. Marcus Bright delivered the keynote address.



















OUTREACH & MARKETING CONTINUED

TARGETED OUTREACH ACTIVITIES

FY25 Q1 ACTIVITIES

864 **EDDC Concierge Service**	**204** **Community & Stakeholder Meetings**	**1333** **One-on-One Technical Assistance**

FY25 Q2 ACTIVITIES

404 **EDDC Concierge Service**	**94** **Community & Stakeholder Meetings**	**1483** **One-on-One Technical Assistance**

STAY CONNECTED | STAY INFORMED

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BROWARD SCHOOLS EDDC

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Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	O. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	O-3.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

RFP-FY23-002 - Occupational and Physical Therapy Services - Termination

REQUESTED ACTION:

Approve the termination of the Agreement, without cause, between The School Board of Broward County, Florida (SBBC), and Pediatric OT, Inc. regarding RFP-FY23-002 - Occupational and Physical Therapy Services that commenced on July 1, 2022, and expires on June 30, 2025 (Agreement); and delegate authority to the Superintendent to send a thirty (30) calendar day written notice to Pediatric OT, Inc., of the termination without cause of same Agreement. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Termination Letter
- O-3 Response

FINANCIAL IMPACT:

There is no financial impact for the termination of this Agreement.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

Equity **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:	Dr. Angela R. Fulton	Phone:	754-321-2100

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching/Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Terminate Agreement
RFP-FY23-002 - Occupational and Physical Therapy Services

Board Meeting Date: February 19, 2025

Recommended Action
Approve the termination of the Agreement, without cause, between The School Board of Broward County, Florida (SBBC), and Pediatric OT, Inc. regarding RFP-FY23-002 - Occupational and Physical Therapy Services that commenced on July 1, 2022, and expires on June 30, 2025 (Agreement); and delegate authority to the Superintendent to send a thirty (30) calendar day written notice to Pediatric OT, Inc., of the termination without cause of same Agreement.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": Approving this termination of Pediatric OT, Inc.'s Agreement, without cause, will result in the removal of this vendor from the pool of vendors.

If the Board votes "No": By not approving this termination of Pediatric OT, Inc.'s Agreement, without cause, the vendor will not be removed from the pool of vendors.

Background/History
This Agreement is in place to allow awarded vendors to provide occupational and physical therapy services to students as required by the Individuals with Disabilities Education Act (IDEA). Scope of Services may consist of, but will not be limited to, direct therapy with students, consultation and collaboration with teachers and other professional staff, attendance and participation (required), student staffing, development of an Individualized Education Plan (IEP), progress report, and the services as required by the Request for Proposal.

At this time, the District has more than eight thousand (8,000) students who receive occupational and physical therapy services as outlined in their IEP.

Pediatric OT, Inc. submitted a written request to terminate its Agreement with SBBC. Specifically, Pediatric OT, Inc.'s statement included the following: "Effectively immediately, Pediatric OT, Inc. will be withdrawing its contract with The School Board of Broward County."

Original Agreement Term: July 1, 2022, through June 30, 2025; Small/Minority/Women Business Enterprise Vendor(s): 1) A Healthy Life Now, Inc.; 2) Alisons Pediatric Occupational Therapy; 3) ASMA Professional Services, Inc.; 4) Aum Arti Pediatric Therapy, LLC; 5) AW Therapy Services, Inc.; 6) Best Onsite Therapy Services, Inc.; 7) C.E.S. Therapy LLC; 8) Ms. Courtney's Therapy Services, L.L.C. d/b/a Connection Therapy 4 Kids; 9) Designs by Element, LLC; 10) Diana Gonzalez LLC; 11) Educational Therapy Associates, Inc.; 12) Fun Therapy Services Inc.; 13) Get OT Now, LLC; 14) Jill Stacie Cohen, Inc.; 15) Kids Educational Therapy Services, Inc.; 16) OT Time, LLC; 17) Physical Therapy for Kids; 18) S.M.I.L.E. Occupation Therapy, Inc.

Alignment to 2027 Goals and Guardrails
Guardrail 2: Equity
Guardrail 3: School Support
Guardrail 4: Accountability

Measurable Outcome(s)/Return on Investment
None.

Procurement Method
The procurement method chosen was through a competitive solicitation, which is required by Purchasing Policy 3800 and Florida Administrative Code Rule 6A- 1.012(7).
A copy of the RFP documents is available online at:
http://www.broward.k12.fl.us/supply/agenda/RFP_FY23-002_OccupationalandPhysicalTherapyServices.pdf

Financial Impact
There is no financial impact for the termination of this Agreement.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	N/A	**Preparation Date:**	December 19, 2024
Previous Bid # (Ex: 10-004R):	FY23-002	**Buyer/PA:**	BELINDA J. DEFOOR
New Bid Award Total:	N/A	**Bid Title:**	Occupational and Physical Therapy Services
Previous Award Total:	$20,000,000		
Bid Type:	INCREASE TO BID		
Previous Bid Term (Start Date):	7/1/2022	**New Bid Term (In Months):**	N/A
Previous Bid Term (End Date):	6/30/2025	**# of Months Into Bid:**	29

SPEND REPORTING	
Purchase Order(s) Spend:	$19,916,203
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$19,916,203**
Average Monthly Expenditure:	$686,766
Unused Authorized Spending:	**$83,797**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
123256-LJAFFE PLLC		$ 4,135,013
137390-KIDS FIRST THERAPEUTIC SERVICES LLC		$ 2,636,135
134063-CONNECTION THERAPY 4 KIDS		$ 1,269,529
137072-THERAPRO STAFFING INC		$ 1,231,536
123255-OT TIME, LLC		$ 1,106,821
136093-DESIGNS BY ELEMENT LLC		$ 815,473
122830-INVO HEALTHCARE ASSOCIATES LLC		$ 759,890
137045-ELG THERAPY CORP		$ 735,914
103232-EDUCATIONAL THERAPY ASSOCIATES		$ 721,431
112272-AW THERAPY SERVICES INC		$ 707,417
114086-THE STEPPING STONES GROUP LLC		$ 504,001
141819-GETOTNOW LLC		$ 500,613
123246-BEST ONSITE THERAPY SERVICES INC		$ 331,074
123248-SCHOOL DAYS THERAPY SERVICES LLC		$ 271,155
104166-PHYSICAL THERAPY FOR KIDS WITH		$ 265,101
103731-SALPETER, MICHAEL		$ 246,904
112267-GONZALEZ, DIANA		$ 243,231
123661-AUM ARTI PEDIATRIC THERAPY LLC		$ 243,029
112268-THERA-PEDS INC		$ 231,549
123266-ASMA PROFESSIONAL SERVICES INC		$ 230,087
135983-JILL STACIE COHEN INC		$ 228,568
123232-CES THERAPY LLC		$ 227,668
131735-ORANGE TREE STAFFING LLC		$ 215,735
123247-FUN THERAPY SERVICES INC.		$ 213,062
141774-A HEALTHY LIFE NOW INC		$ 209,368
137334-ALISONS PEDIATRIC OCCUPATIONAL THER		$ 201,007
143628-SABRINA SALLA LLC		$ 196,002
112276-KIDS EDUCATIONAL THERAPY SVCS INC		$ 184,790
112266-TM THERAPY INC		$ 179,233
112250-CLK THERAPY INC		$ 168,924
126691-COMPREHENSIVE THERAPY CONSULTANTS		$ 163,554
114361-BOCA SPEECH CENTER		$ 149,374
126550-CROSS COUNTRY STAFFING INC		$ 133,259
112277-SMILE OCCUPATIONAL THERAPY INC		$ 127,287
145617-NEW MEDISCAN II LLC		$ 68,344
130350-PEDIATRIC OT INC		$ 57,616
118974-SUNBELT STAFFING		$ 6,515
	PO VENDOR SPEND:	**$ 19,916,203**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 19,916,203**

NOTES (Type Below):

Established 1915
BROWARD
County Public Schools

Office of the Superintendent
Dr. Howard Hepburn
Superintendent of Schools
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301
phone: 754-321-2600 • fax: 754-321-2701
superintendent@browardschools.com

The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

February 20, 2025

VIA EMAIL and U.S. MAIL

Ms. Cristina Ramirez, President/Owner
Pediatric OT, Inc.
3031 Winglewood Circle
Lutz, Florida 33558

Email: cynifer1@yahoo.com
Phone: 954-612-7036

Reference: RFP-FY23-002 – Occupational and Physical Therapy Services

Subject: Agreement between Pediatric OT, Inc., and The School Board of Broward County, Florida
Written Notice of Termination Without Cause

Dear Ms. Ramirez:

The School Board of Broward County, Florida (SBBC), at its February 19, 2025, Regular School Board Meeting, terminated, for convenience, the Agreement between SBBC and Pediatric OT, Inc., that commenced on July 1, 2022, and expires on June 30, 2025; and granted the Superintendent of Schools the authority to provide Pediatric OT, Inc., with a thirty (30) calendar day notice of the termination, without cause, of same Agreement.

In accordance with section 3.05 of the Agreement, this letter hereby serves as an official thirty (30) calendar day written notice of termination, without cause, of the Agreement. Please be advised that effective March 26, 2025, the Agreement is considered officially terminated.

Sincerely,

_____
Dr. Howard Hepburn
Superintendent of Schools

cc: Jennifer D. Andreu, Executive Director
Andrea Ciotti, Director, Specialized Instruction
Mauricio R. Stradiotti, Director, Procurement & Warehousing Services
Tyrri Mccloud, Strategic Sourcing Manager, Procurement & Warehousing Services

Staff Follow Up: **RSBM-021925-03 (DH)**
Due Date: February 14, 2025
Today's Date: February 10, 2025

BROWARD County Public Schools | Educating Today's Students to Succeed in Tomorrow's World

Topic: O-3. RFP-FY23-002 Occupational and Physical Therapy Services-Termination

Staff Follow Up: Why is Pediatric OT terminating their contract? How many students will this impact? If it impacts students, what is the plan to make sure they get the services they need? **RSBM-021925-03 (DH)**

Response:

1) Why is Pediatric OT terminating their contract?

Pediatric OT, Inc. withdrew its contract with us, and the vendor relocated out of the area.

2) How many students will this impact? If it impacts students, what is the plan to make sure they get the services they need?

There has been no impact to students as the caseload was seamlessly reassigned to another contracted vendor.

If you have any questions, please contact **Andrea Ciotti, Director, Specialized Instruction, Exceptional Student Education via email at** andrea.ciotti@browardschools.com **or Diane Eagan, Executive Director, of Exceptional Student Education, via email at** diane.eagan@browardschools.com

HH/ARF/SH/DE:mo

Dr. Angela R. Fulton
Deputy Superintendent,
Teaching & Learning

Dr. Howard Hepburn
Superintendent of Schools

2/11/25 COMPLETED

Status: SPECIAL ORDER

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	S. Schools (Learning Communities)
DEPARTMENT:	North Regional Superintendent

Agenda Item Number:	S-1.
Consent or Open Item:	Consent
Special Order:	YES
Time for Special Order:	3:00 P.M.

TITLE:

Renaming of Deerfield Beach Aquatic Center
SPECIAL ORDER - 3:00 P.M.

REQUESTED ACTION:

Approve renaming the Deerfield Beach Aquatic Center in honor of Mayor Peggy Noland for her years of dedication towards the establishment of the Deerfield Beach Aquatics Complex. It is requested that the official name of the Deerfield Beach Aquatic Center be changed to "Peggy Noland Aquatics Complex". District 7

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s) Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

Executive Summary
Renaming DB Aquatic Center

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

School Support **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Dr. Angela Fulton	Phone:	754-321-2100
Name:	Dr. Jermaine V. Fleming	Phone:	754-321-3600

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Dr. Jermaine V. Fleming, North Regional Superintendent,

Signature

Dr. Angela Fulton, Deputy Superintendent, Teaching &

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____
School Board Chair

For more information, please contact:

Name: Dr. Angela R. Fulton
Title: Deputy Superintendent,
Teaching and Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Renaming of Deerfield Beach Aquatic Center to "Peggy Noland Aquatics Complex."

Board Meeting Date: February 19, 2025

Recommended Action: Board Approval to rename the Deerfield Beach Aquatic Center to "Peggy Noland Aquatics Complex."

District-zone Impact: District 7

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Deerfield Beach Aquatic Center will be named "Peggy Noland Aquatics Complex**."**

If the Board votes "No": The Deerfield Beach Aquatic Center will remain The Deerfield Beach Aquatic Center.

Background/History

It is requested that the School Board of Broward County, Florida, consider renaming the Deerfield Beach Aquatic Center in honor of Mayor Peggy Noland for her years of dedication towards the establishment of the Deerfield Beach Aquatics Complex. It is requested that the official name of the Deerfield Beach Aquatic Center be changed to "Peggy Noland Aquatics Complex."

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment

N/A

Financial Impact

There is no financial impact to the district.

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BROWARD
County Public Schools

LATORI G. FULTON, PRINCIPAL
DEERFIELD BEACH MIDDLE SCHOOL

PHONE: 754-322-3300 **FAX:** 754-322-3385 **EMAIL:** latori.fulton@browardschools.com

February 3, 2025

TO: Dr. Angela R. Fulton
Deputy Superintendent, Teaching & Learning

FROM: Latori G. Fulton
Principal, Deerfield Beach Middle School

SUBJECT: CONSIDERATION FOR RENAMING DEERFIELD BEACH AQUATIC CENTER

Attached are minutes from a meeting held on Friday, January 17, at the Deerfield Beach Aquatic Center in alignment with SBBC Policy 1401-Naming/Renaming of School Board-Owned Facilities. The meeting was held on the aforementioned date at 1:00 P.M. During this meeting, we discussed renaming the Deerfield Beach Aquatic Center, as proposed by the selected committee.

Dr. Latori Fulton, Principal, and Mr. Greg Warner, City Representative and Community Member, facilitated the proposal session and it was determined by unanimous vote to seek approval from the board to rename the building the “Peggy Noland Aquatic Complex.”

If approved, the City of Deerfield Beach will host a formal ceremony and revealing will be scheduled. This will be a cost neutral initiative to the district.

The proposal was approved unanimously. This memo is to request district approval to this proposal.

LGF/bb

Deerfield Beach Aquatic Center Naming Committee Meeting Agenda
Date: Friday, January 17, 2025
Time: 1:00 PM
Location: Deerfield Beach Aquatic Center

Participants of the Stakeholder' Deerfield Beach Aquatic Center Naming Meeting:

1. Dr. Latori Fulton, Principal Deerfield Beach Middle School
2. Tanya L. Mays, Assistant Principal Deerfield Beach Middle School
3. Carol Cannariato, Athletic Director/Faculty Member Deerfield Beach Middle School
4. Gary Naranjo, Community Member
5. Verna Rosenzweig, Community Member
6. Judi Stanish, Community Member
7. Greg Warner, City Representative and Community Member
8. Liz Ricci, Community Member
9. Gloria Battle, Community Representative
10. Avis Swenson, Community Member
11. Katy Freitag, Community Member

Call to Order:

Welcome and Introduction

Review of Purpose:

Overview of the Deerfield Beach Aquatic Center naming process and objectives

Discussion of Potential Name:

Peggy Noland Aquatic Complex

Motion/Recommendation:

Motion made by Greg Warner to rename the pool in honor of previous Deerfield Beach Mayor Peggy Noland, Peggy Noland Aquatic Complex. Members present agreed and discussed the rationale. Members indicated Mrs. Noland was chiefly responsible for initiating, fund raising and supporting the construction of the pool. Former Mayor Noland was passionate about the citizens of Deerfield Beach having their own community based aquatic facility for its citizens. All of her children attended Deerfield Beach Middle School, and she was a vocal supporter of the institution. As a result of her commitment, service, and dedication all present felt that she should be commemorated by having the pool named for her.

- Greg Warner will be providing a biography for Mrs. Peggy Noland via e-mail to Dr. Latori Fulton
- The vote was conducted, and the result was unanimously 11 out of 11 in favor of naming the pool the Peggy Noland Aquatic Complex.

Next Steps:

- Dr. Fulton outlined the process for submitting the recommendation.
- Discussed possible timeline for approval and implementation

Adjournment:

Meeting was adjourned after the vote.

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	H. Human Resources & Equity
DEPARTMENT:	Compensation

Agenda Item Number:	HH-1.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Proposed Three (3) Revised Job Descriptions for the Student Svcs. Init. Dept. ADDED

REQUESTED ACTION:

Approved the proposed three (3) revised job descriptions Family Counselor, Supervisor Family Counseling Services, Supervisor School Counseling for the Student Services Initiatives Department. Academics. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

Executive Summary
Family Counselor
Supervisor Family Counseling
Supervisor School Counseling

FINANCIAL IMPACT:

There is no additional financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Dr. Angela R. Fulton	Phone:	754-321-2100
Name:	David Azzarito	Phone:	754-321-1840

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Dr. Angela R. Fulton, Deputy Superintendent, Teaching &

Signature

David Azzarito, Chief People Officer Feb. 19, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Proposed Three (3) Revised Job Descriptions for the Student Services Initiatives Department

Board Meeting Date: February 19,2025

Recommended Action
Approve the proposed three (3) revised job descriptions for the Student Services Initiatives Department.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The recommended modifications being made to the job descriptions will better align the performance responsibilities of the positions based upon the expected scope of work being performed District-wide.

If the Board votes "No": The recommended modifications being made to the job descriptions will not align the performance responsibilities of the positions based upon the expected scope of work being performed District-wide.

Background/History
The recommended revisions to the three (3) job descriptions include updates to the performance responsibilities to include "in times of emergency or extenuating circumstances" to ensure alignment of the job responsibilities with the scope of work being performed. The Compensation Department provided the respective labor representative with copies of the revised job descriptions for review. Applicable feedback received prior to the submission of this item was incorporated where appropriate.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
The proposed job description revisions will ensure the appropriate descriptions for these critical positions that are primarily responsible for enhancing the success of Broward County Public Schools and providing effective student services.

Financial Impact
There is no additional financial impact to the District. The respective funding is allocated in the department's budget.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE:	Family Counselor
JOB CODE:	JJ-048
CLASSIFICATION:	Exempt
PAY GRADE:	N/A
BARGAINING UNIT:	BTU
REPORTS TO:	School Principal
CONTRACT YEAR:	Twelve Months

POSITION GOAL:
To implement a program to help students, families and school staffs develop better life-coping skills in order for the student to become a more productive learner.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Family Counselor shall carry out the performance responsibilities listed below.
- Plan and implement a family counseling program designed around needs of student, school and the community.
- In-service the staff in the implementation of the program.
- Develop materials and implement strategies for a family counseling program.
- Council students, families and staff on personal behavioral concerns.
- Coordinate school/community services to students and families.
- Keep records of conferences and send reports, within the limits of confidentiality to the school staff and community agencies.
- Evaluate periodically the effectiveness of the program as requested by the Principal and Guidance Director.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee in times of emergency or extenuating circumstances.

MINIMUM QUALIFICATIONS & EXPERIENCE:
- An earned master's degree from an accredited institution.
- Three (3) years successful experience as a family counselor, school counselor, clinical psychologist, social worker, rehabilitation counselor or any other full-time counselor who has demonstrated professional expertise in helping clients (individuals and families) in changing behavior and attitudes.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:
- Preferred degree major in Counseling and Guidance, Social Work, Psychology or any other related field.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Frequently communicates with internal and external program administrators of counseling services to ensure coordination of services and program effectiveness.

PHYSICAL REQUIREMENTS:
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

DRAFT

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:
Performance will be evaluated in accordance with Board policy.

Board Approved: 5/6/82 &
Adopted: 5/20/82
Revised: 11/3/04

DRAFT

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Supervisor, Family Counseling Services
JOB CODE: E-013
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Mental Health Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:
To provide individual and group supervision and to maintain grant funding, including the administration, auditing, and program management according to contract standards.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Supervisor, Family Counseling Services shall carry out the essential performance responsibilities listed below.

- Supervises Family Therapists.
- Conduct weekly individual and group supervisory sessions to family therapists, peer counseling coordinators, and substance abuse counselors.
- Provide consultative services to family therapists, peer counseling coordinators, and substance abuse counselors.
- Evaluate clinical skills of family therapists annually.
- Maintain a system for evaluation of the effectiveness of the family counseling program.
- Provide in-service programs on family counseling to family therapists.
- Develop and/or implement programs that include substance abuse prevention education and promote drug-free healthy lifestyles.
- Monitor professional activities of family therapists.
- Act as liaison with other school programs and community agencies, which provide therapeutic counseling services.
- Assist family therapists in interpreting psychological information regarding clients.
- Follow procedures established by the Student Services Department.
- Abide by the "Code of Ethics of the Education Profession in Florida," and the "Ethical Principles" of Social Workers, Marriage and Family Counselors, and Mental Health Counselors, as outlined by each association.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to ~~the~~ job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the ~~Director, Student Services~~ immediate supervisor, or designee in times of emergency or extenuating circumstances.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Minimum of five (5) years of experience and/or training in the field related to the title of the position.
- Degree major and State of Florida Licensure in Marriage and Family Therapy or Mental Health Counseling or Social Work. Computer skills are required for the position.

DRAFT

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Doctorate degree.
- Prior experience in supervising family therapy.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Frequently communicates with internal and external program administrators of counseling services to ensure coordination of services and program effectiveness.

PHYSICAL REQUIREMENTS:
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:
Performance will be evaluated in accordance with Board policy.

Board Approved: 11/5/87 &
Adopted: 12/17/87
Title Change: 5/19/92
Revised: 2/15/94 &
Adopted: 3/15/94
Revised: 10/18/94
Realigned: 4/11/95
Alignment Title Change: 3/19/96, 4/7/98; 5/9/00; 3/19/02
Revised: 7/22/08
2014-2015 Organizational Chart
Title Change: 6/24/14
Reporting Change: 10/17/23

DRAFT

JOB DESCRIPTION
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

POSITION TITLE: Supervisor, School Counseling
JOB CODE: E-179
CLASSIFICATION: Exempt
SALARY BAND: C
REPORTS TO: Director, School Counseling
CONTRACT YEAR: Twelve Months

POSITION GOAL:
To provide leadership and coordination for the implementation of integrated school counseling, which promotes personalized, integrated, culturally sensitive school counseling services that focus on student achievement and personal growth in accordance with the Florida School Counseling Standards.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Supervisor, School Counseling shall carry out the performance responsibilities listed below:

- Supervise and evaluate staff as assigned in the performance of job duties.
- Provide leadership and coordination for the implementation of integrated school counseling that focuses on academic achievement, college/career readiness, and personal/social development in accordance with each school's Annual School Counseling Plan.
- Facilitate an environment that allows school counselors, and related staff to provide personalized academic advisement, college and career readiness, and personal/social learning services to all students in a developmental, comprehensive program.
- Collect and analyze data related to student outcomes, counselor caseloads, and program effectiveness to inform decision-making and program improvement efforts.
- Collaborate with agencies and organizations in the community, colleges/universities, professional organizations, foundations, and other entities for the purpose of expanding and complementing the school-based support services that are available to students and their families.
- Provide results-driven staff development activities consistent with a standards-driven, integrated support system in alignment with the Florida School Counseling Standards.
- Collaborate with other departments within the District to ensure that major initiatives as well as administrative policies and procedures are consistent with the Florida School Counseling Standards.
- Provide school counseling-related information and training for school administration, teachers, parents, support personnel and community representatives.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in ~~the~~ training programs offered to enhance the individual skills and proficiency related to ~~the~~ job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee in times of emergency or extenuating circumstances.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of five (5) years of experience as a school counselor, with demonstrated leadership and supervisory experience.
- Valid Florida Professional Educator's Certification in School Counseling or Social Work.
- Experience working effectively with diverse groups.
- Excellent verbal and written communication skills.
- Computer skills as required for the position.

DRAFT

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Five (5) years of successful teaching or administrator experience in the Broward County School District.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent contact with various levels of School and District staff to develop and implement a comprehensive school counseling program with fidelity. Establish partnerships with other organizations to meet program goals.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: 5/21/24
2024-2025 Organizational Chart

DRAFT

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 9 - At Large

Agenda Item Number:	BB-1.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Board Member Hixon to attend Day in the Legislature Conference

REQUESTED ACTION:

Approve Debra Hixon's travel expense to attend 38th Annual Day in the Legislature Conference for official School Board business, which complies with the rules of the State Board of Education. (Hixon)

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

TDA_DH

FINANCIAL IMPACT:

1,751.17

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Jessica Palomino	Phone:	754-321-2009
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

TEMPORARY DUTY AUTHORIZATION (TDA-1)

Exhibit 1

The School Board of Broward County, Florida

Applicant: Debra A. Hixon **Date:** 1/23/2025

Personnel Number: P00033316 **School/Department:** SBBC/Board Office

Position: Countywide Board Member, Seat #9

The applicant requests temporary duty assignment for the following period:

Depart on: 3/18 , **20** 25 ; **Return on:** 3/20 , **20** 25 **Total work days requested:** 3

****INCLUDE ALL TRAVEL DAYS****

I. *PURPOSE OF TRIP: (Complete A or B and C)*

A. Conference/Convention of (Name of Sponsor): 38th Annual Day in the Legislature Conference	
Meeting in (City and State): Tallahassee, FL	
B. Other School Board business (specify):	
Meeting in (City and State):	
C. Briefly describe benefits accruing to School Board: Legislative Advocacy	

II. *ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN**

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here):	$ 686.17
Rental Car ***review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL***	$ -
Private Car Mileage (_____ miles x 0.670 cents per mile): **Rate effective 01/01/24**	$ -
Information published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. (***paid receipts must be imprinted with company logo***)	$ -
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals ***Information published in the annual memorandum from the Treasurer's Office***	
$80 per day (flat rate which includes meals, lodging & incidental expenses)	
Note: When using Per Diem, no other claim for reimbursement of meals or lodging can be made.	
OR	
Information published in the annual memorandum from the Treasurer's Office	
MEALS only, when NOT using per diem, as described within the communication from the Treasury Department, meals are reimbursed based	
on the current rates from the General Services Administration (https://www.gsa.gov) for domestic travel.	
Enter the Zip Code below for destination of travel and fill in the estimated costs of meals as per rates provided on gsa.gov (link above).	
ZIP Code 32301 **State** FL	
Meals	$ 240.00
HOTEL: $ 315.00 per day X 2 days requested	$ 630.00
MISCELLANEOUS:	
Registration: Conference Registration	$ 195.00
Other: (specify) _____	$ -
TOTAL ESTIMATED EXPENSES:	$ 1,751.17
TRAVEL ADVANCE REQUEST (explain):	

III. *TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:*

Name of Cost Center being charged _____

Internal Account Fund being charged, if applicable _____

IS A SUBSTITUTE REQUIRED DURING ABSENCE?	**NO**	X	**YES**	

IV. *AUTHORIZATION (For signature requirements, see School Board Policy 4007)*

Applicant: Debra Hixon	Date:	1/24/25
Principal/Department Head:	Date:	
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:	Date:	1/27/25
Additional Approval:	Date:	

Form #4082 Rev. 01/01/24

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 1

Agenda Item Number:	BB-2.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Board Member Bulman to attend Annual Day in the Legislature Conference

REQUESTED ACTION:

Approve Maura McCarthy Bulman's travel expense to attend 38th Annual Day in the Legislature Conference for official school board business, which complies with the rules of the State Board of Education. (Bulman)

RATIONALE:

For the requested actions, background/history, alignment to the 2027 goals and guardrails, measurable outcome(s)/return on investment, financial impact, and rationale.

EXHIBITS:

TDA_MMB

FINANCIAL IMPACT:

The financial impact to the district is $3001.96, from the School Board member office budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John J. Sullivan	Phone:	754-321-2616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

TEMPORARY DUTY AUTHORIZATION (TDA-1)

The School Board of Broward County, Florida

Exhibit 1

Applicant: Maura McCarthy Bulman **Date:** 1/29/2025

Personnel Number: P00165514 **School/Department:** Board Office- 9501

Position: Board Member- District 1

The applicant requests temporary duty assignment for the following period:

Depart on: 3/17 , 20 25 ; **Return on:** 3/21 , 20 25 **Total work days requested:** 5

****INCLUDE ALL TRAVEL DAYS****

I. *PURPOSE OF TRIP: (Complete A or B and C)*

A. Conference/Convention of (Name of Sponsor): FSBA Day in the Legislature & New School Board Member Academy	
Meeting in (City and State): Tallahassee, FL	
B. Other School Board business (specify):	
Meeting in (City and State):	
C. Briefly describe benefits accruing to School Board: Professional Development	

II. *ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN***

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here):	$ 636.96
Rental Car ***review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL***	$ -
Private Car Mileage (miles x 0.670 cents per mile): **Rate effective 01/01/24**	$ -
Information published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. (***paid receipts must be imprinted with company logo***)	$ -
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals ***Information published in the annual memorandum from the Treasurer's Office***	
$80 per day (flat rate which includes meals, lodging & incidental expenses)	
Note: When using Per Diem, no other claim for reimbursement of meals or lodging can be made.	
OR	
Information published in the annual memorandum from the Treasurer's Office	
MEALS only, when NOT using per diem, as described within the communication from the Treasury Department, meals are reimbursed based on the current rates from the General Services Administration (https://www.gsa.gov) for domestic travel.	
Enter the Zip Code below for destination of travel and fill in the estimated costs of meals as per rates provided on gsa.gov (link above).	
ZIP Code 32301 **State** FL	
Meals	$ 260.00
HOTEL: $ 415.00 per day X 4 days requested	$ 1,660.00
MISCELLANEOUS:	
Registration: 38 Annual Day in the Legis. & FSBA New Board Member Acad. Part II	$ 445.00
Other: (specify)	
TOTAL ESTIMATED EXPENSES:	$ 3,001.96
TRAVEL ADVANCE REQUEST (explain):	

III. *TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:*

Name of Cost Center being charged

Internal Account Fund being charged, if applicable

IS A SUBSTITUTE REQUIRED DURING ABSENCE?	**NO**	X	**YES**	

IV. *AUTHORIZATION (For signature requirements, see School Board Policy 4007)*

Applicant:	Date:	1/29/2025
Principal/Department Head:	Date:	
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:	Date:	1/31/25
Additional Approval:	Date:	

Form #4082 Rev. 01/01/24

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 1

Agenda Item Number:	BB-3.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Board Member Thompson to attend 38th Annual Day in the Legislature Confere…

REQUESTED ACTION:

Approve Rebecca Thompson's travel expenses to attend the 38th Annual Day in the Legislature conference for official School Board business, which complies with the rules of the State Board of Education (Thompson)

RATIONALE:

For the requested actions, background/history, alignment to the 2027 goals and guardrails, measurable outcome(s), return on investment, financial impact and rationale.

EXHIBITS:

Thompson-TDA

FINANCIAL IMPACT:

$3,266.72

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Andrea M. Dinelaris	Phone:	754-321-2002
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

TEMPORARY DUTY AUTHORIZATION (TDA-1)

Exhibit 1

The School Board of Broward County, Florida

Applicant: Rebecca Thompson **Date** 1/28/25

Personnel Number P00131348 **School/Department** School Board Member's office

Position: Board Member

The applicant requests temporary duty assignment for the following period

Depart on: 3/17 , 20 25 ; **Return on** 3/21 , 20 25 **Total work days requested** 4.0

****INCLUDE ALL TRAVEL DAYS****

I. *PURPOSE OF TRIP: (Complete A or B and C)*

A. Conference/Convention of (Name of Sponsor):	38th Annual Day in the Legislature
Meeting in (City and State):	Tallahassee
B. Other School Board business (specify):	
Meeting in (City and State):	
C. Briefly describe benefits accruing to School Board:	

II. *ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN**

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here): American Airlines	$ 636.96
Rental Car *review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL*	
Private Car Mileage (0.00 miles x 0.655 cents per mile): **Rate effective 1/01/23**	$ -
Current rate as published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. (*paid receipts must be imprinted with company logo*)	
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals - ***Current rate as published in the annual memorandum from the Treasurer's Office*** ____ x ____ days requested	
OR	
HOTEL: $ 466.19 per day x 4 days requested	$ 1,864.76
MEALS: ***Current rate as published in the annual memorandum from the Treasurer's Office***	$ 320.00
MISCELLANEOUS:	
Registration: FBSA	$ 445.00
Other: (specify)	
TOTAL ESTIMATED EXPENSES:	$ 3,266.72
TRAVEL ADVANCE REQUEST (explain):	

III. *TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:*

Name of Cost Center being charged

Internal Account Fund being charged, if applicable

IS A SUBSTITUTE REQUIRED DURING ABSENCE? NO YES

IV. *AUTHORIZATION (For signature requirements, see School Board Policy 4007)*

Applicant: Rebecca Thompson	Date: 1/30/25
Principal/Department Head:	Date:
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:	Date: 1/30/25
Additional Approval:	Date:

Form #4082 Rev. 01/13/23

Status: WITHDRAWN

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 4

Agenda Item Number:	BB-4.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Board Member Lori Alhadeff to attend Broward Days/FSBA Legislative Days WITHDRAWN

REQUESTED ACTION:

School Board confirmation that Mrs. Alhadeff's travel to attend these events March 18 to March 20, 2025 is for official School Board business and that it complies with the rules of the State Board of Education. (Alhadeff)

RATIONALE:

For the Requested Actions, Background/History Alignment tot he 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale.

EXHIBITS:

- Alhadeff TDA
- Memo to Withdraw

FINANCIAL IMPACT:

2080.84

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:		Phone:	
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

TEMPORARY DUTY AUTHORIZATION (TDA-1)

The School Board of Broward County, Florida

Exhibit 1

Applicant: Lori Alhadeff **Date:** 1/23/2025

Personnel Number: P00121662 **School/Department:** Board Office, School Board Member 9501

Position: Board Member District 4

The applicant requests temporary duty assignment for the following period:

Depart on: 3/18 , 20 25 ; **Return on:** 3/20 , 20 25 **Total work days requested:** 3

****INCLUDE ALL TRAVEL DAYS****

I. *PURPOSE OF TRIP: (Complete A or B and C)*

A. Conference/Convention of (Name of Sponsor): Rally to Tally and FSBA 38th Annual Day in the Legislature

Meeting in (City and State): Tallahassee, Florida

B. Other School Board business (specify):

Meeting in (City and State):

C. Briefly describe benefits accruing to School Board: Legislative Advocacy

II. *ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN***

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here):	$ 627.84
Rental Car ***review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL***	$ -
Private Car Mileage (____ miles x 0.670 cents per mile): **Rate effective 01/01/24**	$ -
Information published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. (***paid receipts must be imprinted with company logo***)	$ -
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals ***Information published in the annual memorandum from the Treasurer's Office***	$ -
$80 per day (flat rate which includes meals, lodging & incidental expenses)	
Note: When using Per Diem, no other claim for reimbursement of meals or lodging can be made.	
OR	
Information published in the annual memorandum from the Treasurer's Office	
MEALS only, when NOT using per diem, as described within the communication from the Treasury Department, meals are reimbursed based on the current rates from the General Services Administration (https://www.gsa.gov) for domestic travel.	
Enter the Zip Code below for destination of travel and fill in the estimated costs of meals as per rates provided on gsa.gov (link above).	
ZIP Code 32301 **State** FL	
Meals	$ 160.00
HOTEL: $ 299.00 per day X 2 days requested	$ 598.00
MISCELLANEOUS:	
Registration:	$ 195.00
Other: (specify) Transportation Service	$ 500.00
TOTAL ESTIMATED EXPENSES:	$ 2,080.84
TRAVEL ADVANCE REQUEST (explain):	

III. *TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:*

Name of Cost Center being charged

Internal Account Fund being charged, if applicable

IS A SUBSTITUTE REQUIRED DURING ABSENCE? **NO** ☐ **YES** ☐

IV. *AUTHORIZATION (For signature requirements, see School Board Policy 4007)*

Applicant: Lori Alhadeff	Date: 1/29/25
Principal/Department Head:	Date:
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:	Date: 1/30/25
Additional Approval:	Date:

Form #4082 Rev. 01/01/24

Established 1915
BROWARD
County Public Schools

OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS

PHONE: 754-321-2600 **FAX:** 754-321-2701 **EMAIL:** superintendent@browardschools.com

February 13, 2025

TO: School Board Members

FROM: John J. Sullivan
Chief Communications and Legislative Affairs Officer

VIA: Dr. Howard Hepburn
Superintendent of Schools

SUBJECT: **WITHDRAWAL OF ITEM BB-4, BOARD MEMBER LORI ALHADEFF TO ATTEND BROWARD DAYS/FSBA LEGISLATIVE DAYS, FROM THE FEBRUARY 19, 2025, REGULAR SCHOOL BOARD MEETING**

Please withdraw BB-4., Board Member Lori Alhadeff to attend Broward Days/FSBA Legislative Days, from the February 19, 2025, Regular School Board Meeting.

The Chief Communications and Legislative Affairs Officer received written notification from the School Board member to withdraw this item from the meeting agenda, as she will no longer be attending or participating in Broward Days and FSBA Legislative Days.

HH/JJS:adh

c: Senior Leadership Team
Official School Board Records

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 5

Agenda Item Number:	BB-5.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Board Member Dr. Jeff Holness to attend 38th Annual Day in the Legislature

REQUESTED ACTION:

Approve School Board Member Dr. Jeff Holness' travel to attend the events from March… to March 20, 2025, for official School Board business and that it complies with the rules of the State Board of Education. (Holness)

RATIONALE:

Please see attached TDA.

EXHIBITS:

Holness TDA

FINANCIAL IMPACT:

1542.90

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Janysse Edouard	Phone:	754-321-2005
Name:	John Sullivan	Phone:	754-321-2616

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

TEMPORARY DUTY AUTHORIZATION (TDA-1)

The School Board of Broward County, Florida

Exhibit 1

Applicant: Jeff Holness **Date:** 1/30/2025

Personnel Number: P00038996 **School/Department:** SBBC/Board Office

Position: Board Member, District 5

The applicant requests temporary duty assignment for the following period:

Depart on: 3/18 **, 20** 25 **; Return on:** 3/20 **, 20** 25 **Total work days requested:** 3

****INCLUDE ALL TRAVEL DAYS****

I. ***PURPOSE OF TRIP: (Complete A or B and C)***

A. Conference/Convention of (Name of Sponsor):	FSBA 38th Annual Day in the Legislature, Broward Days, & BCPS Capital Days
Meeting in (City and State):	Tallahassee, FL
B. Other School Board business (specify):	
Meeting in (City and State):	
C. Briefly describe benefits accruing to School Board:	Legislative Advocacy

II. ***ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN****

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here):	$ -
Rental Car ***review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL***	$ -
Private Car Mileage (_____ miles x 0.670 cents per mile): **Rate effective 01/01/24**	$ -
Information published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. (***paid receipts must be imprinted with company logo)***	$ 364.90
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals ***Information published in the annual memorandum from the Treasurer's Office***	
$80 per day (flat rate which includes meals, lodging & incidental expenses)	
Note: When using Per Diem, no other claim for reimbursement of meals or lodging can be made.	
OR	
Information published in the annual memorandum from the Treasurer's Office	
MEALS only, when NOT using per diem, as described within the communication from the Treasury Department, meals are reimbursed based on the current rates from the General Services Administration (https://www.gsa.gov) for domestic travel.	
Enter the Zip Code below for destination of travel and fill in the estimated costs of meals as per rates provided on gsa.gov (link above).	
ZIP Code 32301 **State** FL	
Meals	$ 240.00
HOTEL: $ 309.00 per day X 2 days requested	$ 618.00
MISCELLANEOUS:	
Registration: FSBA Conference Registration	$ 195.00
Other: (specify) Uber	$ 125.00
TOTAL ESTIMATED EXPENSES:	$ 1,542.90
TRAVEL ADVANCE REQUEST (explain):	

III. ***TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:***

Name of Cost Center being charged _____

Internal Account Fund being charged, if applicable _____

IS A SUBSTITUTE REQUIRED DURING ABSENCE?	NO	X	YES	

IV. ***AUTHORIZATION (For signature requirements, see School Board Policy 4007)***

Applicant:	Date:	1/31/25
Principal/Department Head:	Date:	
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:	Date:	1/31/25
Additional Approval:	Date:	

Form #4082 Rev. 01/01/24

Status: REVISED

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 6

Agenda Item Number:	BB-6.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Board Member Brenda Fam to attend Broward Days/FSBA Days in Legislature REVISED

REQUESTED ACTION:

Approve School Board member Brenda Fam's travel to attend Broward Days/FSBA/Days in Legislature from March 17 to March 21, 2025, for official School Board business and that it complies with the rules of the State Board of Education. (Fam)

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investments, Financial Impact, and Rationale, please see the TDA.

EXHIBITS:

- Fam TDA
- Memo to Revise

FINANCIAL IMPACT:

$1,863.25

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John Sullivan	Phone:	754-321-2616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

TEMPORARY DUTY AUTHORIZATION (TDA-1)

Exhibit 1

The School Board of Broward County, Florida

Applicant: Brenda Fam **Date** 1/14/25

Personnel Number P00135030 **School/Department** Board Office/9501

Position: **Board Member**

The applicant requests temporary duty assignment for the following period

Depart on: 3/17 , 20 25 ; **Return on** 3/20 , 20 25 **Total work days requested** 3.5

****INCLUDE ALL TRAVEL DAYS****

I. ***PURPOSE OF TRIP: (Complete A or B and C)***

A. Conference/Convention of (Name of Sponsor):	Broward Days/Rally to Tally/ 38th Annual Day in the Legislature
Meeting in (City and State):	Tallahasee, FL
B. Other School Board business (specify):	
Meeting in (City and State):	
C. Briefly describe benefits accruing to School Board:	Legislative Advocacy

II. ***ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN****

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here):	$ 595.00
Rental Car ***review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL***	
Private Car Mileage (0.00 miles x 0.625 cents per mile): **Rate effective 7/1/2022**	$ -
Current rate as published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. (***paid receipts must be imprinted with company logo)***	
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals - ***Current rate as published in the annual memorandum from the Treasurer's Office*** _____ x _____ days requested	
OR	
HOTEL: $ 3.00 per day x 207 days requested	$ 620.25
MEALS: ***Current rate as published in the annual memorandum from the Treasurer's Office***	$ 278.00
MISCELLANEOUS:	
Registration: 38th Annual Day in the Legislature	$ 195.00
Other: (specify) Uber/Lfyt	$ 175.00
TOTAL ESTIMATED EXPENSES:	$ 1,863.25
TRAVEL ADVANCE REQUEST (explain):	

III. ***TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:***

Name of Cost Center being charged _____

Internal Account Fund being charged, if applicable _____

IS A SUBSTITUTE REQUIRED DURING ABSENCE? **NO** **YES**

IV. ***AUTHORIZATION (For signature requirements, see School Board Policy 4007)***

Applicant: Brenda Fam	Date: 1·27·25
Principal/Department Head:	Date: 1/29/25
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:	Date: 1/30/25
Additional Approval:	Date:

Form #4082 Rev. 7/01/22

Established 1915
BROWARD
County Public Schools

OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS

PHONE: 754-321-2600 **FAX:** 754-321-2701 **EMAIL:** superintendent@browardschools.com

February 12, 2024

TO: School Board Members

FROM: John Sullivan
Chief Communications & Legislative Affairs Officer

VIA: Dr. Howard Hepburn
Superintendent of Schools

SUBJECT: **REQUEST TO REVISE ITEM # BB-6, BOARD MEMBER BRENDA FAM TO ATTEND BROWARD DAYS/FSBA DAYS IN LEGISLATURE, FOR THE FEBRUARY 19, 2025, REGULAR SCHOOL BOARD MEETING**

Attached is the revised TDA for item BB-6, Board Member Brenda Fam to attend Broward Days/FSBA Days in Legislature, for the February 19, 2025, Regular School Board Meeting. Due to the airline's cancellation of her return flight, there has been a change in the trip's total amount.

HH/JS:lgb

Attachment(s): Revised TDA

c: BCPS Cabinet

TEMPORARY DUTY AUTHORIZATION (TDA-1)

Exhibit 1

The School Board of Broward County, Florida

Applicant: Brenda Fam **Date** 1/14/25

Personnel Number P00135030 **School/Department** Board Office/9501

Position: Board Member

The applicant requests temporary duty assignment for the following period

Depart on: 3/17 , 20 25 ; **Return on** 3/20 , 20 25 **Total work days requested** 4.0

****INCLUDE ALL TRAVEL DAYS****

I. ***PURPOSE OF TRIP: (Complete A or B and C)***

A. Conference/Convention of (Name of Sponsor):	Broward Days/Rally to Tally/ 38th Annual Day in the Legislature
Meeting in (City and State):	Tallahasee, FL
B. Other School Board business (specify):	
Meeting in (City and State):	
C. Briefly describe benefits accruing to School Board:	Legislative Advocacy

II. ***ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN****

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here):	$ 698.88
Rental Car ***review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL***	
Private Car Mileage (0.00 miles x 0.625 cents per mile): **Rate effective 7/1/2022**	$ -
Current rate as published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. (***paid receipts must be imprinted with company logo)***	
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals - ***Current rate as published in the annual memorandum from the Treasurer's Office*** _____ x _____ days requested	
OR	
HOTEL: $ 263.00 per day x 3 days requested	$ 789.00
MEALS: ***Current rate as published in the annual memorandum from the Treasurer's Office***	$ 278.00
MISCELLANEOUS:	
Registration: 38th Annual Day in the Legislature	$ 195.00
Other: (specify) Uber/Lfyt/	$ 175.00
TOTAL ESTIMATED EXPENSES:	$ 2,135.88
TRAVEL ADVANCE REQUEST (explain):	

III. ***TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:***

Name of Cost Center being charged _____

Internal Account Fund being charged, if applicable _____

IS A SUBSTITUTE REQUIRED DURING ABSENCE? **NO** **YES**

IV. ***AUTHORIZATION (For signature requirements, see School Board Policy 4007)***

Applicant: Brenda Fam Brenda Fam Date: 2/12/25

Principal/Department Head: _____ Date: _____

Chief Operating Officer/Associate/Assistant/Area/Deputy

Superintendent: Dr. Howard Hepburn Date: 2/12/25

Additional Approval: _____ Date: _____

Form #4082 Rev. 7/01/22

Status: REVISED

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 7

Agenda Item Number:	BB-7.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Board Member Nora Rupert to attend Broward Days/FSBA Legislative Days REVISED

REQUESTED ACTION:

School Board confirms the travel for Nora Rupert to attend Broward Days/FSBA Legislative Days from ~~January 17 to January 21, 2025,~~ March 17, 2025 to March 21, 2025, is for official School Board business and that it complies with the rules of the State Board of Education. (Rupert)

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact and Rationale, please see the TDA.

EXHIBITS:

- Rupert TDA
- Memo to Revise

FINANCIAL IMPACT:

$2,435.96

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John Sullivan	Phone:	7543212616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

TEMPORARY DUTY AUTHORIZATION (TDA-1)

The School Board of Broward County, Florida

Exhibit 1

Applicant: Nora Rupert **Date:** 1/29/2025

Personnel Number: P00053364 **School/Department:** Board Office / 9501

Position: School Board Member, District 7

The applicant requests temporary duty assignment for the following period:

Depart on: 1/17 , 20 25 ; **Return on:** 1/21 , 20 25 **Total work days requested:** 5

****INCLUDE ALL TRAVEL DAYS****

I. ***PURPOSE OF TRIP: (Complete A or B and C)***

A. Conference/Convention of (Name of Sponsor): Rally to Tally/Broward Days/FSBA Legislative Days

Meeting in (City and State): Tallahasse, Florida

B. Other School Board business (specify):

Meeting in (City and State):

C. Briefly describe benefits accruing to School Board: Legislative Advocacy

II. ***ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN*****

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here):	
Rental Car *review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL*	$ 190.96
Private Car Mileage (miles x 0.70 cents per mile): **Rate effective 01/01/25**	$ -
Information published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. (*paid receipts must be imprinted with company logo)*	$ 100.00
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals ***Information published in the annual memorandum from the Treasurer's Office***	
$80 per day (flat rate which includes meals, lodging & incidental expenses)	
Note: When using Per Diem, no other claim for reimbursement of meals or lodging can be made.	
OR	
Information published in the annual memorandum from the Treasurer's Office	
MEALS only, when NOT using per diem, as described within the communication from the Treasury Department, meals are reimbursed based on the current rates from the General Services Administration (https://www.gsa.gov) for domestic travel.	
Enter the Zip Code below for destination of travel and fill in the estimated costs of meals as per rates provided on gsa.gov (link above).	
ZIP Code 32301 **State** FL	
Meals	$ 350.00
HOTEL: $ 366.00 per day X 4 days requested	$ 1,464.00
MISCELLANEOUS:	
Registration:	$ 195.00
Other: (specify) Hotel Parking @ $34/night	$ 136.00
TOTAL ESTIMATED EXPENSES:	$ 2,435.96
TRAVEL ADVANCE REQUEST (explain):	

III. ***TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:***

Name of Cost Center being charged

Internal Account Fund being charged, if applicable

IS A SUBSTITUTE REQUIRED DURING ABSENCE?	**NO**	X	**YES**	

IV. ***AUTHORIZATION (For signature requirements, see School Board Policy 4007)***

Applicant: Nora Rupert	Date:	1-29-25
Principal/Department Head:	Date:	
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:	Date:	1/29/25
Additional Approval:	Date:	

Form #4082 Rev. 01/01/25

Established 1915
BROWARD
County Public Schools

OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS

PHONE: 754-321-2600 **FAX:** 754-321-2701 **EMAIL:** Superintendent@browardschools.com

February 7, 2025

TO: School Board Members

FROM: John J. Sullivan
Chief Communications and Legislative Affairs Officer

VIA: Dr. Howard Hepburn
Superintendent of Schools

SUBJECT: **REQUEST TO REVISE BB-7. BOARD MEMBER NORA RUPERT TO ATTEND BROWARD DAYS/FSBA LEGISLATIVE DAYS, FOR THE FEBRUARY 19, 2025, REGULAR SCHOOL BOARD MEETING**

Attached is a revision for BB-7. Board Member Nora Rupert to attend Broward Days/FSBA Legislative Days, for the February 19, 2025, Regular School Board Meeting

The Suggested Action and Temporary Duty Authorization form has been revised to reflect the following travel date(s): March 17, 2025, through March 21, 2025.

HH/JJS:adh
Attachment(s)

c: Senior Leadership Team

Exhibit 1

TEMPORARY DUTY AUTHORIZATION (TDA-1)

The School Board of Broward County, Florida

Applicant: Nora Rupert Date: 2/5/2025

Personnel Number: P00053364 School/Department: Board Office 9501

Position: School Board Member, District 7

The applicant requests temporary duty assignment for the following period:

Depart on: 3/17 , 20 25 ; Return on: 3/21 , 20 25 Total work days requested: 5

INCLUDE ALL TRAVEL DAYS

I. *PURPOSE OF TRIP: (Complete A or B and C)*

A. Conference/Convention of (Name of Sponsor): Rally to Tally/Broward Days/FSBA Legislative Days

Meeting in (City and State):

B. Other School Board business (specify):

Meeting in (City and State):

C. Briefly describe benefits accruing to School Board: Legislative Advocacy

II. *ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN**
ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)*

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here):	$ 190.96
Rental Car *review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL*	
Private Car Mileage (miles x 0.70 cents per mile): Rate effective 01/01/25	$ -
Information published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. *(paid receipts must be imprinted with company logo)*	$ 100.00
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals *Information published in the annual memorandum from the Treasurer's Office*	
$80 per day (flat rate which includes meals, lodging & incidental expenses)	
Note: When using Per Diem, no other claim for reimbursement of meals or lodging can be made.	
OR	
Information published in the annual memorandum from the Treasurer's Office	
MEALS only, when NOT using per diem, as described within the communication from the Treasury Department, meals are reimbursed based on the current rates from the General Services Administration (https://www.gsa.gov) for domestic travel.	
Enter the Zip Code below for destination of travel and fill in the estimated costs of meals as per rates provided on gsa.gov (link above).	
ZIP Code 32301 State FL	
Meals	$ 350.00
HOTEL: $ 366.00 per day X 4 days requested	$ 1,464.00
MISCELLANEOUS:	
Registration: FSBA	$ 195.00
Other: (specify) Hotel Parking @ $34/night	$ 136.00
TOTAL ESTIMATED EXPENSES:	$ 2,435.96
TRAVEL ADVANCE REQUEST (explain):	

III. *TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:*

Name of Cost Center being charged

Internal Account Fund being charged, if applicable

IS A SUBSTITUTE REQUIRED DURING ABSENCE?	NO		YES	

IV. *AUTHORIZATION (For signature requirements, see School Board Policy 4007)*

Applicant: Nora Rupert	Date:	2-5-25
Principal/Department Head:	Date:	
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:	Date:	2-5-25
Additional Approval:	Date:	

Form #4082 Rev. 01/01/25

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 7

Agenda Item Number:	BB-8.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Nora Rupert to attend the Greater Florida Consortium of School Boards

REQUESTED ACTION:

School Board confirms the travel for Nora Rupert to attend the Greater Florida Consortium of School Boards Legislative Meetings from April 2 to April 4, 2025 is for official School Board business and that it complies with the rules of the State Board of Education. (Rupert)

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact and Rationale, please see the TDA.

EXHIBITS:

Rupert TDA GFCSB

FINANCIAL IMPACT:

$877.20

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John Sullivan	Phone:	7543212616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

TEMPORARY DUTY AUTHORIZATION (TDA-1)

The School Board of Broward County, Florida

Exhibit 1

Applicant: Nora Rupert **Date:** 1/29/2025

Personnel Number: P00053364 **School/Department:** Board Office / 9501

Position: School Board Member, District 7

The applicant requests temporary duty assignment for the following period:

Depart on: 4/2 , 20 25 ; **Return on:** 4/4 , 20 25 **Total work days requested:** 3

****INCLUDE ALL TRAVEL DAYS****

I. ***PURPOSE OF TRIP: (Complete A or B and C)***

A. Conference/Convention of (Name of Sponsor): Greater Florida Consortium of School Boards	
Meeting in (City and State): Tallahasse, Florida	
B. Other School Board business (specify):	
Meeting in (City and State):	
C. Briefly describe benefits accruing to School Board: Legislative Advocacy	

II. ***ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN*****

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here): Silver Airways	$ 326.20
Rental Car *review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL*	
Private Car Mileage (____ miles x 0.70 cents per mile): **Rate effective 01/01/25**	$ -
Information published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. ***(paid receipts must be imprinted with company logo)***	$ 40.00
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals ***Information published in the annual memorandum from the Treasurer's Office***	
$80 per day (flat rate which includes meals, lodging & incidental expenses)	
Note: When using Per Diem, no other claim for reimbursement of meals or lodging can be made.	
OR	
Information published in the annual memorandum from the Treasurer's Office	
MEALS only, when NOT using per diem, as described within the communication from the Treasury Department, meals are reimbursed based	
on the current rates from the General Services Administration (https://www.gsa.gov) for domestic travel.	
Enter the Zip Code below for destination of travel and fill in the estimated costs of meals as per rates provided on gsa.gov (link above).	
ZIP Code 32301 **State** FL	
Meals	$ 53.00
HOTEL: $ 229.00 per day X 2 days requested	$ 458.00
MISCELLANEOUS:	
Registration:	
Other: (specify)	
TOTAL ESTIMATED EXPENSES:	$ 877.20
TRAVEL ADVANCE REQUEST (explain):	

III. ***TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:***

Name of Cost Center being charged

Internal Account Fund being charged, if applicable

IS A SUBSTITUTE REQUIRED DURING ABSENCE?	NO	X	YES	

IV. ***AUTHORIZATION (For signature requirements, see School Board Policy 4007)***

Applicant: Nora Rupert		Date:	1-29-25
Principal/Department Head:		Date:	
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:		Date:	1/29/25
Additional Approval:		Date:	

Form #4082 Rev. 01/01/25

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 8 - At Large

Agenda Item Number:	BB-9.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Dr. Allen Zeman to attend the Rally to Tally

REQUESTED ACTION:

School Board confirms the travel for Dr. Allen Zeman to attend the Rally to Tally for official School Board business and that it complies with the rules of the State Board Education. (Zeman)

RATIONALE:

Please see Temporary Duty Authorization (TDA) form attached for estimated expenses.

EXHIBITS:

TDA

FINANCIAL IMPACT:

The estimated financial impact is 2,083.00, from the School Board member's operational budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John Sullivan	Phone:	7543212616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

TEMPORARY DUTY AUTHORIZATION (TDA-1)

The School Board of Broward County, Florida

Exhibit 1

Applicant: Allen Zeman **Date:** 1/23/2025

Personnel Number: P00135031 **School/Department:** Board Office

Position: Board Member, Seat #8

The applicant requests temporary duty assignment for the following period:

Depart on: 3/17 , 20 25 ; **Return on:** 3/20 , 20 25 **Total work days requested:** 4

****INCLUDE ALL TRAVEL DAYS****

I. *PURPOSE OF TRIP: (Complete A or B and C)*

A. Conference/Convention of (Name of Sponsor): Broward Days, FSBA Days & BCPS Capitol Days

Meeting in (City and State): Tallahassee, FL

B. Other School Board business (specify):

Meeting in (City and State):

C. Briefly describe benefits accruing to School Board:

II. *ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN**

ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)

TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name here): Silver Airways	$ 500.00
Rental Car ***review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL***	$ -
Private Car Mileage (_____ miles x 0.670 cents per mile): **Rate effective 01/01/24**	$ -
Information published in the annual memorandum from the Treasurer's Office.	
Taxi, limousine, tolls, etc. (***paid receipts must be imprinted with company logo)***	$ -
(cannot accept copies, credit card or bank statements)	
PER DIEM: Lodging & Meals ***Information published in the annual memorandum from the Treasurer's Office***	$ -
$80 per day (flat rate which includes meals, lodging & incidental expenses)	
Note: When using Per Diem, no other claim for reimbursement of meals or lodging can be made.	
OR	
Information published in the annual memorandum from the Treasurer's Office	
MEALS only, when NOT using per diem, as described within the communication from the Treasury Department, meals are reimbursed based on the current rates from the General Services Administration (https://www.gsa.gov) for domestic travel.	
Enter the Zip Code below for destination of travel and fill in the estimated costs of meals as per rates provided on gsa.gov (link above).	
ZIP Code 32301 **State** FL	
Meals	$ -
HOTEL: $ 347.00 per day X 4 days requested	$ 1,388.00
MISCELLANEOUS:	
Registration:	$ 195.00
Other: (specify)	$ -
TOTAL ESTIMATED EXPENSES:	$ 2,083.00
TRAVEL ADVANCE REQUEST (explain):	

III. *TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:*

Name of Cost Center being charged

Internal Account Fund being charged, if applicable

IS A SUBSTITUTE REQUIRED DURING ABSENCE?	**NO**	X	**YES**	

IV. *AUTHORIZATION (For signature requirements, see School Board Policy 4007)*

Applicant:	Date:	1/23/2025
Principal/Department Head:	Date:	1/23/25
Chief Operating Officer/Associate/Assistant/Area/Deputy Superintendent:	Date:	
Additional Approval:	Date:	

Form #4082 Rev. 01/01/24

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 5

Agenda Item Number:	BB-10.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Computer and Internet Access for All Students

REQUESTED ACTION:

Direct the Superintendent to ensure that all Broward County Public School students have computer and internet access at school and home by August 11th. (Holness)

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- BB-10 Response

FINANCIAL IMPACT:

The financial impact is currently undetermined.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John J. Sullivan	Phone:	754-321-2616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: John J. Sullivan
Title: Chief Communications & legislative Affairs Officer
Phone: 754-321-2616

EXECUTIVE SUMMARY

Computer and Internet Access for All Students

Board Meeting Date: February 19, 2025

Recommended Action
Direct the Superintendent to ensure that all Broward County Public School students have computer and internet access at school and home by August 11th. (Holness)

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Superintendent will initiate efforts to ensure that all students in Broward County Public Schools have access to computers and the internet by August 11th.

If the Board votes "No": Inequitable access to internet and computer resources will continue to be a concern for students.

Background/History
Ensuring universal access to computers and the internet for all Broward County Public Schools students is essential due to economic disparities. Leveraging partnerships and district funding is recommended to effectively address these disparities.

Alignment to 2027 Goals and Guardrails
Equity

Measurable Outcome(s)/Return on Investment
Achieving 100% student access to computers and reliable internet connectivity by the start of the next school year.

Financial Impact
The financial impact is currently undetermined.

Staff Follow-up: RSBM-021925-04 (D. Hixon)
Today's Date: February 13, 2025
Due Date: February 17, 2025

BROWARD County Public Schools | Educating Today's Students to Succeed in Tomorrow's World

Topic: BB-10 Computer and Internet Access for All Students

Staff Follow-up: How can we ensure students have Internet access at home?

Response: The District conducts a **Back to School** survey which includes questions regarding Internet access at home. The chart below is a summary of the survey data from the start of the 2024-25 school year based on 194,942 student forms:

TYPE	RESPONSES	% RESPONSES	NO ACCESS TO INTERNET	% NO ACCESS
ELEMENTARY	38,208	19.60%	1,973	5.16%
MIDDLE	18,864	9.68%	526	2.79%
HIGH	23,247	11.93%	399	1.72%
COMBO (K-8, 6-12)	2,059	1.06%	94	4.57%
CENTER	396	0.20%	50	12.63%
ADULT	1,521	0.78%	42	2.76%
Total	**84,295**	**43.24%**	**3,084**	**4.94%**

As an option, we can provide a hotspot to students without access to the Internet at home via our current cellular contract with AT&T. This option will cost the District approximately $17 a month per device with a one-year commitment for unlimited data with the Children's Internet Protection Act (CIPA) compliance (includes hotspot, monthly service, and content filtering). If we choose not to commit for one year the cost would be approximately $16 a month for service per device and one hotspot cost of approximately $70.

Based on the above survey data, the cost to cover students without Internet access at home:

- One-year commitment:
  - 3,084*$17 = **$52,428** per month; for 12 months it will cost **$629,136.**
- Without a one-year commitment:
  - 3,084*$70 per hotspot for a total of approximately **$215,880** (one time cost).
  - Monthly service with CIPA compliance $16 for a monthly total of **$49,344.**
  - Cost of 10 months of service would be $493,440 plus $215,880 for a total of **$709,302.**

A hotspot initiative under our current contract with AT&T for 10 percent of our entire full-time equivalent (FTE) of ~200,000:

- One-year commitment:
  - 20,000*$17 = **$340,000** per month; for 12 months it will cost **$4,080,000.**

- Without a one-year commitment:
  - 20,000*$70 per hotspot for a total of approximately **$1,400,000** (one time cost).
  - Monthly service with CIPA compliance $16 for a monthly total of **$320,000.**
  - Cost of 10 months of service would be $3,200,000 plus $1,400,000 for a total of **$4,600,000.**

Additionally, the Federal Communications Commission (FCC), through the Universal Service Administrative Company (USAC) provide services to schools via the Lifeline programs to families.

Lifeline is a federal program that offers a monthly benefit of up to $9.25 towards phone or Internet services for eligible subscribers. Qualification is either based on income or through a participating Lifeline program and limited to one per household.

Lifeline companies in Florida for families:

- TruConnect, Mobile Service
  - 2 plans – Lifeline.
  - Lifeline – valid as long they are receiving government assistance.
  - Unlimited text and call. Based in the State of Florida - 4.5 GB.
- Access Wireless, Mobile Service
  - Lifeline – valid as long they are receiving government assistance. No cost.
  - Unlimited text and call. Based in the State of Florida - 4.5 GB; option to purchase more data.
- Gen Mobile, Mobile Service
  - 2 plans – Lifeline and Prepaid.
  - Lifeline – apply online. No cost.
  - Unlimited text and call. Based in the State of Florida - 4.5 GB; option to purchase more data.
- SafeLink, Straight Talk, Total Wireless, Simple Mobile, Walmart Family Mobile, TracFone, Mobile Service
  - Safelink – for eligible household. One member per household. Other phone lines offer discount of $10 per month.
  - Valid for 1 year. Re-certification by government to continue.
  - Does not provide cell phone in Florida.
  - Unlimited text and call. Based in the State of Florida - 10 GB. Hotspot 5BGB.
- Assurance Wireless
  - Valid for lifetime, however, need to call to process re-certification every year.
  - Offer free cell phone.
  - Unlimited text / 3,000 minutes / 4.5GB (offer upgrade for unlimited data for $10 for the year).

Listed below are other means for students to access the Internet at home at no additional cost to the District:

Qualifying families receive low-cost Internet options from local Internet providers:

- Xfinity Internet Essentials, starts ~$14.95 per month for Internet at home.
  - 75Mbps or 100Mbps depends on the area.
- Access from AT&T, starts ~$15 per month for Internet at home.
  - $15 for under 30Mbps or $30 for 50Mbps plans.
- Verizon Forward, starts ~$20 per month for Internet at home.
  - $20 discount per month. Additional savings may apply with longer time frame.
- Florida Lifeline, $0 for cell phone service, limited to one per household.
  - Unlimited text and call. Based in the State of Florida - 4.5 GB.
  - Valid for year. Recertification yearly.

The District will continue to bolster availability of Internet services for our families through federal, state, and local government programs, along with public-private-partnerships.

13FEB2025

Glen B. Davis III
Chief Information Officer

Howard D. Hepburn, Ed.D.
Superintendent of Schools

Status: ADDED / SPECIAL ORDER

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 4

Agenda Item Number:	BB-11.
Consent or Open Item:	Open
Special Order:	YES
Time for Special Order:	3:30 P.M.

TITLE:

2025 Federal Legislative Platform
SPECIAL ORDER - 3:30 P.M. / ADDED

REQUESTED ACTION:

Amend the 119th Congress Federal Legislative Priorities. (Alhadeff)

RATIONALE:

For the Requested Actions, Background/History Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- EAGLES Act of 2025

FINANCIAL IMPACT:

There is no financial impact to the District

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John. J. Sullivan	Phone:	754-321-2616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:

Name: John Sullivan
Title: Chief, Communications & Legislative Affairs
Phone: 754-321-2616

EXECUTIVE SUMMARY

2025 Federal Legislative Platforms

Board Meeting Date- February 19, 2025

Requested Action

Amend the 119th Congress Federal Legislative Priorities. (Alhadeff)

District-Zone Impact

District-Wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The District will utilize this platform to inform federal lobbying to include the amended language.

If the Board votes "No": The District will not utilize this platform to inform federal lobbying to include the amended language.

Background/History

At the December 17, 2024, Regular School Board Meeting, the members of the School Board approved agenda item LL-2. The federal platform will be amended to include advocating for the EAGLES Act of 2025 added within Chapter 203 of title 18, United States Code, reauthorizing and expanding the National Threat Assessment Center of the Department of Homeland Security.

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment

The federal government will strengthen the nation's and district's programs on targeted school violence prevention.

Financial Impact

There is no financial impact to the District.

[118H1005]

.....

(Original Signature of Member)

119TH CONGRESS
1ST SESSION

H. R. _____

To amend title 18, United States Code, to reauthorize and expand the National Threat Assessment Center of the Department of Homeland Security.

IN THE HOUSE OF REPRESENTATIVES

Mr. DIAZ-BALART introduced the following bill; which was referred to the Committee on _____

A BILL

To amend title 18, United States Code, to reauthorize and expand the National Threat Assessment Center of the Department of Homeland Security.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the ''EAGLES Act of 2025''.

SEC. 2. FINDINGS; SENSE OF CONGRESS.

(a) FINDINGS.—Congress finds the following:

(1) On February 14, 2018, 17 individuals were murdered in a senseless and violent attack on Marjory Stoneman Douglas High School in Parkland Florida, a school whose mascot is the eagle.

(2) These individuals – Alaina Petty, Alex Schachter, Alyssa Alhadeff, Cara Loughran, Carmen Schentrup, Gina Montalto, Helena Ramsay, Jaime Guttenberg, Joaquin Oliver, Luke Hoyer, Martin Duque, Meadow Pollack, Nicholas Dworet, Peter Wang, Aaron Feis, Chris Hixon, and Scott Beigel – lived lives of warmth, joy, determination, service, and love, and their loss is mourned by the Nation.

(3) Like many attackers, the shooter in that attack exhibited patterns of threatening and concerning behavior prior to the massacre that were alarming and that should have alerted law enforcement and other Federal, State, and local officials about the potential for violence.

(4) Acts of targeted violence, including the attack on Marjory Stoneman Douglas High School, are preventable.

(5) Lives were saved because of the brave and exemplary conduct of many students, teachers, and staff at Marjory Stoneman Douglas High School, including several of the victims of the attack.

(6) The Secret Service National Threat Assessment Center (referred to in this Act as the ''Center'') was established in 1998 to conduct research on all forms of targeted violence, including attacks targeting government officials, government facilities, workplaces, houses of worship, K–12 schools, universities, and mass attacks in public spaces.

(7) Research published by the Center on targeted violence has shown that—

(A) most incidents were planned in advance;

(B) the attackers' behavior gave some indication that the individual was planning, or at least contemplating, an attack;

(C) most attackers had already exhibited a pattern of behavior that elicited concern to other people in their lives; and

(D) prior to the attack, someone associated with the attacker, such as a family member or peer, often knew the attack was to likely to occur.

(8) Through their research, the Center developed the Secret Service's behavioral threat assessment model for preventing targeted violence, which includes a 3-step process—

(A) identifying individuals who are exhibiting threatening or concerning behaviors that indicate they may pose a risk of violence;

(B) assessing whether the individual poses a risk, based on articulable facts; and

(C) risk posed by the individualized proactive and preventive measures.

(9) The Secret Service's behavioral threat assessment model works most effectively when all the relevant parties, including local law enforcement, mental health professionals, workplace managers, school personnel, and members of the community, are part of a comprehensive protocol to identify, assess, and manage a potential threat.

(10) The primary goal of behavioral threat assessment programs is to prevent targeted violence, with an emphasis on providing early intervention and connecting individuals exhibiting threatening or concerning behavior to existing community resources for support.

(11) Early intervention is a proven and effective way to prevent violent conduct that would otherwise harm others and necessitate more punitive action, including criminal penalties.

(12) The parties involved need the appropriate research, guidance, training, and tools to establish the appropriate mechanisms for implementing this type of preventative approach.

(13) In K–12 schools, a behavioral threat assessment is a proactive approach to identify, assess, and provide age-appropriate interventions, resources, and supports for students who display behavior that elicits concerns for the safety of themselves or others.

(14) There has been a 79 percent decline in juvenile arrests in K–12 school communities who have received Center training, thus successfully diverting youth away from the criminal justice system.

(15) The demand from local communities throughout the United States for behavioral threat assessment trainings has significantly increased. Since its inception, the Center has provided over 2,575 training sessions to over 273,000 attendees.

(16) From fiscal year 2018 to fiscal year 2022, the Center has experienced a 117 percent increase in demand for training sessions, with five times as many participants.

(17) The Center additionally provides consultation and follow-up engagements with government

agencies, law enforcement, schools, and other organizations with public safety responsibilities. From fiscal year 2018 to fiscal year 2022 the Center has seen a 553 percent increase in consultation activities.

(b) SENSE OF CONGRESS.—It is the sense of Congress that a fact-based behavioral threat assessment approach, involving local law enforcement, mental health professionals, workplace managers, school personnel, other public safety officials, and members of the community, is one of the most effective ways to prevent targeted violence impacting communities across the country, and is a fitting memorial to those whose lives were taken in the February 14, 2018, attack on Marjory Stoneman Douglas High School and those who heroically acted to preserve the lives of their friends, students, and colleagues.

SEC. 3. REAUTHORIZATION AND EXPANSION OF THE NATIONAL THREAT ASSESSMENT CENTER OF THE DEPARTMENT OF HOMELAND SECURITY.

(a) IN GENERAL.—Chapter 203 of title 18, United States Code, is amended by inserting after section 3056A the following:

"§ 3056B. Functions of the National Threat Assessment Center of the United States Secret Service

''(a) IN GENERAL.—There is established a National Threat Assessment Center (in this section referred to as the 'Center'), to be operated by the United States Secret Service, at the direction of the Secretary of Homeland Security.

''(b) FUNCTIONS.—The functions of the Center shall include the following:

''(1) Training and education in the area of best practices on threat assessment and the prevention of targeted violence.

''(2) Consultation on complex threat assessment cases and programs.

''(3) Research on threat assessment and the prevention of targeted violence, consistent with evidence-based standards and existing laws and regulations.

''(4) Facilitation of information sharing on threat assessment and the prevention of targeted violence among agencies and organizations with protective or public safety responsibilities, as well as other public or private entities.

''(5) Development of evidence-based programs to promote the standardization of Federal, State,

and local threat assessments and best practices for the prevention of targeted violence.

''(c) SAFE SCHOOL INITIATIVE.—In carrying out the functions described in subsection (b), the Center shall establish a national program on targeted school violence prevention, focusing on the following activities:

''(1) RESEARCH.—The Center shall—

''(A) conduct research into targeted school violence and evidence-based practices in targeted school violence prevention, including school threat assessment; and

''(B) publish the findings of the Center on the public website of the United States Secret Service and on the School Safety Clearinghouse website, known as www.SchoolSafety.gov.

''(2) TRAINING.—

''(A) IN GENERAL.—The Center shall develop and offer training courses on targeted school violence prevention to agencies with protective or public safety responsibilities and other public or private entities, including local educational agencies.

''(B) PLAN.—Not later than one year after the date of enactment of this section, the Center shall establish a plan to offer its training

and other educational resources to public or private entities within each State.

''(3) COORDINATION WITH OTHER FEDERAL AGENCIES.—The Center shall develop research and training programs under this section in coordination with the Department of Justice, the Department of Education, and the Department of Health and Human Services.

''(4) CONSULTATION WITH ENTITIES OUTSIDE THE FEDERAL GOVERNMENT.—The Center is authorized to consult with State and local educational, law enforcement, and mental health officials and private entities in the development of research and training programs under this section.

''(5) INTERACTIVE WEBSITE.—The Center may create an interactive website to disseminate information and data on evidence-based practices in targeted school violence prevention.

''(d) HIRING OF ADDITIONAL PERSONNEL.—The Director of the United States Secret Service may hire additional personnel to comply with the requirements of this section, which, if the Director exercises such authority, shall include—

''(1) at least one employee with expertise in child psychological development; and

''(2) at least one employee with expertise in school threat assessment.

''(e) REPORT TO CONGRESS.—Not later than two years after the date of enactment of this section, the Director of the Secret Service shall submit to the Committee on the Judiciary, the Committee on Health, Education, Labor, and Pensions, and the Committee on Appropriations of the Senate and the Committee on the Judiciary, the Committee on Education and Labor, and the Committee on Appropriations of the House of Representatives a report on actions taken by the United States Secret Service to implement provisions of this section, which shall include information relating to the following:

''(1) The number of employees hired (on a full-time equivalent basis).

''(2) The number of individuals in each State trained in threat assessment.

''(3) The number of school districts in each State trained in school threat assessment or targeted school violence prevention.

''(4) Information on Federal, State, and local agencies trained or otherwise assisted by the Center.

''(5) A formal evaluation indicating whether the training and other assistance provided by the Center is effective.

''(6) A formal evaluation indicating whether the training and other assistance provided by the Center was implemented by the school.

''(7) A summary of the Center's research activities and findings.

''(8) A strategic plan for disseminating the Center's educational and training resources to each State.

''(f) AUTHORIZATION OF APPROPRIATIONS.—There is authorized to be appropriated to carry out this section $10,000,000 for each of fiscal years 2026 through 2030.

''(g) NO FUNDS TO PROVIDE FIREARMS TRAINING.—Amounts made available to carry out this section may not be used to train any person in the use of a firearm.

''(h) NO EFFECT ON OTHER LAWS.—Nothing in this section may be construed to preclude or contradict any other provision of law authorizing training in the use of firearms.

''(i) TERMINATION.—This section shall terminate on September 30, 2030.

''(j) DEFINITIONS.—In this section:

''(1) EVIDENCE-BASED.—The term 'evidence-based' means—

''(A) strong evidence from at least one well-designed and well-implemented experimental study;

''(B) moderate evidence from at least one well-designed and well-implemented quasi-experimental study; or

''(C) promising evidence from at least one well-designed and well-implemented correlational study with statistical controls for selection bias.

''(2) LOCAL EDUCATIONAL AGENCY.—The term 'local educational agency' has the meaning given such term under section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801); and

''(3) STATE.—The term 'State' means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.''.

(b) TECHNICAL, CONFORMING, AND CLERICAL AMENDMENTS.—

(1) TECHNICAL AND CONFORMING AMENDMENT.—Section 4 of the Presidential Threat Protection Act of 2000 (18 U.S.C. 3056 note) is repealed.

(2) CLERICAL AMENDMENT.—The table of sections for chapter 203 of title 18, United States Code, is amended by inserting after the item relating to section 3056A the following new item:

"3056B. Functions of the National Threat Assessment Center of the United States Secret Service.".

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 9 - At Large

Agenda Item Number:	BB-12.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:
Board Appointment to the Solid Waste Authority of Broward County ADDED

REQUESTED ACTION:
Appoint a School Board Liaison to the Solid Waste Authority of Broward County (SWABC) Executive Committee. (Hixon)

RATIONALE:
For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:
Executive Summary

FINANCIAL IMPACT:
None

STRATEGIC PLAN ALIGNMENT:
Student Focus Outcomes
N/A **OR** • **Business Operations**

BOARD ACTION:
(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John Sullivan	Phone:	754-321-2616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title
John Sullivan, Chief Communications & Legislative Affairs

Signature
John J. Sullivan, Chief Communications & Legislative Affairs
Electronic Signature

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

Form $4189 Revised 7/24
HH/JJS

For more information, please contact:

Name: John Sullivan
Title: Chief Comm. & Legislative Ofc.
Phone: 754-321-2616

EXECUTIVE SUMMARY

Board Appointment to the Solid Waste Authority of Broward County

Board Meeting Date: February 19, 2025

Recommended Action

Appoint a School Board Liaison to the Solid Waste Authority of Broward County (SWABC) Executive Committee.

Sponsoring Board member: Hixon

Impact if the Board Voted Yes or No

If the Board votes "Yes": Appoint a School Board Liaison to the Solid Waste Authority of Broward County (SWABC) Executive Committee. Liaison will attend Executive Committee meetings, which are held on the third Friday of each month and typically scheduled from 9 AM to 11 AM.

If the Board votes "No": There is no appointment a School Board Liaison to the Solid Waste Authority of Broward County (SWABC) Executive Committee.

Background/History

This is a formal request for the Broward County School Board to appoint a Liaison to the Solid Waste Authority of Broward County (SWABC) Executive Committee. This would be a non-voting position as the structure of the SWABC has been defined by an Inter-Local Agreement amongst 28 municipalities and Broward County.

The primary purpose of this request is to enhance collaboration between the School Board and SWABC on critical topics such as environmental education, sustainability initiatives, and solid waste management. The School Board plays a vital role in shaping the next generation's understanding of sustainability and is a key stakeholder in countywide waste reduction and recycling efforts. Having a designated Liaison to the Executive Committee would strengthen coordination, promote shared goals, and ensure that educational institutions have a strong voice in shaping these initiatives.

The role of this appointed Liaison would be to attend regularly scheduled Executive Committee meetings and workshops to provide insight and policy level input for the purposes of strengthening the mission of the SWABC as well as helping to ensure the SWABC takes into consideration the issues important to the School Board and the unique opportunities the School Board has to influence the mission and goals of the SWABC.

Executive Committee meetings are held on the third Friday of each month and typically scheduled from 9 AM to 11 AM. Prior to each meeting, materials are provided for review to ensure effective and informed participation.

The leadership and commitment of the School Board to fostering sustainability within Broward County schools and the community at large makes the School Board an ideal partner for advancing these shared objectives.

Alignment to 2027 Goals and Guardrails
Board Operations

Measurable Outcome(s)/Return on Investment
-Enhance collaboration between the School Board and SWABC on critical topics such as environmental education, sustainability initiatives, and solid waste management.
-Strengthen coordination, promote shared goals, and ensure that educational institutions have a strong voice in shaping these initiatives.

Financial Impact
None

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	BB. Board Members
DEPARTMENT:	Board Member - District 8 - At Large

Agenda Item Number:	BB-13.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

SY25-26 School Calendar Early Release (ER) Days ADDED

REQUESTED ACTION:

Direct the Superintendent to engage in discussions with the BTU to determine if a reasonable agreement can be achieved to extend the current Early Release Days MOU in place for this school year (SY 24-25) to the next school year (SY 25-26). The objective of these discussions is to establish one Early Release Day (February 14) in the SY 25-26 calendar.

RATIONALE:

For the Requested Actions, Background/History. Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return, and Financial Impact, please see the Executive Summary.

EXHIBITS:

Executive Summary

FINANCIAL IMPACT:

There is no financial impact to the district for this item, any estimated expenditures are based upon negotiations with BTU.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John Sullivan	Phone:	7543212616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:

Name: John Sullivan
Title: Chief, Communications & Legislative Affairs
Phone: 754-321-2616

EXECUTIVE SUMMARY

SY25-26 School Calendar Early Release (ER) Days.

Board Meeting Date: 02/19/2025

Recommended Action
Direct the Superintendent to engage in discussions with the BTU to determine if a reasonable agreement can be achieved to extend the current Early Release Days MOU in place for this school year (SY 24-25) to the next school year (SY 25-26). The objective of these discussions is to establish one Early Release Day (February 14) in the SY 25-26 calendar.

Sponsoring Board member: Zeman

Impact if the Board Voted Yes or No

If the Board votes "Yes": The School Board will initiate discussions with the appropriate union groups to amend the 25-26 School/Personnel Calendar to one Early Release Day on February 14, 2026, for school-based staff and students.

If the Board votes "No": The 25-26 School/Personnel Calendar presented at the December 17, 2024, Regular School Board Meeting will remain as approved.

Background/History
At the December 17, 2024, Regular School Board Meeting, the School Board approved agenda item CC-1, developing the 2025-2026 Personnel Calendars. Extending instructional time for students is likely to enhance their academic performance. With this agenda item, the following half days will be converted to full school days: 10/10/25, 12/19/25, 3/12/26, and 5/22/26.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Increasing instructional time for students to a full day is very likely to enhance academic performance.

Financial Impact
There is no financial impact to the district.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	DD. Chief Auditor
DEPARTMENT:	Auditing

Agenda Item Number:	DD-1.
Consent or Open Item:	Open
Special Order:	YES
Time for Special Order:	1:00 P.M.

TITLE:

CRI- Second Follow Up Forensic Analysis Caps & Gowns
SPECIAL ORDER - 1:00 P.M.

REQUESTED ACTION:

Receive CRI - Second Follow-up Forensic Analysis of Agreements 16-052N (Caps, Gowns and Announcements) and FY 22-204 (Caps, Gowns and Diplomas). District-wide

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome (s)/Return on Investment, Financial Impact, and Rationale, please see Executive Summary.

EXHIBITS:

Executive Summary
CRI 2nd F/U Caps & Gowns
Supplemental_Herff Jones
01-16-25 AC Minute Excerpts

FINANCIAL IMPACT:

The source of funds to perform this audit was 100% of the general fund budget allocation of the Office of the Chief Auditor.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A **OR** • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Dave Rhodes	Phone:	754-321-2400
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David G. Rhodes, Chief Auditor

Signature

David G. Rhodes, Chief Auditor

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____
School Board Chair

For more information, please contact:
Dave Rhodes, Chief Auditor
Phone: 754-321-2400

EXECUTIVE SUMMARY
SECOND FOLLOW-UP FORENSIC ANALYSIS OF AGREEMENTS 16-052N (Caps, Gowns and Announcements) and FY22-204 (Caps, Gowns, Announcements and Diplomas)

Board Meeting Date: February 19, 2025

Recommended Action

Receive Carr, Riggs & Ingram (CRI) Second Follow-up Forensic Analysis of Agreements 16-052N (Caps, Gowns and Announcements) and FY22-204 (Caps, Gowns, Announcements and Diplomas).

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The District will ensure the recommendations in the CRI Second Follow-up Forensic Analysis of Agreements 16-052N (Caps, Gowns and Announcements) and FY22-204 (Caps, Gowns, Announcements and Diplomas) are followed.

If the Board votes "No": The District will not ensure the recommendations in the CRI Second Follow-up Forensic Analysis of Agreements 16-052N (Caps, Gowns and Announcements) and FY22-204 (Caps, Gowns, Announcements and Diplomas) are followed.

Background/History

The Office of the Chief Auditor (OCA) engaged CRI to conduct a second follow-up regarding the 19 findings identified within the Forensic Examination Report of Agreement 16-052N, Caps, Gowns and Announcements and the 12 findings identified within the Forensic Examination Report of Agreement FY22-204, Caps, Gowns, Announcement and Diplomas and, the 5 findings identified within the Follow-Up Forensic Analysis Report of Agreements 16-052N and FY22-204 (Follow-Up Report) and determine whether or not the findings have been resolved and the recommendations implemented by Broward County Public Schools (BCPS or District) management.

Summary/Explanation

The findings/recommendations under Agreement 16-052N and Agreement FY22-204 were consolidated and were restated as 21 overall findings/recommendations. Of the 21 overall findings/recommendations, 14 were Resolved, 6 were Not Resolved and 1 was

added New. Summaries of CRI's major findings for school year 2023-2024, based on the follow-up analysis procedures performed, are as follows:

Finding/Observation	Responsive Dept.	Risk to District
1. Vendor Noncompliance with Reporting Requirements (Recurring Finding) – Agreement FY22-204 requires that vendors provide timely quarterly reports for all goods and services purchased by schools and parents/guardians. The agreement also indicates that failure to send the reports by the 15th of the following month may result in default of the agreement. Jostens, Inc. did not timely submit the quarterly report for the first quarter of the school year 2023-2024 and did not submit the quarterly report for the fourth quarter of the school year 2023-2024	Procurement Warehouse Services (PWS)	Low
2. PWS does not Adequately Track contract Reporting Requirements (Recurring Finding) – Agreement FY22-204 requires that vendors provide timely quarterly reports for all goods and services purchased by schools and parents/guardians. The agreement also indicates that failure to send the reports by the 15th of the following month may result in default of the agreement. Jostens, Inc. did not fully provide quarterly reports as required for school year 2023-2024. PWS did not follow-up in a timely manner with Jostens, Inc. regarding the reporting requirements and/or enforce the reporting requirements. PWS does not have a formal tracking process/system for contract reporting requirements that would enable efficient and timely tracking of contract reporting requirements.	Procurement Warehouse Services (PWS)	Low
3. Purchasing/Receiving of Goods/Services Prior to Obtaining Purchase Orders (Continued Finding) There are several instances where goods/services related to Agreement FY22-204 were ordered and received prior to obtaining the requisite purchase order. Corresponding non-compliance forms were not obtained.	Academics	High

4. Inaccurate Charges/Allocations for Goods under Agreement FY22-204 (Continued Finding) – Numerous items contracted under Agreement FY22-204 were allocated by BCPS to the General Purchase Code 60-001 instead of Agreement FY22-204. These items included activity cords, diplomas, diploma covers, medallions, etc., The inaccurately allocated purchases totaled $9,766 (or 4.9% of the orders related to Agreement FY22-204 for school year 2023-2024)	Academics/PWS	Medium
5. FY22-204 Purchase Orders & Inaccurately Allocated Purchases under 60-001 Exceeded Spend Authority (New Finding) – The spending authority prepared for Agreement FY22-2024 was based on Agreement 16-052N which did not include diplomas as part of the agreement. During the review period, the Board approved an additional spend authority of $215,000 for a total contract award of $515,000. This amount was insufficient for the contracted period, and the District approved purchase orders in excess of the spend authority related to Agreement FY22-204. This includes purchase orders coded to Agreement FY 22-204 as well as purchases inaccurately coded to the general purchase code 60-001 for both school years 2022-2023 and 2023-2024.	Academics/PWS	Medium
6. Insufficient Review of Purchase Orders (Continued Finding) – Per Agreement FY22-204, prices submitted to BCPS by Jostens, Inc. must include any applicable taxes, shipping, handling, and delivery of product. During school year 2023-2024, six separate purchase requisitions were approved that erroneously included shipping costs as separate charges. These purchase requisitions were requested by five separate schools. No shipping costs were invoiced by Jostens, Inc., and no shipping costs related to these purchase orders were paid by the District. These shipping costs totaled $666.65 (or 0.33% of purchase orders related to Agreement FY22-204 for school year 2023-2024)	Academics/PWS	Low

7. Excessive Late Payment of Vendor Invoices (Continued Finding) – Payments were approved and disbursed by BCPS to Jostens, Inc. and Herff Jones, LLC substantially after the invoice date. These payments related to two invoices from Jostens, Inc. under Agreement FY22-204 totaling $2424.18, as well as four invoices from Herff Jones, LLC totaling $1006.40 paid via internal funds.	Finance (AFRD)/Academics	Medium

The Audit Committee reviewed and approved the transmittal of this report and motioned to include the Supplemental Memorandum agreement FY22-204 dated January 23, 2023, the Follow-up Forensic analysis report dated January 17, 2024, and email from Dr. Philips dated March 19, 2024, during the Committee's meeting on January 16, 2025.

Alignment to 2027 Goals and Guardrails

This item aligns with school-focused outcomes through Guardrail 5: Accountability, which includes expectations, evaluation, transparency, and continuous improvement.

Measurable Outcome(s)/Return on Investment

Honor commitments, deliverables, timeframes and ensure closure of the observations. New processes, procedures, and practices should be followed by District staff. District staff to ensure the closure of the observations noted.

Financial Impact

The source of funds to perform this audit was the general fund budget allocation of the Office of the Chief Auditor.

CRI CARR RIGGS & INGRAM®
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January 6, 2025

Mr. Dave Rhodes, Chief Auditor
Office of the Chief Auditor
Broward County Public Schools
600 SE 3rd Avenue, 8th Floor
Fort Lauderdale, Florida 33301

Re: Second Follow-up Forensic Analysis of Agreement FY22-204 (Caps, Gowns, Announcements & Diplomas) for School Year 2023-2024

Dear Mr. Rhodes:

Our firm was engaged to conduct a second follow-up regarding the nineteen (19) findings identified within the Forensic Examination Report of Agreement 16-052N, Caps, Gowns, and Announcements; the twelve (12) findings identified within the Forensic Examination Report of Agreement FY22-204, Caps, Gowns, Announcements & Diplomas; and, the five (5) findings identified within the Follow-Up Forensic Analysis Report of Agreements 16-052N and FY22-204 and determine whether or not the findings have been resolved and the recommendations implemented by Broward County Public Schools (BCPS) management. Attached is CRI Advisors, LLC's Second Follow-up Forensic Analysis Report detailing the procedures performed and the resulting findings.

We have performed this engagement in accordance with the Statement on Standards for Forensic Services No. 1 as promulgated by the American Institute of Certified Public Accountants (AICPA) and the Code of Professional Standards of the Association of Certified Fraud Examiners (ACFE). While our work involved analysis of accounting records, our engagement did not constitute an audit in accordance with generally accepted auditing standards, an examination of internal controls, or any other attestation or review service in accordance with standards established by the AICPA. Had other procedures been performed, other matters may have come to our attention that may have affected the findings reported herein.

This report is intended solely for the use of Broward County Public Schools and should not be used for any other purpose without prior permission from CRI. We have no obligation, but reserve the right, to update this report for information that comes to our attention after the date of this report.

Sincerely,

CRI Advisors, LLC

CRI Advisors, LLC

Broward County Public Schools
Agreements 16-052N and FY22-204
Caps, Gowns, Announcements and Diplomas

Second Follow-up Forensic Analysis Report and Supplementary Information

January 6, 2025

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Executive Summary

CRI Advisors, LLC (CRI) was engaged to conduct a second follow-up regarding the nineteen (19) findings identified within the Forensic Examination Report of Agreement 16-052N, Caps, Gowns, and Announcements (Agreement 16-052N); the twelve (12) findings identified within the Forensic Examination Report of Agreement FY22-204, Caps, Gowns, Announcements & Diplomas (Agreement FY22-204); and, the five (5) findings identified within the Follow-Up Forensic Analysis Report of Agreements 16-052N and FY22-204 (Follow-Up Report) and determine whether or not the findings have been resolved and the recommendations implemented by Broward County Public Schools (BCPS or District) management.

Although the specific nature and details of the original findings related to Agreement 16-052N and Agreement FY22-204 varied, 11 of the 12 findings/recommendations related to Agreement FY22-204 were substantively similar to certain findings/recommendations related to Agreement 16-052N. Within the Follow-Up Report, 4 of the 5 findings/recommendations were continued or unresolved findings related to the original findings of Agreements 16-052N and FY22-204. To avoid redundancy, the findings/recommendations under Agreement 16-052N, Agreement FY22-204 and the Follow-Up Report were consolidated and were restated as 21 overall findings/recommendations.

CRI performed certain procedures on District books and records for July 1, 2023 through June 30, 2024 (graduation school year 2023-2024 or review period). These procedures included, but were not limited to, interviews with key BCPS personnel, procurement analysis, graduation order analysis and supporting documentation analysis.

A detailed summary of CRI's original findings, the corresponding status of these findings based on the Follow-Up Report, and the current status based on the second follow-up analysis is presented below. In the heading for each finding, the agreement(s) that the findings/recommendations relate to are reflected in parenthesis. The additional finding noted within the first Follow-Up Report is also presented below.

(report continued on following page)

Original Observations	First Follow-Up Report (School Year 2022-2023) Status	Second Follow-Up Report (School Year 2023-2024) Status
1. Exclusion of Full Evaluation Criteria to Evaluation Committee Members (Agreement 16-052N)	Resolved ✓	Resolved ✓
2. Evaluation Committee Members Erroneously Utilized Personal Knowledge during the Evaluation Process (Agreement 16-052N)	Resolved ✓	Resolved ✓
3. Lack of Communication regarding Available Vendor Options (Agreement 16-052N)	Resolved ✓	Resolved ✓
4. Lack of Awareness and Understanding (Agreement 16-052N and Agreement FY22-204)	Resolved ✓	Resolved ✓
5. Potential Vendor Overbilling for Medallions (Agreement 16-052N)	Resolved ✓	Resolved ✓
6. Vendor Noncompliance with Pricing (Agreement 16-052N)	Resolved ✓	Resolved ✓
7. Online Basic Package Unavailability for Purchase/Rental (Agreement 16-052N)	Resolved ✓	Resolved ✓
8. Vendor Noncompliance with Reporting Requirements (Agreement 16-052N and Agreement FY22-204)	Resolved ✓	**Not Resolved ✗**
9. Vendor Noncompliance with Data Retention Requirements (Agreement 16-052N)	Resolved ✓	Resolved ✓
10. PWS does not adequately track Contract Reporting Requirements (Agreement FY22-204)	Resolved ✓	**Not Resolved ✗**
11. Faculty Gowns/Hoods Compliance (Agreement 16-052N and Agreement FY22-204)	Resolved ✓	Resolved ✓
12. Request for Proposal Scope Ambiguity (Agreement 16-052N and Agreement FY22-204)	Resolved ✓	Resolved ✓
13. Purchase of Goods/Services prior to obtaining Purchase Orders (Agreement 16-052N and Agreement FY22-204)	**Not Resolved ✗**	**Not Resolved ✗**
14. Inaccurate Charges/Allocations (Agreement 16-052N and Agreement FY22-204)	**Not Resolved ✗**	**Not Resolved ✗**
15. Inaccurate Spending Authority Estimates (Agreement 16-052N and Agreement FY22-204)	**Not Resolved ✗**	**Not Resolved ✗**
16. Insufficient Review of Purchase Orders (Agreement 16-052N and Agreement FY22-204)	**Not Resolved ✗**	**Not Resolved ✗**
17. Honor Cord Overbillings (Agreement 16-052N and Agreement FY22-204)	Resolved ✓	Resolved ✓
18. Ineffective Management of Agreements and Vendors (Agreement 16-052N and Agreement FY22-204)	Resolved ✓	Resolved ✓

Original Observations	First Follow-Up Report (School Year 2022-2023) Status	Second Follow-Up Report (School Year 2023-2024) Status
19. Potential Lack of Disclosure of Conflicts of Interest by Selectors of Evaluation Committee Members (Agreement 16-052N and Agreement FY22-204)	Resolved ✓	Resolved ✓
20. Lack of Evaluation Committee Member Training (Agreement 16-052N)	Resolved ✓	Resolved ✓
21. Excessive Late Payment of Vendor Invoices (Agreement FY22-204)	New Finding	**Not Resolved ✗**

Summaries of CRI's major findings for school year 2023-2024, based on the second follow-up analysis procedures performed, are listed below. It should be notated that within the first follow-up analysis (school year 2022-2023), there were four unresolved findings and one new finding. Within the second follow-up analysis (school year 2023-2024), there were seven unresolved findings.[1] The perceived risk to the District is also described below.

Rating	Description
High	Items are of immediate concern and could cause significant financial issues if not addressed soon.
Medium	Items should be addressed as soon as possible, as they either pose a financial and/or budgeting risk to the District or the risk of reoccurrence is likely.
Low	Items could escalate into financial issues but can be addressed through the normal course of conducting business; risk of reoccurrence is low.

(report continued on following page)

[1] Recurring Findings within this report are considered findings that were notated within CRI's original Forensic Examination Reports, which were resolved during the first follow-up analysis (school year 2022-2023) and subsequently were unresolved during the second follow-up analysis (school year 2023-2024). Continued Findings within this report are considered findings that were notated within CRI's original Forensic Examination Reports and have not been resolved within the first follow-up analysis (school year 2022-2023) or the second follow-up analysis (school year 2023-2024).

Observation	Responsible Party	Risk to District
1. ***Vendor Noncompliance with Reporting Requirements (Recurring Finding – Pg. 19) –*** Agreement FY22-204 requires that vendors provide timely quarterly reports for all goods and services purchased by schools and parents/guardians. The agreement also indicates that failure to send the reports by the 15th of the following month may result in default of the agreement. Jostens, Inc. did not timely submit the quarterly report for the first quarter of school year 2023-2024 and did not submit the quarterly report for the fourth quarter of school year 2023-2024.	PWS	Low
2. ***PWS does not Adequately Track Contract Reporting Requirements (Recurring Finding – Pg. 20) –*** Agreement FY22-204 requires that vendors provide timely quarterly reports for all goods and services purchased by schools and parents/guardians. The agreement also indicates that failure to send the reports by the 15th of the following month may result in default of the agreement. Jostens, Inc. did not fully provide quarterly reports as required for school year 2023-2024. PWS did not follow-up in a timely manner with Jostens, Inc. regarding the reporting requirements and/or enforce the reporting requirements. PWS does not have a formal tracking process/system for contract reporting requirements that would enable efficient and timely tracking of contract reporting requirements.	PWS	Low
3. ***Purchasing/Receiving of Goods/Services Prior to Obtaining Purchase Orders (Continued Finding – Pg. 22) –*** There were several instances where goods/services related to Agreement FY22-204 were ordered and received prior to obtaining the requisite purchase order. Corresponding non-compliance forms were not obtained.	Academics	High
4. ***Inaccurate Charges/Allocations for Goods under Agreement FY22-204 (Continued Finding – Pg. 24)*** – Numerous items contracted under Agreement FY22-204 were allocated by BCPS to the General Purchase Code 60-001 instead of Agreement FY22-204. These items included activity cords, diplomas, diploma covers, medallions, etc., The inaccurately allocated purchases totaled $9,766 (or 4.9% of the orders related to Agreement FY22-204 for school year 2023-2024).	Academics/ PWS	Medium

Observation	Responsible Party	Risk to District
5. ***FY22-204 Purchase Orders & Inaccurately Allocated Purchases under 60-001 Exceeded Spend Authority (New Finding – Pg. 25)*** – The spending authority prepared for Agreement FY22-204 was based on Agreement 16-052N, which did not include diplomas as part of the agreement. During the review period, the Board approved an additional spend authority of $215,000 for a total contract award of $515,000. This amount was insufficient for the contracted period, and the District approved purchase orders in excess of the spend authority related to Agreement FY22-204. This includes purchase orders coded to Agreement FY22-204 as well as purchases inaccurately coded to the general purchase code 60-001 for both school years 2022-2023 and 2023-2024.	Academics/ PWS	Medium
6. ***Insufficient Review of Purchase Orders (Continued Finding – Pg. 27)*** – Per Agreement FY22-204, prices submitted to BCPS by Jostens, Inc. must include any applicable taxes, shipping, handling and delivery of product. During school year 2023-2024, six separate purchase requisitions were approved that erroneously included shipping costs as separate charges. These purchase requisitions were requested by five separate schools. No shipping costs were invoiced by Jostens, Inc., and no shipping costs related to these purchase orders were paid by the District. These shipping costs totaled $666.65 (or 0.33% of purchase orders related to Agreement FY22-204 for school year 2023-2024).	Academics/ PWS	Low
7. ***Excessive Late Payment of Vendor Invoices (Continued Finding – Pg. 31)*** – Payments were approved and disbursed by BCPS to Jostens, Inc. and Herff Jones, LLC substantially after the invoice date. These payments related to two invoices from Jostens, Inc. under Agreement FY22-204 totaling $2,424.18, as well as four invoices from Herff Jones, LLC totaling $1,006.40 paid via internal funds.	Finance (AFRD)/ Academics	Medium

The District should consider implementing additional processes/controls related to the above recurring, continued and/or additional findings within this report. The follow-up analysis procedures performed by CRI and the resulting findings are discussed in greater detail within the Second Follow-Up Forensic Analysis Report. The executive summary is not intended to stand alone without the additional context included within the Second Follow-Up Forensic Analysis Report.

Background

The Broward County Public Schools (BCPS) was established in 1915. It is governed by nine elected board members (Board), who appoint a Superintendent of Schools to supervise the daily operations of BCPS. BCPS is the 2nd largest school system in Florida and the 6th largest school system in the United States. BCPS serves over 250,000 students and has well in excess of 15,000 graduating students annually. These students graduate from one of the thirty-eight BCPS high schools/centers or alternative schools.

To provide fixed pricing and qualified vendors for BCPS and BCPS graduating students/parents, BCPS has historically issued a request for proposals for caps, gowns and announcements. BCPS subsequently awards an agreement based on the requests for proposals and the related evaluation process. BCPS utilizes these agreements for purchasing certain items (i.e., graduation cords, diplomas, etc.), but the graduating students/parents comprise the majority of the purchases under these agreements.

In July 2016, Chuck Puleri and Associates, Inc. was awarded Agreement 16-052N, Caps, Gowns, and Announcements (Agreement 16-052N) as part of a request for proposals process. In August 2017, Jostens, Inc. was added to Agreement 16-052N as part of a separate request for proposals process to provide an alternative provider for these services outside of the existing vendor, Chuck Puleri and Associates, Inc. BCPS did not utilize Jostens, Inc. for cap and gown related services under Agreement 16-052N. The agreement term including extensions for Agreement 16-052N was July 27, 2016 through October 31, 2021.

In or around June 2021, there were questions raised regarding the procurement process and Chuck Puleri and Associates, Inc.'s compliance with Agreement 16-052N as well as the Request for Proposal (RFP) FY22-031, Caps, Gowns & Announcements. In July 2021, BCPS recommended that the Board reject RFP FY22-031, Caps, Gowns & Announcements, and the Board approved that recommendation. BCPS subsequently issued RFP FY22-204, Caps, Gowns, Announcements and Diplomas (Agreement FY22-204) in December 2021 and awarded this RFP to Herff Jones, LLC and Jostens, Inc. in January 2022. The agreement term for Agreement FY22-204 was January 26, 2022 through December 31, 2024.

On April 11, 2022, CRI was engaged to provide certain forensic accounting services for BCPS. These forensic accounting services included a forensic examination of the procurement process and vendor compliance for Agreement 16-052N and Agreement FY22-204. On November 3, 2022, CRI issued a Forensic Examination Report of Agreement 16-052N with 19 associated findings, as well as a Forensic Examination Report of Agreement FY22-204 with 12 associated findings. CRI also identified BCPS overbillings related to Jostens, Inc. for $5,364; BCPS overbillings related to Herff Jones, LLC for $16,326; BCPS overbillings related to Chuck Puleri and Associates, Inc. for $231,489; and, student/parent overbillings by Chuck Puleri and Associates, Inc. totaling $331,181.

During the November 14, 2022 regular board meeting, the Board considered and deferred a decision regarding the potential termination of Herff Jones, LLC as a vendor for Agreement FY22-204. During the February 7, 2023 special board meeting, the Board approved a request for authorization to send

a notice of termination for convenience to Herff Jones, LLC. As such, Herff Jones, LLC was subsequently terminated as a vendor for Agreement FY22-204. This made Jostens, Inc. the sole vendor for Agreement FY22-204 for the remainder of school year 2022-2023, as well as school year 2023-2024.

After the Board approved termination of Herff Jones, LLC, schools that had previously selected Herff Jones, LLC as its caps and gown vendor for school year 2022-2023 through their school's vendor selection committee were advised to utilize Jostens, Inc. for all cap and gown related services for the school year 2022-2023.

CRI was subsequently engaged on May 16, 2023 to provide additional forensic accounting services for BCPS. The purpose of these additional forensic accounting services was to conduct the first follow-up analysis regarding the nineteen (19) findings identified within the Forensic Examination Report of Agreement 16-052N dated November 3, 2022 and the twelve (12) findings identified within the Forensic Examination Report of Agreement FY22-204 dated November 3, 2022 and determine whether or not the findings have been resolved and the recommendations implemented by BCPS management and the vendor's performance was acceptable. On January 17, 2024, CRI issued a Follow-up Forensic Analysis Report of Agreement 16-052N and Agreement FY22-204 with five (5) associated findings. No vendor overbillings were identified within the first Follow-up Forensic Analysis Report.

CRI was subsequently engaged on March 19, 2024 to provide additional forensic accounting services for BCPS. The purpose of these additional forensic accounting services was to conduct a second follow-up analysis regarding the nineteen (19) findings identified within the Forensic Examination Report of Agreement 16-052N, the twelve (12) findings identified within the Forensic Examination Report of Agreement FY22-204, and the five (5) findings identified within the first Follow-up Forensic Analysis Report of Agreements 16-052N and FY22-204 to determine whether or not the findings have been resolved and the recommendations implemented by BCPS management and whether or not the vendor's performance was acceptable.

Scope

Our forensic analysis was for the period beginning July 1, 2023 through June 30, 2024 (review period or graduation school year 2023-2024). Our work was limited to those specific areas identified by the Office of the Chief Auditor. Had additional documents been provided to CRI or additional individuals interviewed, additional information may have been discovered that could impact the findings in this report.

Approach

Our engagement was conducted in accordance with the Statement on Standards for Forensic Services No. 1 (SSFS), applicable professional standards promulgated by the American Institute of Certified Public Accountants (AICPA) and the Code of Professional Standards of the Association of Certified Fraud Examiners (ACFE). The AICPA's SSFS does not specifically require or promote the use of certain methodologies, techniques, etc. for forensic engagements. This is due to the fact that no single standard can be extensive enough to consider all of the potential methodologies, techniques, etc. that could be applied to every forensic engagement.

Rather, this statement implements general standards that should be followed during a forensic engagement. These standards include that an AICPA member should have the professional competence to perform the engagement and exercise due professional care during the performance of the engagement. These standards were followed during the course of our engagement.

As indicated by the SSFS, "forensic accounting services generally involve the application of specialized knowledge and investigative skills by a member to collect, analyze, and evaluate certain evidential matter and to interpret and communicate findings." Due to the nature of the concerns involved, CRI was required by professional standards to conduct this engagement under SSFS. It should not be construed that attest standards (i.e., audit related engagements under the professional standards) would be more applicable to the subject engagement or yield a different/more reliable result. It should be noted that auditors conducting financial statement audits consider fraud, specifically as to whether it would result in a material misstatement of the financial statements.[2] It is an organization's management that is responsible for the design, implementation of programs and controls to prevent, deter and detect fraud.[3] The SSFS requires that practitioners "obtain sufficient relevant data to afford a reasonable basis for conclusions or recommendations." CRI obtained such sufficient relevant data to support the basis for its conclusions and recommendations.

We confirm that the authors and other professional staff involved in preparing this report acted independently and objectively. The fees for this engagement were based on professional time expended. Our fees were not contingent upon the final results, conclusions or resolutions.

Using the data provided to us, we performed the procedures enumerated in our engagement letter dated March 19, 2024, as delineated below. We also applied various commonly used forensic data mining techniques to the provided data to identify trends, patterns and areas of noncompliance in the data provided. These techniques and the identified trends/patterns/noncompliance are outlined below.

[2] AU Section 316, *Consideration of Fraud in a Financial Statement Audit.*
[3] Ibid.

Expert Qualifications

CRI Advisors, LLC (CRI) is a national accounting and consulting firm with roots going back to 1972. Currently ranked among the top 25 accounting firms in the United States, CRI is the South's largest regional firm. The CRI forensic team provides a spectrum of forensic and litigation services ranging from prevention to detection in response to fraud. The CRI forensic team include members who have received forensic accounting designations from the most widely recognized forensic accounting associations. These designations include Certified Public Accountants, Certified Fraud Examiner and Certified in Financial Forensics.

Ben Kincaid, CPA, CFE, CVA, CFF

Ben Kincaid has over 12 years of experience in public accounting and in providing a variety of forensic accounting services. These forensic accounting services include litigation support, financial fraud investigations, business valuations, lost profit calculations, etc. Mr. Kincaid has served as a consultant for several state, county and other local law enforcement agencies/governments and serves on the AICPA Forensic and Litigation Services Committee as well as other AICPA task forces.

Additionally, Mr. Kincaid is a Certified Public Accountant, which is the premier designation in the accounting industry. The Certified Public Accountant license is regarded as a symbol that an accountant has mastered the vital elements of the accounting profession and is a high standard that is globally recognized as an assurance of skill, dedication and quality. Mr. Kincaid has also received the Certified Fraud Examiner and Certified in Financial Forensics designations. These forensic accountant designations are considered to be the most valuable forensic certifications. Holders of these forensic accountant designations are required to demonstrate a high level of knowledge and competence within the field of forensic accounting. Mr. Kincaid is also a Certified Valuation Analyst, which is the most widely recognized business valuation credential. A summary of Mr. Kincaid's résumé and qualifications is included in Appendix A of this report.

Donna Melillo, CPA, CFE, CFF

Donna Melillo has over 7 years of experience in accounting and consulting services. She specializes in forensic accounting, fraud detection, and fraud prevention. Ms. Melillo has extensive experience performing forensic investigation and consulting services for a wide variety of clients including for-profit, nonprofit, and governmental organizations. She also provides internal control consulting to clients.

Additionally, Ms. Melillo is a Certified Public Accountant, which is the premier designation in the accounting industry. The Certified Public Accountant license is regarded as a symbol that an accountant has mastered the vital elements of the accounting profession and is a high standard that is globally recognized as an assurance of skill, dedication and quality. Ms. Melillo has also received the Certified Fraud Examiner and Certified in Financial Forensics designations. These forensic accountant designations are considered to be the most valuable forensic certifications. Holders of these forensic accountant designations are required to demonstrate a high level of knowledge and competence within the field of forensic accounting. A summary of Ms. Melillo's résumé and qualifications is included in Appendix A of this report.

Summary of Procedures Performed

1. Reviewed the updated management responses related to the findings and recommendations identified within the Forensic Examination Report of Agreement 16-052N, Caps, Gowns and Announcements; the Forensic Examination Report of Agreement FY22-204, Caps, Gowns, Announcements & Diplomas; and the Follow-Up Forensic Analysis Report of Agreements 16-052N and FY22-204.

2. Determined the current sole vendor, Jostens, Inc., compliance with the Agreement FY22-204, Caps, Gowns, Announcements & Diplomas, including BCPS pricing, student pricing, student package offerings and reporting.

3. Analyzed supporting documentation as needed, such as: relevant policies and procedures, internal controls/processes, training, purchase requisitions, purchase orders, vendor contracts and vendor invoices. CRI conducted interviews with the following BCPS personnel to obtain an understanding of the procurement process, BCPS policies and procedures, Agreement FY22-204 and related supporting documentation.

    a. Assistant Principal of Atlantic Technical College;
    b. Assistant Principal of Coral Springs High School;
    c. Assistant Principal of Fort Lauderdale High School;
    d. Assistant Principal of Plantation High School;
    e. Assistant Principal of Western High School;
    f. Atlantic Technical College Bookkeeper;
    g. Current Purchasing Agent for Agreement FY22-204; and,
    h. Assistant Director of Procurement and Warehousing Services.

4. Determined whether or not the updated management responses adequately resolved the findings and whether or not the recommendations have been adequately implemented.

Source Documentation

We reviewed and relied upon the documentation listed in Appendix B of this report during our investigation. These documents included, but were not limited to, BCPS spend reports, invoices and management responses.

(report continued on following page)

Detailed Procedures, Analysis and Results

As previously indicated, on November 3, 2022, CRI issued a Forensic Examination Report of Agreement 16-052N, Caps, Gowns, and Announcements with 19 findings and corresponding recommendations, as well as a separate Forensic Examination Report of Agreement FY22-204, Caps, Gowns, Announcements & Diplomas with 12 findings and corresponding recommendations. Additionally, on January 17, 2024, CRI issued the first Follow-up Forensic Analysis Report of Agreements 16-052N and FY22-204 with 5 findings and corresponding recommendations. As part of the first follow-up analysis, CRI requested and obtained updated management responses related to the original findings and corresponding recommendations. In the following sections of this report, both the original and updated management responses are presented and identified accordingly. CRI also obtained documentation from BCPS and Jostens, Inc. related to school year 2023-2024 for further analysis and testing. The documentation of the specific procedures, analysis and corresponding results are presented under the corresponding original findings/recommendations.

Although the specific nature and details of the findings related to Agreement 16-052N and Agreement FY22-204 varied, 11 of the 12 findings/recommendations related to Agreement FY22-204 were substantively similar to certain findings/recommendations related to Agreement 16-052N. To avoid redundancy, the findings/recommendations under Agreement 16-052N and Agreement FY22-204 were condensed and were restated as 20 overall findings/recommendations, in addition to the 1 new finding delineated in the Follow-up Forensic Analysis Report. In the heading for each finding, the agreement(s) that the findings/recommendations relate to are reflected in parenthesis.

1. Exclusion of Full Evaluation Criteria to Evaluation Committee Members (Agreement 16-052N)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: Evaluation committee members did not appear to be provided RFP 16-052N that included the evaluation criteria. Per internal BCPS communications, this document was not provided to evaluation committee members as the file was too large to be attached.	
Original Effect: The evaluation committee members may not properly evaluate the proposals.	
Original Recommendation: BCPS should ensure that the Request for Proposals including the evaluation criteria is communicated to evaluation committee members.	
Second Follow-Up Analysis: CRI confirmed during the forensic examination of Agreement FY22-204 that evaluation committee members were provided the requisite evaluation criteria. PWS also provided documentation regarding the evaluation process including "Directions for Committee Members," as well as "Evaluation Committee Communication and Training." These documents sufficiently outline the evaluation committee evaluation process, as well as the policies and procedures surrounding being an evaluation committee member. Similar documentation was provided to the evaluation committee members for Agreement FY22-204.	

2. Evaluation Committee Members Erroneously Utilized Personal Knowledge during the Evaluation Process (Agreement 16-052N)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: Evaluation committee members are instructed to "score each proposal based on the information that is **submitted in the proposal**" (emphasis added). It appears that evaluation *committee* members relied upon personal knowledge of one of the respondents, Jostens, Inc./Fox-Mar during the evaluation process.	
Original Effect: Evaluation committee members may not have properly evaluated the respondents/ bidders/proposers for RFP 16-052N.	
Original Recommendation: BCPS should ensure that evaluation committee members are fully aware of the evaluation criteria and provide training for evaluation committee members.	
Second Follow-Up Analysis: CRI confirmed during the forensic examination of Agreement FY22-204 that evaluation committee members properly evaluated the respondents for RFP FY22-204. PWS also provided documentation regarding the evaluation process including "Directions for Committee Members," as well as "Evaluation Committee Communication and Training." These documents sufficiently outline the evaluation committee evaluation process, as well as the policies and procedures surrounding being an evaluation committee member. Similar documentation was provided to the evaluation committee members for Agreement FY22-204.	

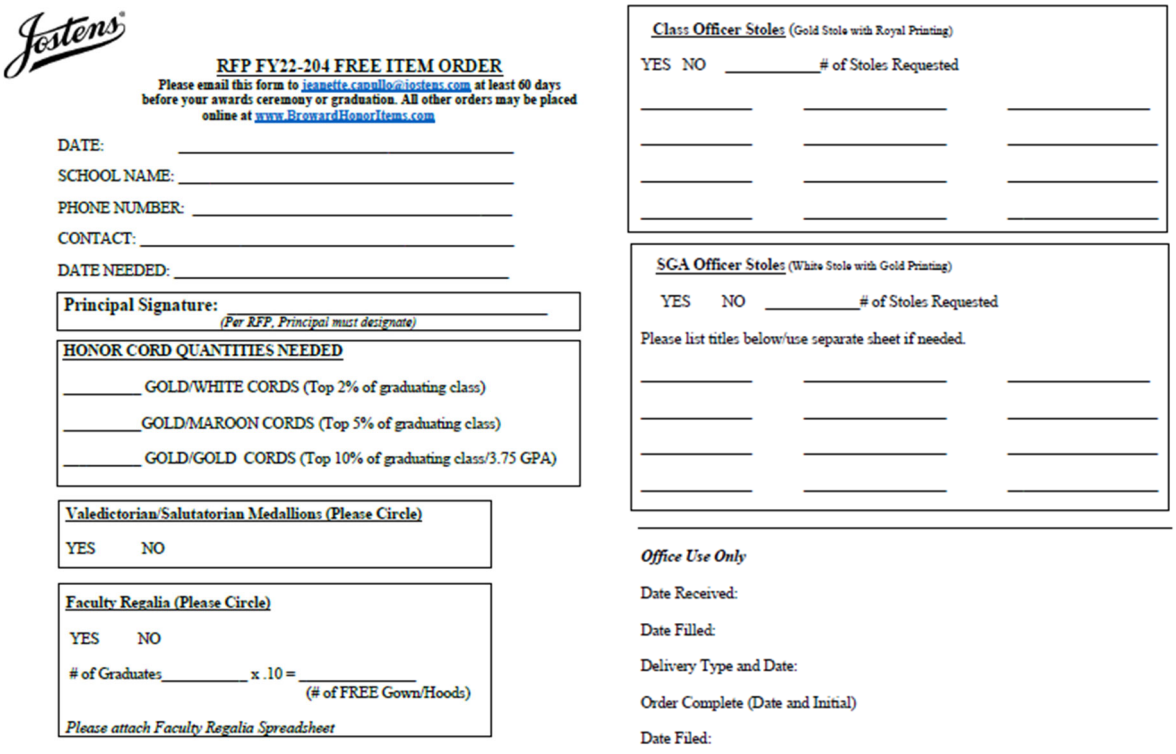
3. Lack of Communication regarding Available Vendor Options (Agreement 16-052N)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: Jostens, Inc. was added as an approved vendor option for caps, gowns and announcements as of August 8, 2017. This resulted in two approved vendor options, Jostens, Inc. and Chuck Puleri and Associates, Inc. for the remainder of the contract term including extensions for Agreement 16-052N. Jostens, Inc. was not utilized as a BCPS vendor for these goods/services. BCPS personnel interviewed indicated that they were not aware that Jostens, Inc. was an approved vendor and/or that they could choose to utilize a vendor other than Chuck Puleri and Associates, Inc.	
Original Effect: High schools were not aware of the vendor options for this agreement and may have led to higher costs for BCPS and parents/students.	
Original Recommendation: BCPS should ensure that vendor options for caps, gowns and announcements are clearly communicated/disseminated to the appropriate BCPS personnel.	
Second Follow-Up Analysis: As previously discussed, the Board approved a notice of termination for convenience with Herff Jones, LLC in or around February 2023. Subsequent to that notice of termination, Jostens, Inc. was the sole remaining approved vendor for caps and gowns. CRI conducted interviews with various school personnel responsible for the cap, gown and diploma graduation process for school year 2023-2024. BCPS personnel interviewed indicated that they were aware of the sole vendor being Jostens, Inc. CRI also obtained and reviewed the monthly high school principal meeting agendas. These agendas noted PWS' attendance at these meetings as well as PWS presentations regarding procurement. According to the South Regional Superintendent of Teaching & Learning, PWS discussed the procurement process in February 2024, and Teaching & Learning also presented about Agreement FY22-204 during the April 2024 high school principal meeting.	

4. Lack of Awareness and Understanding (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: At the designation of the school principal, schools may receive certain goods, such as, honor cords, at no charge from the cap and gown vendors. There is no limitation on the amount of no charge items. Chuck Puleri and Associates, Inc. limited the no charge honor cords to 10% of the graduating seniors for Agreement 16-052N. Out of the eleven high schools utilizing Jostens, Inc. as a vendor under Agreement FY22-204, only one high school requested that Jostens, Inc. provide no charge honor cords. This request was based on the high school's prior interactions with Chuck Puleri and Associates, Inc. As such, school personnel do not appear to be aware/understand the agreement terms for Agreement 16-052N and Agreement FY22-204.	
Original Effect: BCPS paid for items (i.e., honor cords) that should have been designated as no charge.	
Original Recommendation: BCPS should ensure that high schools fully understand the terms/provisions for caps, gowns and announcements and that these terms/provisions are clearly communicated/ disseminated to the appropriate BCPS personnel.	
Second Follow-Up Analysis: As previously discussed, CRI obtained and reviewed the agendas for the monthly high school principals' meeting. Per the Agendas and confirmed by Teaching and Learning, PWS presented certain procurement processes in February 2024, and Teaching & Learning also presented information regarding Agreement FY22-204 during the April 2024 high school principal meeting. This confirms that the Teaching and Learning Division provided the necessary training and information to the user departments/schools regarding procurement policies/procedures. For school year 2023-2024, PWS provided a live finance training course. According to the Assistant Director for PWS, this training was required for all BCPS directors and senior leadership, as well as any BCPS personnel who handle purchase requisitions or "touch a contract," including principals, bookkeepers, etc. According to PWS, 247 individuals attended this live training. For BCPS personnel who were unable to attend the live training, the training was made available through BCPS's online learning platform Canvas. According to PWS, they do not necessarily track the individuals who complete the training via Canvas, and they do not necessarily confirm that all individuals "required" to complete the training have completed it. PWS provided the procurement training materials related to the live finance training and subsequent course available in Canvas. This training outlined the services that PWS offers to user departments, provided the general process to obtaining goods, outlined the purchasing policies and thresholds, etc. This training also explained the process of obtaining an item/service that requires formal bids, as well as detailed information regarding how to locate bid information if BCPS already has a vendor agreement for that good or service. This confirms that PWS provided the necessary training and information to the user departments/ schools regarding procurement processes/procedures. According to PWS, information regarding Agreement FY22-204 is sent to the user departments via the PWS website. PWS personnel indicated that IT training is available for BCPS personnel regarding how to navigate the PWS website, how to enter purchase requisitions, etc. Additionally,	

PWS sends e-mails to senior leadership including BCPS directors, principals, etc. bi-monthly listing all available District vendor contracts.

CRI obtained and reviewed the Contract Award Details (CAD) available on PWS's Procurement website related to Agreement FY22-204. The CAD notifies the user departments/schools that Jostens, Inc. was the only approved vendor for Agreement FY22-204. The CAD also lists the items the schools can receive at no charge under Agreement FY22-204. In addition, The CAD includes applicable pricing for student/parent purchases, as well as District purchases. Within the CAD, the price of diplomas and certificates of completion was $2.50 each, rather than the $2.75 presented in the pricing information for Jostens, Inc. in Agreement FY22-204. CRI confirmed that all diplomas and certificates of completion purchased during school year 2023-2024 were billed at $2.50 each by Jostens, Inc. in accordance with the CAD.

The CAD also included a free-item order form developed by Jostens, Inc. for each school to complete to receive no charge honor cords, Valedictorian and Salutatorian medallions, faculty regalia, class officer stoles and SGA officer stoles. The free item order form is presented below.



Jostens

RFP FY22-204 FREE ITEM ORDER

Please email this form to jeanette.capillo@jostens.com at least 60 days before your awards ceremony or graduation. All other orders may be placed online at www.BrowardHonorItems.com

DATE: _____

SCHOOL NAME: _____

PHONE NUMBER: _____

CONTACT: _____

DATE NEEDED: _____

Principal Signature: _____
(Per RFP, Principal must designate)

HONOR CORD QUANTITIES NEEDED

_____ GOLD/WHITE CORDS (Top 2% of graduating class)

_____ GOLD/MAROON CORDS (Top 5% of graduating class)

_____ GOLD/GOLD CORDS (Top 10% of graduating class/3.75 GPA)

Valedictorian/Salutatorian Medallions (Please Circle)

YES NO

Faculty Regalia (Please Circle)

YES NO

# of Graduates_____ x .10 = _____
(# of FREE Gown/Hoods)

Please attach Faculty Regalia Spreadsheet

Class Officer Stoles (Gold Stole with Royal Printing)

YES NO _____# of Stoles Requested

SGA Officer Stoles (White Stole with Gold Printing)

YES NO _____# of Stoles Requested

Please list titles below/use separate sheet if needed.

Office Use Only

Date Received:

Date Filled:

Delivery Type and Date:

Order Complete (Date and Initial)

Date Filled:

CRI conducted interviews with five high school assistant principals who oversee the graduation and/or cap and gown process at their respective schools. The interviews provided an understanding of each school's experience with Jostens, Inc. for school year 2023-2024. The interviews also provided an understanding related to any training/communications that each school may have received from the District.

Certain interviewees noted that they did not personally receive any information from PWS regarding Agreement FY22-204 for school year 2023-2024. Several schools indicated that Jostens provided the free item order form noted above to them, but that they did not directly receive that information from PWS. Interviewees generally understood what items were available to the schools free of charge and indicated that their schools received free honor cords, valedictorian and salutatorian medallions, faculty gowns, etc.

Based on the aforementioned information, the Teaching and Learning Division and PWS have created sufficient training documentation to assist user departments/schools to understand not only the process to obtain goods and/or services, but also the specifications regarding Agreement FY22-204.

(report continued on following page)

5. Potential Vendor Overbilling for Medallions (Agreement 16-052N)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: As part of Agreement 16-052N, Chuck Puleri and Associates, Inc. proposed and agreed to certain pricing lists for the requested goods/services. This included providing a rental or disposable gown, souvenir cap and tassel at $34 (subsequently lowered to $29) to BCPS graduating students/parents. Chuck Puleri and Associates, Inc. also agreed to provide a free medallion with ribbon to BCPS graduating students/parents or a custom medallion with ribbon at $16 (subsequently lowered to $15). Neither the request for proposal nor the proposals provided clarification regarding what is considered the free medallion and what is considered the custom medallion. Per Ms. Coker, BCPS' intention was that the free medallion was for BCPS graduating students/parents regardless of the school's selection for different imprints/ribbons/etc. and the custom medallion was for purchases at the school level. Per communications between Chuck Puleri and Associates, Inc. and PWS, Chuck Puleri and Associates, Inc. considered the free medallion as a medallion with the school year only. Any changes to the medallion, such as, the school logo, etc. were considered custom medallions. Chuck Puleri and Associates, Inc.'s definition of the medallions resulted in there being no free medallions. Free medallions were also not listed as an option for BCPS graduating students/parents by Chuck Puleri and Associates, Inc.	
Original Effect: BCPS graduating students/parents may have been overcharged by Chuck Puleri and Associates, Inc.	
Original Recommendation: BCPS should verify at least annually that the caps, gowns and announcements vendors are complying with the pricing agreements for BCPS graduating students/parents.	
Second Follow-Up Analysis: Jostens, Inc. agreed to provide regalia for graduating students, which includes a graduation cap, gown, tassel and medallion for $30 including tax. Each school has the option of choosing higher quality rental gowns or keepsake gowns that the students can keep. Regardless of the gown chosen, each student retains his/her cap, tassel and medallion. CRI analyzed the data provided by Jostens, Inc. for student/parent purchases for school year 2023-2024. Based upon this analysis, Jostens, Inc. complied with the student/parent pricing under Agreement FY22-204 without exception. Interviewees indicated that they verified the student/parent pricing during school year 2023-2024, and no exceptions were noted.	

6. Vendor Noncompliance with Pricing (Agreement 16-052N)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: As part of Agreement 16-052N, Chuck Puleri and Associates, Inc. proposed and agreed to certain pricing lists for the requested goods/services. This included providing a rental or disposable gown, souvenir cap and tassel at $34 to BCPS graduating students/parents. As part of the first amendment to Agreement 16-052N, Chuck Puleri and Associates, Inc. agreed to a lower price of $29 for the rental or disposable gown, souvenir cap and tassel. Chuck Puleri and Associates, Inc. did not offer/provide this as an option to BCPS graduating students/parents as required.	
Original Effect: BCPS graduating students/parents may have been overcharged by Chuck Puleri and Associates, Inc.	
Original Recommendation: BCPS should verify at least annually that the caps, gowns and announcements vendors are complying with the pricing agreements for BCPS graduating students/parents.	
Second Follow-Up Analysis: Jostens, Inc. agreed to provide regalia for graduating students, which includes a graduation cap, gown, tassel and medallion for $30 including tax. Each school has the option of choosing higher quality rental gowns or keepsake gowns that the students can keep. Regardless of the gown chosen, each student retains his/her cap, tassel and medallion. CRI analyzed the data provided by Jostens, Inc. for student/parent purchases for school year 2023-2024. Based upon this analysis, Jostens, Inc. complied with the student/parent pricing under Agreement FY22-204 without exception. Interviewees indicated that they verified the student/parent pricing during school year 2023-2024, and no exceptions were noted. CRI separately confirmed that Jostens, Inc. complied with the online pricing requirements for student/parent purchases for caps, gowns, and announcements. This is further supported by the student/parent purchase data provided by Jostens, Inc., indicating that 87% of students/parents selected the basic cap, gown, tassel and medallion package.	

7. Online Basic Package Unavailability for Purchase/Rental (Agreement 16-052N)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: As part of Agreement 16-052N, Chuck Puleri and Associates, Inc. proposed and agreed to certain pricing lists for the requested goods/services. This included providing a rental or disposable gown, souvenir cap and tassel to BCPS graduating students/parents at an agreed-upon price. Due to the COVID-19 pandemic, the in-person ordering option was unavailable to parents/students for the normal school year 2020-2021. This is supported by the zero orders placed for the rental or disposable gown, souvenir cap and tassel as well as a comparison of the school year 2020-2021 purchases/rentals to the school year 2021-2022 purchases/rentals. Chuck Puleri and Associates, Inc. did not offer/provide this as an option to BCPS graduating students/parents as required.	
Original Effect: BCPS graduating students/parents may have been overcharged by Chuck Puleri and Associates, Inc.	
Original Recommendation: BCPS should verify at least annually that the caps, gowns and announcements vendors are complying with the pricing agreements for BCPS graduating students/parents.	
Second Follow-Up Analysis: As indicated in Findings 6 and 7's second follow-up analysis within this report, CRI confirmed that Jostens, Inc. complied with the pricing requirements for student/parent purchases for caps, gowns, and announcements and that these pricing options were available online for school year 2023-2024. BCPS personnel also indicated that they verified Jostens, Inc.'s online pricing and no exceptions were noted. BCPS personnel indicated that while students and parents had difficulty finding the basic cap and gown package within the Jostens, Inc. website, BCPS personnel stated they confirmed it was available on their respective school's website.	

8. Vendor Noncompliance with Reporting Requirements (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Not Resolved ✗
Original Finding: Agreement 16-052N required that vendors provide a copy of the official receipt to the individual school's bookkeeper within 24 hours of any transactions (orders, payments, and delivery) made directly with the students. Chuck Puleri and Associates, Inc. communicated regularly with the schools regarding who had ordered, who had not, who had paid, etc., but Chuck Puleri and Associates, Inc. did not provide official receipts as required. Agreement FY22-204 requires that vendors provide timely quarterly reports for all goods and services purchased by schools and parents/guardians. The agreement also indicates that failure to send the reports by the 15th of the following month may result in default of agreement with BCPS. Neither Herff Jones, LLC nor Jostens, Inc. have provided quarterly reports as required.	
Original Effect: The vendors for Agreement 16-052N and Agreement FY22-204 were not in compliance with the reporting requirements.	
Original Recommendation: BCPS should ensure that the vendors are complying with the required reporting provisions.	
Second Follow-Up Analysis: CRI obtained copies of correspondence between Jostens, Inc. and PWS regarding the quarterly reporting of student purchases. CRI confirmed that Jostens, Inc. provided reports in December 2023 and March 2024. The December 2023 report contained purchases from July 1, 2023 through December 5, 2023, and the March 2024 report contained cumulative purchases from July 1, 2023 through March 5, 2024. No reporting was provided subsequent to March 5, 2024. Additionally, PWS did not provide copies of any correspondence to Jostens, Inc. asking them to provide quarterly reports or advising Jostens, Inc. that they were noncompliant with the reporting provisions of Agreement FY22-204. Based on the foregoing information, Jostens, Inc. did not fully comply with Agreement FY22-204's reporting provisions.	

9. Vendor Noncompliance with Data Retention Requirements (Agreement 16-052N)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: Agreement 16-052N required the awarded vendors to maintain its data for the duration of the agreement as well as for five years after the agreement termination. During performance of this engagement, Chuck Puleri and Associates, Inc. was requested to provide order history for the entire agreement period related to Agreement 16-052N. Chuck Puleri and Associates, Inc. was only able to provide records for the last school year (i.e., school year 2020-2021) under Agreement 16-052N. Chuck Puleri and Associates, Inc. was unable to produce the July 2016 through July 2020 data despite the data retention requirement.	
Original Effect: Chuck Puleri and Associates, Inc. was not in compliance with the data retention requirements.	
Original Recommendation: BCPS should ensure that the vendors are complying with the required data retention provisions.	
Second Follow-Up Analysis: Jostens, Inc. provided CRI with the requested supporting documentation related to BCPS and parent/student purchases for school year 2023-2024. This indicates that Jostens, Inc. is currently complying with the data retention requirements. BCPS should continue to monitor the vendor and send annual memos to remind and confirm that the vendor is in compliance with the data retention requirements.	

10. PWS does not adequately track Contract Reporting Requirements (Agreement FY22-204)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Not Resolved ✗
Original Finding: Agreement FY22-204 requires that vendors provide timely quarterly reports for all goods and services purchased by schools and parents/guardians. The agreement also indicates that failure to send the reports by the 15th of the following month may result in default of agreement with BCPS. Neither Herff Jones, LLC nor Jostens, Inc. have provided quarterly reports as required. PWS did not follow-up in a timely manner with the vendors regarding the reporting requirements and/or enforce the reporting requirements. PWS does not have a formal tracking process/system for contract reporting requirements that would enable efficient and timely tracking of contract reporting requirements.	
Original Effect: Vendors may not in compliance with mandatory reporting requirements.	
Original Recommendation: BCPS should implement a formal tracking process/system for contract reporting requirements and take appropriate actions when the vendor does not comply with the mandatory reporting requirements.	
Second Follow-Up Analysis: As indicated in Finding 8's follow-up analysis within this report, Jostens, Inc. did not provide the quarterly reports as required by Agreement FY22-204. PWS did provide any documentation indicating that they requested quarterly reports when they were not received timely for school year 2023-2024, which indicates that PWS is not sufficiently monitoring the reporting data. While Ariba was approved by the Board on October 17, 2023, PWS personnel indicated that the purchasing module has not been implemented as of the writing of this report.	

11. Faculty Gowns/Hoods Compliance (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: Agreement 16-052N and Agreement FY22-204 specify items that the vendor is to provide at no charge to BCPS. In Agreement 16-052N, the vendor was to provide at no charge stoles for all senior class officer and student government officers, valedictorian and salutatorian medallions, and one faculty gown/hood per ten paid student caps and gowns. Chuck Puleri and Associates, Inc. invoices obtained from BCPS records reflect that certain faculty gowns and hoods were paid for by BCPS from March 2017 through September 2019. The invoices do not provide further details as to how the number of free gowns/hoods was determined, nor how many free gowns/hoods were provided for other schools. Due to lack of data maintained by Chuck Puleri and Associates, Inc., it is unclear whether Chuck Puleri and Associates, Inc. complied with the faculty gown/hood provision. The invoices for Herff Jones, LLC do not provide further details as to how the number of free gowns/hoods was determined, nor how many free gowns/hoods were provided for other schools. Due to lack of data maintained by Herff Jones, LLC, it is unclear whether Herff Jones, LLC complied with the faculty gown/hood provision.	
Original Effect: BCPS may be overcharged by the vendors.	
Original Recommendation: BCPS should ensure that the vendors are complying with the required data retention provisions. BCPS should also ensure that the vendors provide documentation supporting the calculations/invoices for faculty gowns/hoods.	
Second Follow-Up Analysis: As indicated in Findings 3 and 4's follow-up analysis within this report, CRI confirmed that both the Teaching and Learning Division and PWS created sufficient training documentation to assist user departments/schools to understand not only the process to obtain goods and/or services, but also the specifications regarding Agreement FY22-204 including faculty gowns and hoods. CRI confirmed that BCPS' purchasing data and Jostens, Inc.'s invoices did not reflect purchases for faculty gowns and hoods during school year 2023-2024. Interviewees also confirmed that their respective schools received faculty gowns and hoods for free. Additionally, Jostens, Inc. provided a list of all faculty gowns and hoods provided to each school free of charge which aligned with BCPS interviewees and BCPS spend data.	

12. Request for Proposal Scope Ambiguity (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: Due to the number of schools within BCPS, as well as the varying needs and desires of each school, the current and former agreements have broad provisions. RFP 16-052N and FY22-204 required that the vendor provide a specific price for each item. Certain schools appear to choose a more economic option, while other schools appear to choose more customized options. For example, the vendors were asked to provide a cost for "activity cords" for each agreement. Neither the Request for Proposal, responses nor the agreements specify whether those "activity cords" are single cords, single color, double cords, multi-color or intertwined colors. In certain cases, the vendors are adding additional charges/costs for double cords, multi-colors, etc. Additional ambiguities include the medallions and gowns for administrative BCPS personnel.	
Original Effect: BCPS may be overcharged by the vendors.	
Original Recommendation: BCPS should ensure that proper clarification is provided and documented regarding ambiguities within its agreements.	
Second Follow-Up Analysis: As delineated within the Follow-up Forensic Analysis Report for Agreements 16-052N and FY22-204, both the Teaching and Learning Division and PWS confirmed that they met in school year 2022-2023 to review the terms, provisions and pricing related to Agreement FY22-204. Jostens, Inc. also confirmed that BCPS provided clarification regarding the terms, provisions and pricing related to Agreement FY22-204. This clarification was documented in the CAD issued by PWS. No discrepancies were noted for school year 2023-2024.	

13. Purchase of Goods/Services prior to obtaining Purchase Orders (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: **Not Resolved** ✗	*School Year 2023-2024 Status:* **Not Resolved** ✗
Original Finding: There were several instances where goods/services under Agreement 16-052N and FY22-204 were ordered prior to obtaining the requisite purchase order. PWS has implemented a form that must be signed by the appropriate principal if it is found that the goods were ordered prior to obtaining a purchase order.	
Original Effect: Goods/services were not ordered in accordance with procurement policies and procedures.	
Original Recommendation: BCPS should ensure that goods/services are not procured prior to obtaining a purchase order. Appropriate actions should be taken for individuals that repeatedly do not comply with procurement policies and procedures.	
Second Follow-Up Analysis: As delineated within CRI's Follow-Up Forensic Analysis Report, if goods/services are procured prior to obtaining a purchase order, the responsible requisitioner's department head/director is required to complete a "Post PR/PO Determination Non-Compliance Acknowledgement" form (non-compliance form), which delineates the reason(s) that procurement policies and procedures were not followed. This form also requires the approval of a chief/cabinet member.	

PWS does not require the user department to submit additional information (other than the quote or invoice) to confirm that the goods/services were received/rendered. The Accounting and Financial Reporting Department (AFRD) also does not require that the user department submit additional information.

CRI identified 11 invoices paid during school year 2023-2024 that were received by BCPS prior to the date of the corresponding purchase requisition. CRI requested and received 3 of the 11 non-compliance forms from BCPS for the aforementioned invoices. This indicates that 8 of the aforementioned purchase orders/invoices were processed by the user department, PWS and AFRD without the requisite non-compliance forms.

The non-compliance forms provided generally indicated that the schools/user departments received items that were "double shipped," invoiced after the fact for additional gowns provided, and items that were ordered online to a "new vendor." AFRD indicated that any invoices received by AFRD without a purchase order would have been sent to the appropriate schools/user departments.

To date, BCPS has not implemented policies and procedures regarding processing of invoices in excess of one year old. Instead, BCPS' normal policies and procedures are followed. Excessively late invoices may lead to duplicate payments or payments for goods/services either not received/rendered or may no longer be due to the vendor.

Goods/Services Ordered/Received/Invoiced without a Purchase Order

Jostens, Inc. provided all invoices issued to BCPS for school year 2023-2024. During review of these invoices, CRI noted invoices that were not included in BCPS' purchasing data for Agreement FY22-204 and/or Jostens, Inc. Per BCPS personnel, schools may order certain goods/services from Jostens, Inc. from their respective internal funds. These goods/services may relate to club purchases for activity cords, medallions, etc. These internal fund purchases would not be reflected in BCPS' purchasing data.

Purchase of Goods with Internal Funds instead of BCPS Funds

CRI also identified that eleven schools/user departments purchased diplomas, diploma covers or certificates of completion with internal funds. These purchases totaled $13,499. Per BCPS personnel, these items should have been purchased with BCPS funds, not internal funds. It should be noted that items purchased through internal funds are not included in the FY22-204 spend data and are separate from the approved $515,000 spend authority.

14. Inaccurate Charges/Allocations (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 *Status:* **Not Resolved** ✗	School Year 2023-2024 *Status:* **Not Resolved** ✗
Original Finding: Items were purchased by the BCPS under Agreements 16-052N and FY22-204 that were not included in the agreements. Under Agreement 16-052N, these items include pins, diplomas, championship rings, "set up" fees, biliteracy seals, and school "branding." Some of these items were procured under other agreements with Chuck Puleri and Associates, Inc., but were incorrectly charged to Agreement 16-052N. Under Agreement FY22-204, these items include pins and Kindergarten certificates/diplomas from a vendor not approved under Agreement FY22-204.	
Original Effect: Procurement policies and procedures may be bypassed. Items purchased by BCPS may not comply with the applicable agreement. Spend on the awarded contracts/agreements may not be appropriate.	
Original Recommendation: BCPS should ensure that the spend is charged/allocated to the correct agreement.	
Second Follow-Up Analysis: As indicated in Findings 3 and 4's second follow-up analysis within this report, CRI confirmed that both the Teaching and Learning Division and PWS created sufficient training documentation to assist user departments/schools to understand not only the process to obtain goods and/or services, but also the specifications regarding Agreement FY22-204. CRI analyzed the BCPS purchase orders related to Jostens, Inc. for school year 2023-2024. CRI identified 13 items purchased from Jostens, Inc. that were incorrectly allocated to the General Purchase Code 60-001 instead of Agreement FY22-204. These items included activity cords and medallions. Per PWS' policies and procedures, General Purchase Code 60-001 is to be used for purchases less than $5,000 where *there is no Bid ID assigned for the item(s) being ordered*. Since these items are part of Agreement FY22-204, the purchase orders should have been designated under Agreement FY22-204, not the General Purchase Code 60-001. The inaccurately allocated purchases totaled $9,766, which represents 4.9% of the purchase orders under Agreement FY22-204 for school year 2023-2024.	

15. Inaccurate Spending Authority Estimates (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: **Not Resolved** ✗	*School Year 2023-2024 Status:* **Not Resolved** ✗
Original Finding: The spending authority calculations prepared for Agreement 16-052N and Agreement FY22-204 included non-agreement expenditures, such as, diplomas that were covered under another agreement. The spending authority for Agreement FY22-204 was also underestimated by not including the diploma purchases that were previously included in a separate agreement. As such, the spending authority estimates were not prepared/estimated accurately.	
Original Effect: Spending authority estimates may not be accurate and spending authority amendments may be required.	
Original Recommendation: BCPS should ensure that the spend does not include non-agreement expenditures and that the spending authority is calculated more accurately.	
Second Follow-Up Analysis: In or around January 2022, the Board approved Agreement FY22-204, which was awarded for a 3-year term with spend authority of $300,000. The spend authority was calculated by PWS based upon BCPS' expenditures during the preceding five years, as well as a comparison of the updated pricing. PWS' analysis of these historical expenditures was flawed and insufficient. For example, Agreement 16-052N was only for Caps, Gowns & Announcements. Agreement FY22-204 added Diplomas to the RFP, but the historical cost of diplomas was not factored into the budget. Due to the inaccurate budgeting, as of June 30, 2022, BCPS had already expended approximately 47% of the funds requested under Agreement FY22-204 with 83% of the agreement period still remaining. As of October 5, 2023, BCPS had already expended approximately 99.90% (or $299,689) of the spend authority requested under Agreement FY22-204 with 43% of the initial agreement period still remaining. This 99.90% did not include inaccurately allocated purchases or purchase order items that had not been invoiced by the vendor yet. If the above referenced inaccurately allocated purchases were correctly allocated to Agreement FY22-204, BCPS would have exceeded the spend authority for this agreement. On or around December 12, 2023, Agenda Item OO-21 was presented to the Board requesting an additional spend authority of $215,000 under Contract FY22-204, Caps, Gowns, Announcements & Diplomas. This additional spend authority brought the total contract award to $515,000. According to the additional spending authority request, the "increase in spending in the school year 2021-2022 can be attributed to increased participation in graduation post-COVID; therefore, the spending increased." A copy of the additional spend authority item presented to the Board is presented below.	

Financial Impact

The additional spending authority request is $215,000. Funding will come from Schools and the Athletics & Student Activities Budget. The additional spending request will cover the remaining term of the contract. The increase in spending in the school year 2021-2022 can be attributed to increased participation in graduation post-COVID; therefore, the spending increased.

Historical Spending by Fiscal Year

FY	TOTAL
FY 2017	$ 88,316
FY 2018	$ 75,988
FY 2019	$ 112,892
FY 2020	$ 99,488
FY 2021	$ 100,714
FY 2022	$ 162,379
FY 2023	$ 161,851
TOTAL	$ 801,628
Yearly Average	**$ 114,518**

Historical monthly average spending	$14,271
Term of the Agreement (remaining 15 months)	$214,065
Total Estimated Spending Authority (rounded)	$215,000

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority request	1/25/2022	36	$300,000
Additional Spending Authority requested	12/12/2023		$215,000
Total Contract Amount			**$515,000**

The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

CRI obtained a current spend report from BCPS for all expenditures charged to Agreement FY22-204 through November 12, 2024. As of November 12 2024, the approved purchase orders totaled $512,047.06. As previously discussed and noted within the first Follow-up Report for school year 2022-2023, BCPS had inaccurately allocated items contracted under Agreement FY22-204 to the general purchase code 60-001 totaling $21,933.92. CRI confirmed these purchases were not transferred to Agreement FY22-204 subsequent to the first Follow-up Report. Additionally, the $9,766 incorrectly allocated to the general purchase code 60-001 during school year 2023-2024 was not included in the current spend report. In total, BCPS has approved purchases orders totaling $543,746.98 for items contracted under Agreement FY22-204. Based upon the foregoing information, BCPS approved purchase orders in excess of the spend authority related to Agreement FY22-204 by $28,746.98.

16. Insufficient Review of Purchase Orders (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: **Not Resolved** ✗	*School Year 2023-2024 Status:* **Not Resolved** ✗
Original Finding: PWS did not sufficiently review the purchase requisitions/orders for Agreements 16-052N and FY22-204 prior to approving the purchase orders. Due to the numerous billing discrepancies, it is apparent that neither the schools nor PWS were comparing the purchase requisitions/vendor estimates to the applicable agreements.	
Original Effect: Purchase orders may be approved that do not align with the applicable agreements/contracts. BCPS may be overcharged.	
Original Recommendation: BCPS should take the necessary actions to ensure that purchase orders align with the applicable agreements/contracts prior to approval.	
Second Follow-Up Analysis: Per Agreement FY22-204, Jostens, Inc. agreed to provide at no charge all senior class officer and student government officer stoles and/or sashes as designated by the school principal. Jostens, Inc. also agreed to provide at no charge valedictorian and salutatorian medallions. There were no limitations listed in Agreement FY22-204 regarding the number of students who were eligible for these no charge items. CRI analyzed the data provided by Jostens, Inc. for BCPS purchases for school year 2023-2024 as well as the BCPS purchase order data for school year 2023-2024. Based upon this analysis, Jostens, Inc. provided at no charge 410 class officer and student government stoles, which had a value totaling $8,200. Jostens, Inc. also provided at no charge 80 valedictorian and salutatorian medallions, which had a value totaling $800. Per Agreement FY22-204, prices submitted to BCPS by Jostens, Inc. must include any applicable taxes, shipping, handling, and delivery of product. During school year 2023-2024, six purchase orders were issued for items including shipping costs, which should not have been included, totaling $666.65. This represents 0.33% of the purchase orders under Agreement FY22-204 for school year 2023-2024. Thus, PWS did not sufficiently review these purchase requisitions/orders. It should be noted that while BCPS did not pay shipping costs related to these purchase orders, a purchase order should not have been requested or issued with shipping costs, as shipping is an unallowable contract charge under Agreement FY22-204.	

17. Honor Cord Overbillings (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: Vendors are required to provide honor cords at no charge for eligible students as designated by the school principal. Per SBBC Policy 6000.1.3, honor cords for graduates include gold honor cords for graduates that are in the top 10% of the entire senior class or graduates that earned a 3.75 weighted grade point average. It is not clear whether it includes silver cords for graduates that meet certain service hours/criteria. During our interviews with BCPS personnel, BCPS personnel indicated that honor cords are limited to the gold honor cords and the silver cords were viewed as activity cords/honors. During Agreement 16-052N, Chuck Puleri and Associates, Inc. provided gold honor cords at no charge to BCPS. Chuck Puleri and Associates, Inc. limited these free gold honor cords to 10% of the graduating class at each school. Agreement 16-052N does not specify a limitation on the free honor cords and there was no documentation provided to us that supported the BCPS agreed to a 10% limitation. It appears that the schools were unaware that they could designate what honor cords should be provided at no charge. It also appears that neither the schools nor PWS sought clarification on this limitation. Under Agreement FY22-204, Herff Jones, LLC limited the free gold honor cords to 10% of the graduating class at each school. Jostens, Inc. was selected to provide graduation regalia to 11 schools for school year 2021-2022. Of these 11 schools, only one school reached out to Jostens, Inc. and requested that Jostens, Inc. provided free gold honor cords for 10% of the graduating class as Chuck Puleri and Associates, Inc. had done in the past.	
Original Effect: BCPS may have been overcharged by Chuck Puleri and Associates, Inc., Herff Jones, LLC and Jostens, Inc.	
Original Recommendation: BCPS should ensure that high schools fully understand the terms/provisions for caps, gowns and announcements and that these terms/provisions are clearly communicated/disseminated to the appropriate BCPS personnel.	
Second Follow-Up Analysis: Both the Teaching and Learning Division and PWS confirmed that they met in school year 2022-2023 to review the terms, provisions and pricing related to Agreement FY22-204. Jostens, Inc. also confirmed that BCPS provided clarification regarding the terms, provisions and pricing related to Agreement FY22-204. This included clarification regarding the no charge honor cords provided by Jostens, Inc. CRI also confirmed that these clarifications were included in the CAD disseminated by BCPS. CRI analyzed the data provided by Jostens, Inc. for BCPS purchases for school year 2023-2024 as well as the BCPS purchase order data for school year 2023-2024. Based upon this analysis, no 10% limitations were imposed by Jostens, Inc. related to the honor cord purchases. In total, Jostens, Inc. provided at no charge 14,614 honor cords (or 7,307 double honor cords), which had a value totaling $58,456. In its clarification of the terms, provisions and pricing related to Agreement FY22-204, BCPS did not consider the silver cords related to volunteer service as honor cords. BCPS ordered these silver cords from Jostens, Inc. at a reduced price of $2.50 per cord, which totaled $25,125. Based on the foregoing information, there were no honor cord overbillings associated with school year 2023-2024.	

18. Ineffective Management of Agreements and Vendors (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Finding: Based upon the findings, BCPS did not effectively manage Agreements 16-052N and FY22-204. This is supported by the lack of knowledge/understanding of the agreements and vendor options. It is also supported by the identified overbillings to BCPS and to BCPS graduating seniors/parents and vendor noncompliance.	
Original Effect: Vendors may not be in compliance with the agreements. BCPS and/or BCPS graduating seniors/parents may be overcharged.	
Original Recommendation: BCPS should take the necessary actions as detailed in this report and the preceding findings to ensure vendor compliance with the agreements as well as ensure the appropriate personnel are aware/understand the agreement options and pricing.	
Second Follow-Up Analysis: As indicated in the various findings' follow-up analysis within this report, CRI confirmed that both the Teaching and Learning Division and PWS created sufficient training documentation to assist user departments/schools to understand not only the process to obtain goods and/or services, but also the specifications regarding Agreement FY22-204. CRI also confirmed that Jostens, Inc. complied with the reporting requirements and pricing requirements for both BCPS and student/parent purchases. As previously indicated, CRI conducted interviews with five high school assistant principals who oversee the graduation and/or cap and gown process at their respective schools. The interviews provided an understanding of each school's experience with Jostens, Inc. for school year 2023-2024. The interviews also provided an understanding related to any training/communications that each school may have received from the District. BCPS personnel interviewed indicated that Jostens, Inc. provided good customer service and appeared to be invested in their service to BCPS. Certain interviewees cited issues with gowns not fitting properly, receiving the wrong items, etc. However, BCPS personnel indicated that Jostens, Inc. addressed the issues and rectified the issues as soon as possible. Overall, the feedback regarding Jostens, Inc. as a vendor was generally positive. Based on the foregoing information, BCPS has made significant improvements in ensuring vendor compliance with Agreement FY22-204 as well as ensuring appropriate personnel are aware/understand the agreement options and pricing. As a result, BCPS effectively managed Agreement FY22-204 for school year 2023-2024.	

19. Potential Lack of Disclosure of Conflicts of Interest by Selectors of Evaluation Committee Members (Agreement 16-052N and Agreement FY22-204)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Observation: During a competitive procurement that utilizes a RFP process, PWS generally relies upon the user department to identify/select the evaluation committee members. PWS subsequently notifies the selected evaluation committee members of the selection and the evaluation process. As part of this evaluation process, evaluation committee members are required to complete a Conflict of Interest Disclosure Form. There is no similar requirement for the individuals within the user department that are identifying/selecting the committee members.	
Original Effect: There may be a conflict of interest between the individual selecting the evaluation committee members and one of the respondents/bidders/proposers.	
Original Recommendation: PWS should require the applicable individuals in the user departments that are identifying/selecting evaluation committee members to complete the Conflict of Interest Disclosure Form.	
Second Follow-Up Analysis: PWS now requires a conflict of interest disclosure form to be completed by the individuals selecting the evaluation committee members. CRI obtained and reviewed a copy of the Conflict of Interest Disclosure Form that is to be completed by these individuals.	

20. Lack of Evaluation Committee Member Training (Agreement 16-052N)	
School Year 2022-2023 Status: Resolved ✓	*School Year 2023-2024 Status:* Resolved ✓
Original Observation: Evaluation committee members did not appear to fully understand the evaluation process, evaluation criteria, etc. for RFP 16-052N. BCPS does not provide training to evaluation committee members that are utilized during a request for proposal process.	
Original Effect: Evaluation committee members may not fully understand and/or properly evaluate the proposals.	
Original Recommendation: BCPS should provide training for evaluation committee members.	
Second Follow-Up Analysis: CRI confirmed during the forensic examination of Agreement FY22-204 that evaluation committee members properly evaluated the respondents for RFP FY22-204. PWS also provided documentation regarding the evaluation process including "Directions for Committee Members," as well as "Evaluation Committee Communication and Training." These documents sufficiently outline the evaluation committee evaluation process, as well as the policies and procedures surrounding being an evaluation committee member. Similar documentation was provided to the evaluation committee members for Agreement FY22-204.	

21. Excessive Late Payment of Vendor Invoices (Agreement 16-052N and Agreement 17-040B)	
School Year 2022-2023 Status: N/A	*School Year 2023-2024 Status:* **Not Resolved** ✗
Original Observation: Payments were approved and disbursed by BCPS to Herff Jones, LLC substantially after the invoice date. These payments included invoices related to Agreement 16-052N (the prior cap and gown agreement) and Agreement 17-040B (the prior diploma agreement). Payments in excess of one-year from the invoice date totaled $19,302.91.	
Original Effect: Excessively late payments may lead to duplicate payments or payments for goods/services either not received/rendered or may no longer be due to the vendor.	
Original Recommendation: BCPS should ensure that vendor invoices and payments are approved and/or rejected in a timely manner.	
Second Follow-Up Analysis: As indicated within CRI's first Follow-Up Report, CRI obtained and analyzed BCPS payments issued to Herff Jones, LLC and Jostens, Inc. during school year 2022-2023. In this previous analysis, CRI identified 27 payments totaling $19,302.91 that were paid more than one year (365 days) after the invoice date during school year 2022-2023. CRI obtained and analyzed BCPS payments issued to Jostens, Inc. during school year 2023-2024. During this analysis, CRI identified BCPS payments to Jostens, Inc. that were approved and disbursed substantially after the invoice date. Two invoices were paid more than one year (365 days) after the invoice date and related to items procured under Agreement FY22-204. The payments in excess of one year from the invoice date totaled $2,424.18 and were paid 367 and 401 days after the invoice date respectively. CRI identified two schools that these stale dated invoices related to. Both invoices were for the purchase of custom stoles. CRI also obtained and analyzed payments made via the individual school's internal funds. CRI noted four invoices paid to Herff Jones, LCC during school year 2023-2024. These invoices were dated between April 25, 2022 and May 18, 2022 totaling $1,006.40 and were paid on or around January 24, 2024, an average of 625 days after the requisite invoice dates. These invoices related to diplomas and certificates of completion purchased by Plantation High School.	

Additional and/or Continued Findings, Effects and Recommendations

Based on the aforementioned observations and findings, BCPS should consider implementing the following recommendations for improving its internal controls and vendor compliance:

1. **Vendor Noncompliance with Reporting Requirements [Continued Finding – Finding 8 (page 19)]**
   Finding: Agreement FY22-204 requires that vendors provide timely quarterly reports for all goods and services purchased by schools and parents/guardians. The agreement also indicates that failure to send the reports by the 15th of the following month may result in default of the agreement. Jostens, Inc. did not timely submit the quarterly report for the first quarter of school year 2023-2024 and did not submit the quarterly report for the fourth quarter of school year 2023-2024.
   Effect: Jostens, Inc. was not in compliance with the reporting requirements under Agreement FY22-204.
   Recommendation: BCPS should ensure that the vendors are complying with the required reporting provisions.
   Management Response (Responsive Departments include PWS):
   PWS Response: Please refer to the response for Finding #2.

2. **PWS Does Not Adequately Track Contract Reporting Requirements [Continued Finding – Finding 10 (page 20)]**
   Finding: Agreement FY22-204 requires that vendors provide timely quarterly reports for all goods and services purchased by schools and parents/guardians. The agreement also indicates that failure to send the reports by the 15th of the following month may result in default of the agreement. Jostens, Inc. did not fully provide quarterly reports as required for school year 2023-2024. PWS did not follow-up in a timely manner with Jostens, Inc. regarding the reporting requirements and/or enforce the reporting requirements. PWS does not have a formal tracking process/system for contract reporting requirements that would enable efficient and timely tracking of contract reporting requirements.
   Effect: Vendors may not be in compliance with mandatory reporting requirements.
   Recommendation: BCPS should implement a formal tracking process/system for contract reporting requirements and take appropriate actions when the vendor does not comply with the mandatory reporting requirements.
   Management Response (Responsive Departments include PWS):
   PWS Response:
   The vendor has submitted quarterly reports to PWS, but the high turnover in recent years has caused communication disruptions, impacting the request and review process of these reports. Solution: The Purchasing Agent will utilize the technological features available in MS Teams to create reminders, including both the Strategic Sourcing Manager and the Assistant Director, to prevent the same issues in the future.
   CRI Response:
   As contract manager for Agreement FY22-204, PWS is responsible for ensuring that the vendor is complying with the agreement provisions including the quarterly reports. In the light of the historical findings related to Agreement 16-052N and Agreement FY22-204, these reports are an important control in ensuring that the vendor is keeping the necessary data as well as complying with the agreement provisions including prices charged to parents/students and the District.

3. **Purchasing/Receiving of Goods/Services Prior to Obtaining Purchase Orders [Continued Finding – Finding 13 (page 22)]**

Finding: There were several instances where goods/services related to Agreement FY22-204 were ordered and received prior to obtaining the requisite purchase order. Corresponding non-compliance forms were not obtained.

Effect: Procurement policies and procedures may be bypassed. Items purchased by BCPS may not comply with the applicable agreement. Spend on the awarded agreements may not be appropriate.

Recommendation: BCPS should implement additional controls to ensure that goods/services are not procured prior to obtaining a purchase order. Appropriate actions should be taken for individuals that repeatedly do not comply with procurement policies and procedures.

Management Response (Responsive Departments include Academics):

Academic Response:

The following actions were and will be taken regarding the findings of the 2024 Caps & Gown Audit: 1. An email was sent to all principals alerting them of the various findings; 2. The individual schools listed in the findings will be directly contacted by Mr. Strauss to discuss their specific finding as well as what needs to be done in the future to not incur the same finding; 3. Mr. Strauss will address all principals at the February 12, 2025 high school principal meeting regarding the findings and what needs to be done to not incur future findings.; 4. In December 2024, Mr. Strauss will meet with the directors that oversee the high schools to go over the findings and what schools need to do to not incur future findings.

4. **Inaccurate Charges/Allocations for Goods under Agreement FY22-204 [Continued Finding – Finding 14 (page 24)]**

Finding: Numerous items contracted under Agreement FY22-204 were allocated by BCPS to the General Purchase Code 60-001 instead of Agreement FY22-204. These items included activity cords, diplomas, diploma covers, medallions, etc. The inaccurately allocated purchases totaled $9,766 (or 4.9% of purchase orders related to Agreement FY22-204 for school year 2023-2024).

Effect: Procurement policies and procedures may be bypassed. Items purchased by BCPS may not comply with the applicable agreement. Spend on the awarded agreements may not be appropriate.

Recommendation: BCPS should implement additional controls to ensure that the spend is charged/allocated to the correct agreement.

Management Response (Responsive Departments include Academics and PWS):

Academics Response:

The following actions were and will be taken regarding the findings of the 2024 Caps & Gown Audit: 1. An email was sent to all principals alerting them of the various findings; 2. The individual schools listed in the findings will be directly contacted by Mr. Strauss to discuss their specific finding as well as what needs to be done in the future to not incur the same finding; 3. Mr. Strauss will address all principals at the February 12, 2025 high school principal meeting regarding the findings and what needs to be done to not incur future findings.; 4. In December 2024, Mr. Strauss will meet with the directors that oversee the high schools to go over the findings and what schools need to do to not incur future findings.

PWS Response:

95.1% of the amount purchased by the district during school year 2023-2024 were correctly coded, and only a few cases totaling $9,766 (or 4.9%) had the incorrect coding. PWS leadership will enforce the processes in place for the PO conversion team to ensure this issue is avoided and that the Bid ID number is correctly assigned.

5. **FY22-204 Purchase Orders & Inaccurately Allocated Purchases under 60-001 Exceeded Spend Authority [Additional Finding Related to Finding 15 (page 25)]**

Finding: The spending authority prepared for Agreement FY22-204 was based on Agreement 16-052N, which did not include diplomas as part of the agreement. During the review period, the Board approved an additional spend authority of $215,000 for a total contract award of $515,000. This amount was insufficient for the contracted period, and the District approved purchase orders in excess of the spend authority related to Agreement FY22-204. This includes purchase orders included in Agreement FY22-204 as well as purchase codes inaccurately coded to the general purchase code 60-001 for both school years 2022-2023 and 2023-2024.

Effect: Approval of purchase orders above the approved contract spend authority may lead to funds being expended above the Board-approved spend authority.

Recommendation: BCPS should implement additional controls to ensure that purchase orders are not approved for amounts over the approved contract spend authority.

Management Response (Responsive Departments include Academics and PWS):

Academics Response:

The following actions were and will be taken regarding the findings of the 2024 Caps & Gown Audit: 1. An email was sent to all principals alerting them of the various findings; 2. The individual schools listed in the findings will be directly contacted by Mr. Strauss to discuss their specific finding as well as what needs to be done in the future to not incur the same finding; 3. Mr. Strauss will address all principals at the February 12, 2025 high school principal meeting regarding the findings and what needs to be done to not incur future findings.; 4. In December 2024, Mr. Strauss will meet with the directors that oversee the high schools to go over the findings and what schools need to do to not incur future findings.

PWS Response:

PWS understands that controls are in place and the process is robust, helping to prevent contracts from being overspent. PWS leadership will enforce the processes in place for the PO conversion team to ensure this issue is avoided and that the Bid ID number is correctly assigned. PWS leadership will also revisit the definitions and guidelines for Net and Actual spend/amounts to eliminate any ambiguity and bring clarity to the business processes.

(report continued on following page)

6. Insufficient Review of Purchase Orders [Continued Finding – Finding 16 (page 27)]

Finding: Per Agreement FY22-204, prices submitted to BCPS by Jostens, Inc. must include any applicable taxes, shipping, handling and delivery of product. During school year 2023-2024, six separate purchase requisitions were approved that erroneously included shipping costs as separate charges. These purchase requisitions were requested by five separate schools. No shipping costs were invoiced by Jostens, Inc., and no shipping costs were paid by the District. These shipping costs totaled $666.65 (or 0.33% of purchase orders related to Agreement FY22-204).

Effect: BCPS approved purchase orders that included erroneous details and/or amounts for items that should have been provided at no charge.

Recommendation: BCPS personnel should implement additional controls to ensure that items provided at no charge are not being ordered and subsequently invoiced/paid.

Management Response (Responsive Departments include Academics and PWS):

Academics Response:

The following actions were and will be taken regarding the findings of the 2024 Caps & Gown Audit: 1. An email was sent to all principals alerting them of the various findings; 2. The individual schools listed in the findings will be directly contacted by Mr. Strauss to discuss their specific finding as well as what needs to be done in the future to not incur the same finding; 3. Mr. Strauss will address all principals at the February 12, 2025 high school principal meeting regarding the findings and what needs to be done to not incur future findings.; 4. In December 2024, Mr. Strauss will meet with the directors that oversee the high schools to go over the findings and what schools need to do to not incur future findings.

PWS Response:

99.67% of the purchase orders issued by the district during school year 2023-2024 were correct, and only 0.33% of the purchase orders had the shipping costs added. One of the six POs had the shipping costs deleted later on, leaving only five cases. Clarifying, no shipping costs were invoiced by the vendor or paid by SBBC. Additionally, the contract with the vendor provides further safeguards, and in case shipping costs are mistakenly invoiced by the vendor and paid by SBBC, the contract allows SBBC to dispute such costs and receive a reimbursement. Following the continuous improvement philosophy, PWS leadership will work with the PO conversion team to ensure that PRs with shipping costs are not processed in the future.

CRI Response:

The purchase requisition/order process is an imperative internal control related to the District's purchases. While the underlying error rate for school year 2023-2024 was small, this is after it has been a continued finding in each of the now four separate forensic analyses performed by CRI on the caps and gowns contracts. Reliance on the vendor to reimburse errors, *if* actually found by BCPS, is not an effective or reliable substitute to the underlying internal controls related to the purchase requisition/order process.

(report continued on following page)

7. **Excessive Late Payment of Vendor Invoices (Continued Finding – Finding 21 (page 31))**

Finding: Payments were approved and disbursed by BCPS to Jostens, Inc. and Herff Jones, LLC substantially after the invoice date. These payments related to two invoices from Jostens, Inc. under Agreement FY22-204 totaling $2,424.18 via Accounts Payable, as well as four invoices from Herff Jones, LLC totaling $1,006.40 paid via internal funds.

Effect: Excessively late payments may lead to duplicate payments or payments for goods/services either not received/rendered or may no longer be due to the vendor.

Recommendation: BCPS should ensure that vendor invoices and payments are approved and/or rejected in a timely manner.

Management Response (Responsive Departments include Finance (AFRD) and Academics):

Finance (AFRD) Response:

Invoices are entered into SAP based on the vendor date and invoice number combination to avoid duplication. As for the late submissions and payments, both Jostens invoices were sent to the school locations instead of to Accounts Payable (AP) as directed by Procurement. AP cannot process an invoice until it is completely received. Document #5402910148 additionally did not have funding for shipping which had to be corrected by the location. With the implementation of SAP ARIBA, the timely routing and approval of invoice processing is expected to be automated and will be significantly improved.

Academics Response:

The following actions were and will be taken regarding the findings of the 2024 Caps & Gown Audit: 1. An email was sent to all principals alerting them of the various findings; 2. The individual schools listed in the findings will be directly contacted by Mr. Strauss to discuss their specific finding as well as what needs to be done in the future to not incur the same finding; 3. Mr. Strauss will address all principals at the February 12, 2025 high school principal meeting regarding the findings and what needs to be done to not incur future findings.; 4. In December 2024, Mr. Strauss will meet with the directors that oversee the high schools to go over the findings and what schools need to do to not incur future findings.

Conclusion

Based upon the foregoing information, BCPS has continued to make improvements in its processes, training and communication regarding Agreement FY22-204. No vendor overbillings were identified related to student/parent purchases, and no BCPS overbillings were identified for school year 2023-2024. BCPS should consider implementing additional processes/controls related to the seven continued or additional findings within this report. This includes findings related to the issuance of purchase orders, the allocation of goods/services to the proper agreement, tracking reporting requirements and accurately calculating the spend authority for its agreements. Overall, BCPS effectively managed Agreement FY22-204 for school year 2023-2024.

Supplementary Information



Ben Kincaid, CPA, CFE, CFF, CVA

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Experience

Known for his data analytics and translating the data into defensible, investigative results, Ben Kincaid has over 12 years of experience in providing forensic accounting, litigation support and business valuation services across CRI's footprint. These services have included investigating compliance, employee malfeasance, hidden asset schemes, breach of contract claims, business interruption loses, economic damages, due diligence and valuation disputes. Ben has provided these services to a wide range of clients and industries; such as, state, county and local governments as well as private companies, non-profit organizations and publicly traded companies.

Ben speaks regularly on the topics of fraud prevention, fraud detection and business valuations. Ben has also worked with various law firms and law enforcement on civil and criminal matters and presented findings to various law enforcement agencies including the FBI, FDLE, DOJ and GBI. Ben also provides expert witness services and has qualified as an expert witness in various state courts. Ben is a graduate from Pensacola Christian College with a Bachelor of Science Degree in Business with a double concentration in Accounting and Finance. Ben serves on the AICPA Forensic and Litigation Services Committee.

Education, Licenses & Certifications

- BS, Business, Pensacola Christian College
- Certified Public Accountant (CPA) – Indiana (2014) and Florida (2020)
- Certified Fraud Examiner (CFE) – 2016
- Certified Valuation Analyst (CVA) – 2016
- Certified in Financial Forensics (CFF) – 2018

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Association of Certified Fraud Examiners (ACFE)
- National Association of Certified Valuators and Analysts (NACVA)

Professional Awards

- 2021 AICPA Forensic and Valuation Services Standing Ovation Award Recipient



Donna Melillo, CPA, CFE, CFF

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Experience

Donna Melillo has over seven years of experience in accounting and forensic accounting services. Her forensic experience includes investigating employee malfeasance, breach of contract claims, grant compliance, digital forensic investigations and divorce litigation assistance. She has managed forensic and consulting engagements for school districts, state agencies, local governments, cities and municipalities across CRI's footprint.

Donna specializes in forensic accounting, fraud detection and fraud prevention. She has also provided internal control consulting to clients and testified as an expert witness. She is a Certified Public Accountant (CPA) as well as a Certified Fraud Examiner (CFE) and Certified in Financial Forensics (CFF).

Donna is a graduate from the University of West Florida with a Bachelor of Science Degree in Business with a concentration in Professional Accountancy. She also holds dual degrees in Mathematics and Business Education from Pensacola Christian College.

Education, Licenses & Certifications

- BS, Accounting, University of West Florida
- BS, Mathematics Education, Pensacola Christian College
- BS, Business Education, Pensacola Christian College
- Certified Public Accountant (CPA) – Florida 2022
- Certified Fraud Examiner (CFE) – 2023
- Certified in Financial Forensics (CFF) – 2024

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Association of Certified Fraud Examiners (ACFE)

Professional Committees/Achievements

- Florida Institute of Certified Public Accountants – Valuation, Forensic Accounting, and Litigation Services Committee Member

We reviewed and relied upon the following documentation during our investigation:

- BCPS Purchasing Policy 3320;
- PWS Department Directory and Commodity List;
- PWS Standard Work Definitions;
- PWS Procurement Process Outline;
- PWS RFP and Bid Process Checklist;
- PWS Contract Renewal Standard Operating Procedure;
- PWS RFP Standard Operating Procedure;
- PWS Procurement Overview Standard Operating Procedure;
- PWS Procurement Operational Procedures;
- PWS SAP Procurement Training Manual;
- BCPS Meeting Agendas and Meeting Minutes for July 2023 through June 2024;
- BCPS Audit Committee Meeting Minutes for August 2023 through June 2024;
- BCPS Additional Spend Request for Agreement FY22-204;
- Invoices for Herff Jones, LLC and Jostens, Inc. processed by BCPS during the review period;
- BCPS graduating students during the review period;
- RFP FY22-204 – Caps, Gowns, Announcements & Diplomas;
- Jostens, Inc. Response to RFP FY22-204;
- Agreement dated January 19, 2022 for RFP FY22-204 with Jostens, Inc.;
- Student/Parent Orders, Receipts and Reports from Jostens, Inc.;
- BCPS Items received Gratis from Jostens, Inc.
- BCPS Purchase Orders related to Agreement FY22-204 during the review period;
- BCPS Internal Fund Purchases related to Jostens, Inc. and Herff Jones, LLC during the review period;
- BCPS Internal Funds Accounting Standard Practice Bulletin;
- BCPS Purchase Orders related to Jostens, Inc. during the review period;
- CRI Forensic Examination Report of Agreement 16-052N;
- CRI Forensic Examination Report of Agreement FY22-204; and,
- CRI Follow-up Forensic Analysis Report of Agreements 16-052N and FY22-204.

Broward County Public Schools

Agreement FY22-204

Caps, Gowns, Announcements & Diplomas

Tracking of Herff Jones

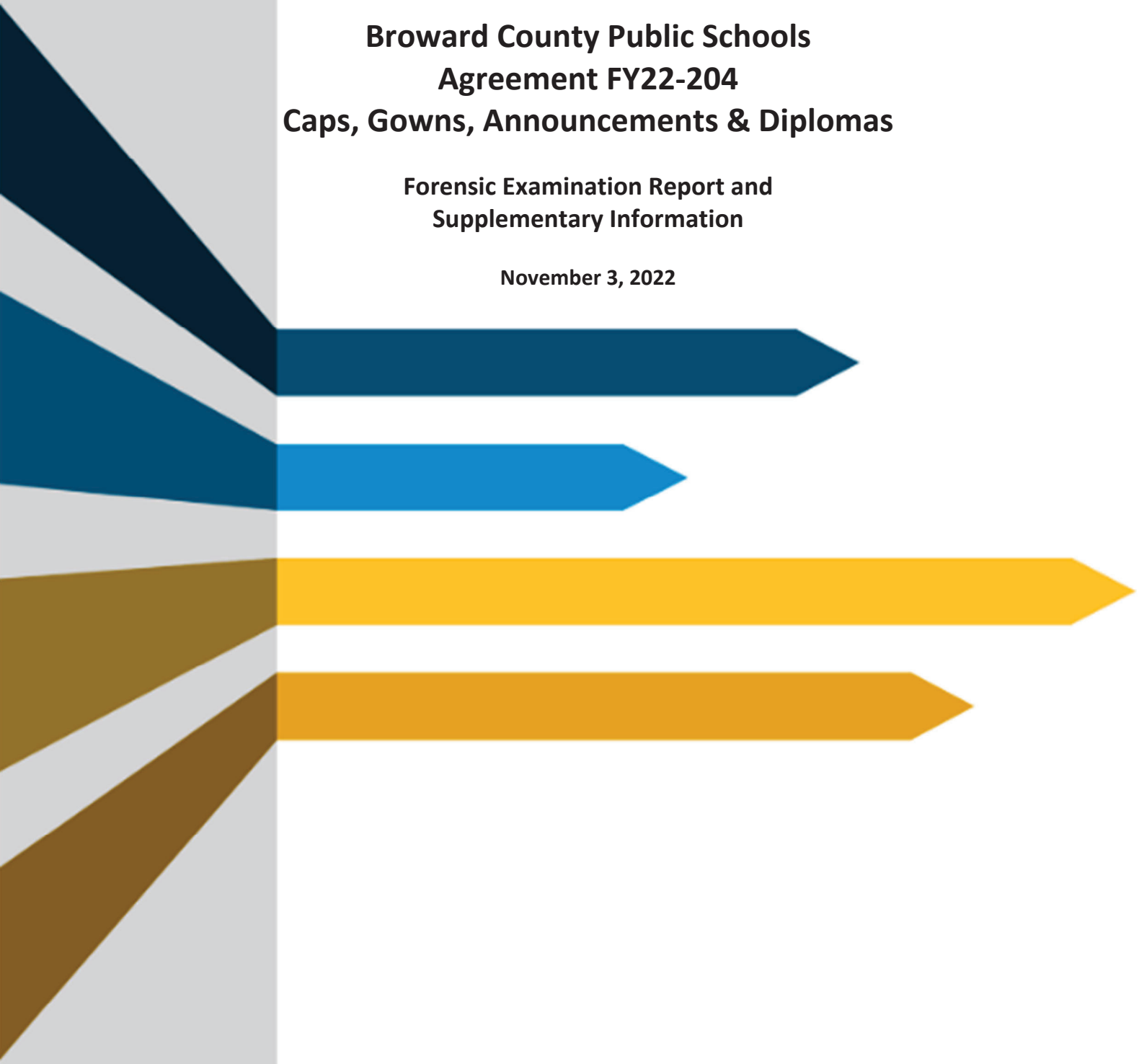
Billing Settlement

Supplemental Documents

Broward County Public Schools
Agreement FY22-204
Caps, Gowns, Announcements & Diplomas

Forensic Examination Report and Supplementary Information

November 3, 2022



Conclusion

Based upon the foregoing information, BCPS ineffectively managed Agreement FY22-204, Caps, Gowns, Announcements & Diplomas. BCPS also ineffectively managed its chosen vendors under this agreement, Herff Jones, LLC and Jostens, Inc. This ineffective management has led in part to estimated BCPS overbillings totaling $68,425.10 for January 1, 2022 through June 30, 2022, which primarily represents school year 2021-2022.

Jostens, Inc. Overbillings to BCPS for January through June 2022		
Jostens, Inc. Agreement Overbilling (See Sch. B)	$	240.00
Jostens, Inc. Honor Cord Overbilling (See Sch. D)		5,124.00
Total Estimated BCPS Overbillings - Jostens, Inc.	**$**	**5,364.00**

Herff Jones, LLC Overbillings to BCPS for January through June 2022		
Herff Jones, LLC Agreement Overbilling (See Sch. A)	$	13,565.66
Herff Jones, LLC Honor Cord Overbilling (See Sch. C)		24,370.44
Herff Jones, LLC Possible Overbilling for Silver Cords (See Sch. E)		25,125.00
Total Estimated BCPS Overbillings - Herff Jones, LLC	**$**	**63,061.10**
Total Estimated BCPS Overbillings for January through June 2022	**$**	**68,425.10**

BCPS has made efforts to improve its process and oversight of the caps and gowns agreement. This has included changing the process in how the caps and gowns vendors are chosen each year. This has led in part to minimal student/parent overbillings for Agreement FY22-204, which have already been addressed/refunded by the vendors. There are additional areas of improvement needed in BCPS' policies and procedures, training and documentation. To help further improve BCPS' management of this agreement as well as the vendors, we recommend that BCPS consider implementing the 12 recommendations summarized in this report as soon as possible. BCPS should also consider taking appropriate actions regarding the overbillings identified as well as reviewing additional years and other agreements affiliated with Herff Jones, LLC and their independent representative Chuck Puleri and Associates, Inc. for vendor compliance and potential overbillings.

Link to original Forensic Examination Report
https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/13437/ac%20meetings/2022-23/2023-0126/ac-2023-0126-cri-fy22-204-report.pdf

CRI CARR RIGGS & INGRAM
CPAs and Advisors

Carr, Riggs & Ingram, LLC
500 Grand Boulevard
Suite 210
Miramar Beach, FL 32550

850.837.3141
850.654.4619 (fax)
CRIcpa.com

January 23, 2023

Mr. Joris Jabouin, CPA
Chief Auditor
Broward County Public Schools
600 SE 3rd Avenue, 8th Floor
Fort Lauderdale, Florida 33301

Re: Supplemental Memorandum regarding Agreement FY22-204 – Caps, Gowns, Announcements & Diplomas

Dear Mr. Jabouin:

Carr, Riggs, & Ingram, LLC (CRI) was engaged to perform an inquiry concerning the procurement and vendor compliance with Agreement FY22-204, Caps, Gowns, Announcements & Diplomas (Agreement FY22-204). This inquiry was predicated on the allegations that certain graduating students/parents at Broward County Public Schools (BCPS) may have been overcharged. As part of this engagement, CRI issued a Forensic Examination Report of Agreement FY22-204 - Caps, Gowns, Announcements & Diplomas dated November 3, 2022 (Report). The Report is incorporated into this memorandum by reference. This memorandum is not intended to stand alone without the additional context included within the Report.

During the December 6, 2022 School Board of Broward County, Florida (SBBC) board meeting, Herff Jones, LLC representatives indicated that there may be mistakes or misunderstandings within the Report. At the Board's request, CRI, the Office of Chief Auditor and other BCPS personnel attended a meeting with representatives from Herff Jones, LLC on Friday, December 9, 2022. On December 13, 2022, the Office of the Chief Auditor and CRI provided the Board a preliminary update regarding the information provided by Herff Jones, LLC. Based on the additional information provided, the Office of the Chief Auditor engaged CRI to perform additional procedures related to this procurement. These additional procedures were as follows:

1. Reviewed and analyzed the additional information provided by Herff Jones, LLC.
2. Obtained and analyzed additional BCPS personnel electronic communications.
3. Analyzed BCPS lobbyist disclosures related to the subject contract for compliance.

As indicated in the Report, CRI's engagement was conducted in accordance with the Statement on Standards for Forensic Services No. 1 (SSFS), applicable professional standards promulgated by the American Institute of Certified Public Accountants (AICPA) and the Code of Professional Standards of the Association of Certified Fraud Examiners (ACFE). As indicated by the SSFS, "forensic accounting services generally involve the application of specialized knowledge and investigative skills by a member to collect, analyze, and evaluate certain evidential matter and to interpret and communicate findings." Due to the nature of the allegations, CRI was required by professional standards to conduct this engagement under SSFS. It should not be construed that attest standards (i.e., audit related engagements under the professional standards for government entities (i.e., generally accepted government auditing standards)) would be more applicable to the subject engagement or yield a different/more reliable result.

The SSFS requires that practitioners "obtain sufficient relevant data to afford a reasonable basis for conclusions or recommendations." CRI obtained such sufficient relevant data to support the basis for its conclusions and recommendations in the Report.

Procedure 1

Analysis of the Additional Information Provided by Herff Jones, LLC

Herff Jones, LLC presented five items or areas in which it believed mistakes or misunderstandings occurred in the Report. These items or areas are addressed below. Herff Jones, LLC did not address the findings in the Forensic Examination Report for Agreement 16-052N as it was not the responsive bidder for Agreement 16-052N. The items raised by Herff Jones, LLC in reference to Agreement FY22-204 do not impact the findings, recommendations and conclusions in the Forensic Examination Report for Agreement 16-052N.

Within the Forensic Examination Report for Agreement 16-052N, CRI identified estimated BCPS overbillings totaling $231,489.17 and estimated BCPS student/parent overbillings totaling $331,180.50. No issues have been raised in respect to the Forensic Examination Report for Agreement 16-052N. These overbillings were associated with Chuck Puleri and Associates, Inc., who was an independent representative of Herff Jones, LLC. For the review period, Chuck Puleri and Associates, Inc. was the independent representative for Herff Jones, LLC/servicing BCPS related to Agreement FY22-204. Subsequent to the issuance of the Report, Herff Jones, LLC represented during SBBC board meetings that it had terminated its relationship with Chuck Puleri and Associates, Inc. It should be noted that Herff Jones, LLC's website still reflects Chuck Puleri and Associates, Inc. as the "Rep" for BCPS high schools.

Medallions

In Procedure 7/Finding 5 of the Report, CRI identified various medallions/medals that were overbilled in relation to Agreement FY22-204. These identified medallion overbillings were based on Agreement FY22-204, where Herff Jones, LLC proposed and agreed to Item 1D "Medallion with Ribbon (Medallions for valedictorian and salutatorians will be provided at no charge) and Item 1E "Custom Medallion with Ribbon" as "FREE".

Herff Jones, LLC stated that this understanding/interpretation was inaccurate as there are differences between medallions and medals. Per Herff Jones, LLC, medals are not included as part of the free "Custom Medallion with Ribbon" in Agreement FY22-204 and as such were billed correctly. Herff Jones, LLC also indicated that BCPS accepted this understanding/interpretation by processing and paying Herff Jones, LLC's medallion/medal invoices. It is important to note that neither "Custom Medallion with Ribbon" nor medallion are defined in Agreement FY22-204. Herff Jones, LLC did not separately list medals as an additional product/service offering in its response to Agreement FY22-204. Herff Jones, LLC also did not submit additional price lists to BCPS detailing "medals" as an additional product/service offering during the review period as required by the request for proposal for FY22-204. Further, the Report denotes that BCPS personnel did not appear to have an adequate understanding of Agreement FY22-204 and did not adequately review the purchase requisitions/orders related to Agreement FY22-204.

Within the identified medallion overbillings, Herff Jones, LLC provided and billed BCPS for "Biliteracy Medals." Herff Jones, LLC contends that the "Biliteracy Medals" are different than medallions and as such were not free. During CRI's review, it was noted that Jostens, Inc. provided and billed BCPS for "Biliteracy **Medallions**" (emphasis added) under Agreement FY22-204. This appears to support that medals and medallions can be used interchangeably. Additionally, both the medals and the medallions billed by

Jostens, Inc. complied with Jostens, Inc.'s customized medallion pricing in Agreement FY22-204 (including the same type of medals in dispute by Herff Jones, LLC). As such, CRI does not believe that there should be any adjustments to the medallion overbillings identified within the Report.

Stoles

In Procedure 7/Finding 5 of the Report, we identified one invoice related to McArthur High School that was overbilled to BCPS for stole purchases. The identified stole overbillings were based on Agreement FY22-204, where Herff Jones, LLC proposed and agreed to unit pricing of $5 for Item 1F "Custom 3-Color and 4-Color Stoles" and Item 1G "Stoles."

Herff Jones, LLC disputes the stoles overbilling as the stoles in dispute were customized and were not included in the Item 1F "Custom 3-Color and 4-Color Stoles" and Item 1G "Stoles" pricing in Agreement FY22-204. It is important to note that neither "stoles" nor "custom 3-color and 4-color stoles" are defined in Agreement FY22-204. Herff Jones, LLC also did not separately list other types of stoles as an additional product/service offering in its response to Agreement FY22-204. Herff Jones, LLC further did not submit additional price lists to BCPS detailing customized stoles as an additional product/service offering during the review period as required by the request for proposal for FY22-204. As such, CRI does not believe that there should be any adjustments to the stole overbillings identified within the Report.

Cap and Gown Order

In Procedure 7/Finding 5 of the Report, CRI identified one invoice dated March 29, 2022 related to the Whiddon-Rogers Education Center that was overbilled to BCPS for cap and gown purchases. The overbillings associated with this invoice were $1,050 and were charged to Agreement FY22-204 by BCPS. Herff Jones, LLC stated that this invoice actually originated in September 2021 under Agreement 16-052N and was billed correctly. Herff Jones, LLC further stated BCPS did not process this invoice until March 2022 and Herff Jones, LLC reissued the invoice based on the purchase order issued by BCPS in March 2022.

Herff Jones, LLC provided the supporting e-mails and invoice documentation to support that the subject invoice should have been charged to Agreement 16-052N. As such, CRI analyzed this invoice under the pricing required by Agreement 16-052N. As extensively detailed in the Forensic Examination Report for Agreement 16-052N, Chuck Puleri and Associates, Inc./Herff Jones, LLC supplied caps and gowns at a combined unit price of $44 ($29 for cap/gown/tassel and $15 for a customized medallion). The order forms by Chuck Puleri and Associates, Inc./Herff Jones, LLC did not offer/provide an option for a free medallion as listed in Agreement 16-052N. Per Agreement 16-052N, "prices offered in your proposal, if awarded, must be exactly the same prices shown in any price lists given out to the schools for distribution." Free medallions are not listed as an option by Chuck Puleri and Associates, Inc./Herff Jones, LLC on the order forms. This resulted in Chuck Puleri and Associates, Inc./ Herff Jones, LLC not complying with the medallion pricing options in Agreement 16-052N. Had Chuck Puleri and Associates, Inc./Herff Jones, LLC complied with the free medallion pricing option in Agreement 16-052N, the Whiddon-Rogers Education Center should have been billed $29 per unit not $44 per unit. As such, the identified overbillings would actually *increase* from $1,050 to $1,125 based on this new documentation.

It should be noted that CRI requested the very same information that Herff Jones, LLC proffers as support in June 2022. CRI followed-up at least seven times with Herff Jones, LLC between June and August 2022 for this data and this data was not provided by Herff Jones, LLC. Based on the foregoing information, Herff Jones, LLC incorrectly charged BCPS a higher unit price for 2,033 items (i.e., caps and gowns, medallions/medals, stoles, etc.) totaling $13,640.66.

Honor Cords

As detailed in Procedure 7/Finding 10 of the Report, it was unclear whether or not silver cords should be considered honor cords. If the silver cords were considered and designated as honor cords, BCPS possibly overpaid Herff Jones, LLC. Herff Jones, LLC disputes that silver cords were honor cords and as such there were no overbillings. It is important to note that honor cords were not defined in Agreement FY22-204. Subsequent to the issuance of the Report and Herff Jones, LLC's presentation of the areas in dispute, the Office of Chief Auditor held discussions with the Office of General Counsel regarding this issue and the Office of General Counsel determined that silver cords should be considered honor cords under Agreement FY22-204. It is important to note that silver cords are ordered at the district level not the school level. As such, Herff Jones, LLC solely provided the silver cords for each BCPS high school regardless of whether Herff Jones, LLC was selected as the high school's cap and gown vendor.

In Procedure 7/Finding 10 of the Report, we determined based on the available information that Herff Jones, LLC incorrectly limited the no charge honor cords to 10% of the graduating senior class, which resulted in overbillings to BCPS. Herff Jones, LLC (as presented by Andrew Checketts) disputed this finding by stating that in its response to RFP FY22-204, Herff Jones, LLC limited the no charge honor cords to a "ratio one for every ten graduates at the respective school." Based on our review of the e-mail correspondence, available documentation and interviews (including with Herff Jones, LLC's representatives), it was CRI's understanding that Herff Jones, LLC agreed to no limitation on the no charge honor cords subsequent to the submission of its RFP, which was similar to Jostens, Inc.'s agreement with BCPS. This basis included e-mail communications with Mr. Puleri with BCPS and CRI. Herff Jones, LLC disputes that it agreed to no limitation on the no charge honor cords.

CRI held an interview with Herff Jones, LLC's representative, Andrew Checketts, on October 12, 2022 to discuss CRI's outstanding questions in regards to Agreement 16-052N and Agreement FY22-204. During this interview, Mr. Checketts was asked a series of questions regarding honor cords to help CRI further understand the agreements as well as Herff Jones, LLC's understanding of said agreements. In the interview, Mr. Checketts indicated that he did not have an understanding of what the no charge honor cords meant in the agreements. Mr. Checketts also responded that he would have to have a conversation with the independent representative, Chuck Puleri and Associates, Inc. to identify what was considered honor cords under the agreements. At the conclusion of the interview, Mr. Checketts indicated that Chuck Puleri and Associates, Inc. would be better able to respond to our questions. As denoted in the Forensic Examination Report for Agreement 16-052N, CRI was unable to arrange an interview with Mr. Puleri during the engagement period.

Subsequent to the issuance of the Report and Herff Jones, LLC's presentation of the areas in dispute, the Office of Chief Auditor held discussions with the Office of General Counsel regarding this issue and the Office of General Counsel determined that due to Agreement FY22-204 not incorporating the no limitation on the no charge honor cords, the no charge honor cords should be limited to a "ratio one for every ten graduates at the respective school." CRI requested additional information to determine Herff Jones, LLC's compliance with this provision. Based on the additional information provided by Herff Jones, LLC, Herff Jones, LLC complied with this provision for the schools that selected Herff Jones, LLC as the cap and gown vendor. Thus, it was determined based on this additional information that there were no overpayments related to the schools that selected Herff Jones, LLC as the cap and gown vendor.

As previously indicated, Herff Jones, LLC provided silver cords for all BCPS high schools (including high schools serviced by Jostens, Inc.). These silver cords were ordered and paid at the district level versus the school level. Since Herff Jones, LLC serviced each high school, the Office of General Counsel clarified to the Office of the Chief Auditor that the calculation of the no charge honor cords should include all BCPS

high schools. Due to Herff Jones, LLC not considering silver cords as no charge honor cords, Herff Jones, LLC did not comply with this provision for the BCPS high schools where it only supplied silver cords (i.e., BCPS high schools serviced by Jostens, Inc.). As a result, Herff Jones, LLC overbilled BCPS $2,685. Refer to Appendix A of this memorandum.

It should be noted that CRI requested this information from Herff Jones, LLC in June 2022. CRI followed-up at least seven times with Herff Jones, LLC between June and August 2022 for this data and this data was not provided by Herff Jones, LLC.

Procedure 2

Analysis of Additional Electronic Data

As indicated in the Report, after Ms. Korn's suspension as a Board member, the Office of the Chief Auditor requested via a voicemail left on Ms. Korn's personal cell phone for Ms. Korn to allow CRI to conduct a review of Ms. Korn's personal cell phone device. Ms. Korn did not respond; thus, Ms. Korn's personal cell phone device was not available for CRI's review. On October 28, 2022, Ms. Korn responded to the Chief Auditor and stated that she noted a missed call from the Chief Auditor, but did not receive the Chief Auditor's voicemail.

On November 16, 2022 (subsequent to the issuance of the Report), Ms. Korn e-mailed the Chief Auditor stating that she had never received a request for information related to the Report. After discussions with the Chief Auditor, Ms. Korn identified a voicemail from a 954 number on her phone, but the voicemail was blank and Ms. Korn had not previously seen this voicemail. Ms. Korn indicated in her e-mail that the Chief Auditor was not requesting additional information at that time and she did not believe it was an accurate representation that she did not respond to the Chief Auditor's request. The Chief Auditor requested that her e-mail be read at the Audit Committee meeting by Ms. Korn's audit committee appointee.

Subsequent to the issuance of the Report and the above communication, CRI made attempts to contact Ms. Korn via a variety of communication methods (i.e., calls, e-mails, letters, etc.) to follow-up on the request to review Ms. Korn's personal cell phone. CRI was able to speak with Ms. Korn on January 12, 2023 regarding this request. Ms. Korn advised that she would not allow CRI to forensically examine her personal cell phone due to privacy concerns. Ms. Korn indicated that she would speak with her legal counsel, but would be willing to meet with CRI and allow CRI to manually review her personal cell phone data in her presence. CRI agreed with this request as it was similar to the process utilized for BCPS personnel that utilized their personal cell phones for BCPS business. CRI subsequently sent an e-mail to Ms. Korn confirming the details of the conversation and requested to meet with Ms. Korn as soon as possible. Due to the timing/submission requirements for the BCPS Audit Committee, CRI followed-up with Ms. Korn in the days following our discussion with Ms. Korn.

On January 18, 2023, received communication from Ms. Korn's legal counsel directing all further inquiry to Ms. Korn's legal counsel. Due to the timing/submission requirements for the BCPS Audit Committee as well as Ms. Korn's legal counsel's concerns regarding CRI's review, CRI provided Ms. Korn's legal counsel with key word search terms that were to be performed on Ms. Korn's personal cell including all communication related applications. Ms. Korn's legal counsel agreed to provide any responsive records to CRI for review.

On January 19, 2023, CRI received a response from Ms. Korn's legal counsel regarding's CRI request. Per Ms. Korn's legal counsel, "Ms. Korn's personal phone was stolen on or about April 10 or 11, 2022 at the Tortuga Music Festival. Ms. Korn replaced her phone 2-3 days later. Ms. Korn has no ability to search through text messages prior to the date she replaced her stolen phone." There was one responsive record provided related to Agreement 16-052N or Agreement FY22-204. This responsive record related to communications subsequent to the issuance of the Report and was not considered relevant.

Procedure 3

Analysis of Lobbyist Disclosures Related to Chuck Puleri & Associates, Inc., Herff Jones, LLC and Jostens, Inc.

BCPS requires all individuals acting as lobbyists to register with BCPS on an annual basis. BCPS Policy 1100B defines lobbyist as "any individual, firm, corporation, or other business entity who engages in lobbying for the economic gain of a principal, regardless of whether they are compensated for lobbying or not. The term lobbyist specifically includes the principal, as well as any agent, officer, or employee of a principal regardless of whether or not the employee's normal scope of employment includes lobbying activities." As part of the registration, the lobbyist must disclose any direct business association with any current school board members or their immediate family as well as any BCPS employee.

BCPS Policy 1007 requires that school board members report lobbying activity that knowingly occurs between a school board member and a lobbyist. This includes all forms of activity including written or electronic communications. Per BCPS Lobbyist Activities Guidelines, BCPS does not consider communications regarding the routine business interactions of previously awarded contracts, projects or issues as lobbying. Lobbying reports are required to be reported within 10 days of the lobbying activity.

In November 2021, Joseph Goldstein registered as a lobbyist for Rhodes Graduation Services aka Jostens, Inc. As such, CRI reviewed the lobbying activity reports filed by the school board members for the review period. No lobbying activity reports were filed by the school board members in relation to Chuck Puleri and Associates, Inc., Herff Jones, LLC or Jostens, Inc. Based on the available communications, it does not appear that there were any lobbying activity reports required to be filed.

Conclusion

Based on the foregoing information, the Office of General Counsel's opinions as well as the Report, CRI adjusted the BCPS overbillings by Herff Jones, LLC to $16,325.66. This adjustment was solely due to the additional information provided by Herff Jones, LLC that was not presented/clarified during our engagement despite CRI attempts for clarification as well as due to the Office of General Counsel's legal opinions regarding the treatment of honor cords in Agreement FY22-204. It is important to note that the provisions regarding honor cords in Agreement 16-052N differ from Agreement FY22-204 and no changes were deemed necessary related to Agreement 16-052N.

Herff Jones, LLC Overbillings to BCPS for January through June 2022

Description	Original	Amended
Herff Jones, LLC Agreement Overbilling (See Sch. A of Report and Pgs. 2-3 of Memo)	$ 13,565.66	$ 13,640.66
Herff Jones, LLC Honor Cord Overbilling (See Sch. C of Report and Pgs. 4-5 of Memo)	24,370.44	-
Herff Jones, LLC Overbilling for Silver Cords (See Sch. E of Report, Pgs. 4-5 of Memo and App. A)	25,125.00	2,685.00
Total BCPS Overbillings - Herff Jones, LLC	**$ 63,061.10**	**$ 16,325.66**

Restrictions

This memorandum is intended solely for the use of the Broward County Public Schools and should not be used for any other purpose without prior permission from CRI. We have no obligation, but reserve the right, to update this memorandum for information that comes to our attention after the date of this report.

Sincerely,

Carr, Riggs & Ingram, L.L.C.

Carr, Riggs & Ingram, LLC
Certified Public Accountants

Broward County Public Schools
Agreements 16-052N and FY22-204
Caps, Gowns, Announcements and Diplomas

Follow-up Forensic Analysis Report
and Supplementary Information

January 17, 2024

Established 1915
BROWARD
County Public Schools

INFORMATION & TECHNOLOGY DIVISION

DR. JOSIAH J. PHILLIPS
CHIEF INFORAMATION OFFICER

January 5, 2024

TO: Joris Jabouin, Chief Auditor
Chief Auditor Office

FROM: Dr. Josiah J. Phillips, Chief Information Officer
Chief Information Office

SUBJECT: **ADDRESSING AUDIT FINDINGS FOR CRI FORENSIC EXAMINATION REPORTS**

My office was assigned the responsibility for the follow up issue related to the outstanding billings noted to the forensic examination reports prepared by CRI dated November 3, 2022, and the supplemental memorandum dated January 23, 2023. The following serves as an update to those audits.

Forensic Examination of Agreement 16-052N, Caps, Gowns, and Announcements

Chuck Puleri and Associates overbilling to SBBC:

The District issued a demand letter dated [redacted] to Chuck Puleri and Associates for $[redacted]. However, our understanding is that the business is no longer in operation. Therefore, the recuperation of funds may not be likely.

Chuck Puleri and Associates to Parents and Students:

Our Office of General Counsel has deemed that the District does not have legal standing on the amounts billed to students and parents [redacted].

Forensic Examination of Agreement FY22-204 - Caps, Gowns, Announcements & Diplomas/ Supplemental Memorandum regarding Agreement FY22-204 – Caps, Gowns, Announcements & Diplomas

Jostens overbilling to SBBC:

The district is in receipt of the of the funds which were overbilled.

Herff Jones overbilling to SBBC:

The district is currently conducting ongoing discussions with Herff Jones leadership to come to a resolution of these amounts.

JJP:dc

Link to original Forensic Examination Follow-up Report 1
https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/13437/ac-meetings/2023-24/2024-0125/2024-0125-9-cri-caps-gowns.pdf

From: Josiah J. Phillips
To: Jennifer Harpalani; Joris Jabouin
Cc: Dave G. Rhodes
Subject: RE: Herff Jones - Caps & Gowns
Date: Tuesday, March 19, 2024 9:23:07 AM

Good morning Jennifer,

We are close to a settlement with Herff Jones where they will do a $20k in-kind. I am working with the Regional Superintendents to map out what that can look like.

Thanks,

Dr. Joe Phillips
Chief Information Officer
Broward County Public Schools
Information & Technology
600 SE 3rd Avenue
Fort Lauderdale, FL 33301
Phone: 754-321-2607

"Leadership is not a person or a position. It is a relationship based on trust, obligation, responsibility, commitment, and a shared vision".

From: Jennifer Harpalani <jennifer.harpalani@browardschools.com>
Sent: Tuesday, March 19, 2024 8:37 AM
To: Josiah J. Phillips <josiah.phillips@browardschools.com>; Joris Jabouin <joris.jabouin@browardschools.com>
Cc: Dave G. Rhodes <dave.rhodes@browardschools.com>
Subject: Herff Jones - Caps & Gowns

Good Morning Dr. Joe:
Just a reminder, checking on the next steps with addressing the Herff Jones overbillings. Have we heard from Herff Jones? Attached is the memo that was in the last audit report. SY2023-2024 graduation is around the corner. As requested by the board, we will be doing a follow-up. Hope to get this one closed
Thanks

- Jennifer

Jennifer Harpalani, CISA
Assistant Director, IT Audits
Office of the Chief Auditor | Broward County Public Schools
O: (754) 321-2419 F: (754) 321-2719
browardschools.com/audit
Fraud Hotline: (754) 444-9513

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Under Florida law, e-mail addresses, and all forms of communications, including e-mail communications, made or received in connection

with the transaction of School Board business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. 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.
The School Board of Broward County, Florida expressly prohibits bullying, including cyberbullying, by or towards any student or employee. See Policy 5.9: Anti-Bullying for additional information.

From: Joris Jabouin <joris.jabouin@browardschools.com>
Sent: Friday, January 12, 2024 9:16 AM
To: Jennifer Harpalani <jennifer.harpalani@browardschools.com>
Subject: FW: review of response to Caps and Gowns Audit

From: Josiah J. Phillips <josiah.phillips@browardschools.com>
Sent: Tuesday, January 9, 2024 11:13 AM
To: Marylin C. Batista <marylin.batista@browardschools.com>
Cc: Joris Jabouin <joris.jabouin@browardschools.com>
Subject: review of response to Caps and Gowns Audit

Hi Marylin,

Would you be able to review the following part of the attached memo for the Caps and Gowns Audit. This information came from Eric Abend. However, I understand that he is no longer with the district.

Chuck Puleri and Associates to Parents and Students:

Our Office of General Counsel has deemed that the District does not have legal standing on the amounts billed to students and parents [redacted].

Thanks,

Dr. Joe Phillips
Chief Information Officer
Broward County Public Schools
Information & Technology
600 SE 3rd Avenue
Fort Lauderdale, FL 33301
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“Leadership is not a person or a position. It is a relationship based on trust, obligation, responsibility, commitment, and a shared vision”.

SCHOOL BOARD OF BROWARD COUNTY

AUDIT COMMITTEE MEETING

KC WRIGHT ADMINISTRATION CENTER
BOARD ROOM
600 SE 3RD AVENUE
FORT LAUDERDALE, FLORIDA

THURSDAY, JANUARY 16, 2025
9:35 A.M. - 12:33 P.M.

Court Reporter:
Timothy R. Bass, Stenographic Reporter
Bass Reporting Service, Inc.
633 South Andrews Avenue, Suite 200
Fort Lauderdale, FL 33301

COMMITTEE MEMBERS IN ATTENDANCE:

DR. NATHALIE LYNCH-WALSH, Chair
MR. ROBERT MAYERSOHN, Vice Chair
MS. RUTH CARTER-LYNCH
MR. ANTHONY DE MEO, CPA
MS. MARY FERTIG - TEAMS
MR. MATTHEW FRIEDMAN
MR. OLEG GOROKHOVSKY, CPA
MR. ANDREW MEDVIN, CPA
MR. LEW NAYLOR
MR. PETER TURSO

OFFICE OF THE CHIEF AUDITOR STAFF:

MR. DAVE RHODES, Chief Auditor
MS. ALI ARCESE, Audit Director, via Teams
MS. JENNIFER HARPALANI, Assistant Director IT Audits
MS. NAKIA GOULDBOURNE, Acting Manager, Internal Accounts
MS. ELENA PRITYKINA, Task-Assigned Manager, Operations
MR. BRYAN ERHARD, System Support Specialist II
MR. DEREK TILLMAN, Executive Secretary
MS. OCTAVIA ALLEN-HARDAWAY, Clerk Spec C

DISTRICT STAFF:

MS. GERRILYN ARLOTTA, Assistant Director, Accounting & Financial Reporting
MR. OMAR R. SHIM, Director, Capital Budget
MR. JEFFREY WHITNEY, Budget Director
MS. KIM PUNZI-ELABIARY, Director, Behavioral Threat Assessment
JENNIFER ANDREU, Director, Procurement & Warehousing Services

INVITED GUESTS:

MR. TIM BASS, Court Reporter, United Reporting
MR. BEN KINCAID, CPA, CRI

PUBLIC SPEAKERS:

MR. ARMANDO HASSUN, ESQ., Shutts & Bowen, LLP

The following pages are excerpts of the draft minutes of the Audit Committee Meeting of January 16, 2025 that are specifically related to CRI Second Follow-up Forensic Analysis - Cap, Gowns and Announcements.

The complete minutes, which include Committee discussion on matters not related to this item, are scheduled for Committee discussion and approval at their next scheduled meeting on February 13, 2025.

Thereupon, the following proceedings were had:

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MS. LYNCH-WALSH: Okay, everybody. I would like to call the meeting to order. Oh, I forgot to put that on there, at 9:35 a.m. I'll call the January -- Thursday, January 16th, 2025 meeting of the audit committee to order at 9:35 a.m.

Everyone please rise for the pledge of allegiance.

(Pledge of Allegiance was recited.)

MS. LYNCH-WALSH: All right. Happy New Year everybody. It's a little gloomy out there, so thank you all for coming. We have a packed agenda today. What else is new? I expect Internal Funds we'll have some conversation. Caps & Gowns we have a public speaker. So, hopefully, we can get through the Behavioral Threat Assessments. We have both a staff response and guidance from the state related to the Fund Balance Motion. I did not and we'll have to defer to February the Intercom Audit Motion. Something had to give and it was that. So I'll have that for February because I was just about to do it yesterday and I got sidetracked by Internal Funds. We'll have an OIG Update. HR

MS. LYNCH-WALSH: Seconded by Ruth Carter-Lynch. Any discussion?

(No response.)

MS. LYNCH-WALSH: Okay. Hearing none, all in favor of approving the minutes from the November 14th, 2024 audit committee meeting please say aye.

COMMITTEE MEMBERS: Aye.

DR. LYNCH-WALSH: Any opposed?

(No response.)

DR. LYNCH-WALSH: None opposed. All right. Minutes are approved.

Mr. Rhodes, do we have any housekeeping items from your side of the house?

MR. RHODES: The only thing that I wanted to mention was I have identified some no responses for today's meeting and then some declines. I'll focus on the declines because we have Ernie Lozano and Ms. Romaneir Johnson, they are in negotiations and so they could not make it, although, they were invited. So Ms. Johnson has sent some representatives in her stead.

DR. LYNCH-WALSH: Okay. And I think I see them behind you.

Okay. And that's BTA and then for Caps -- so

Caps & Gowns and Internal Funds there are going to be staff here for that?

MR. RHODES: Yes. Yes. The answer to that is, yes. I was just double checking to see if the representative from CRI was here yet.

DR. LYNCH-WALSH: Oh, I wasn't worried -- oh, okay. And then Internal Funds?

MR. RHODES: I'm sorry, could you repeat that?

DR. LYNCH-WALSH: I was thinking on the district side, but, okay.

MR. RHODES: No, there is also someone from the district side. I just wanted to make sure the CRI rep was hear as well. And, also, Bryan just informed me that Ms. Fertig has joined the meeting via Teams.

DR. LYNCH-WALSH: Okay. Alrighty. So I guess we'll get started with the BTA. We have two BTA audits. We have the Process for School Year 23-24 and Student Support Management Plan. This is -- these are Items 7 and 8.

MR. RHODES: And I will ask Ali to preface those and we will start with -- select which one we want to start with and go ahead and preface that and then move along to the second.

DR. LYNCH-WALSH: Any opposed?

(No response.)

DR. LYNCH-WALSH: Okay. Motion carries unanimously. We are now up to item number 9, the Carr Riggs Ingram Caps, Gowns, Announcements and Diplomas Second Follow-Up Forensic Analysis Report. This was a follow-up that we actually requested. I think our timeframe was December, so this is pretty close to that. And we have -- we have a public speaker on this item.

MR. HASSUN: Good morning everyone, members of the audit commission. My name is Armando Hassun, thank you for the opportunity to address you on behalf of Jostens. I'm here as counsel for Jostens. Jostens takes immense pride in their longstanding partnership with Broward County Public Schools and in their role in celebrating the achievements of students across the district.

As reflected in the latest forensic analysis report Jostens has demonstrated consistent compliance with the terms of agreement at Fiscal Year 22-204 in key areas, ensuring transparency, value and high quality service to the district and its students.

Specifically, we'd like to focus on pricing compliance, data retention and reporting, support and transparency and commitment to training. For pricing compliance Jostens provided caps, gowns, tassels and medallions at the agreed pricing of $30 including taxes for the school year 2023 and 2024. This was verified through the audit with no exceptions noted. Additionally, all three items outlined in the agreement, such as honor cords, faculty regalia and valedictorian and salutatorian medallions were provided as required. As to data retention and reporting Jostens fulfilled data retention obligations by maintaining and providing requested documentation related to BCPS and parent/student purchases for the school year. Although a reporting delay was noted for certain periods, they submitted detailed cumulative reports covering student purchases. As to support and transparency, Jostens took proactive steps to ensure school personnel were informed about their options. This included providing clear documentation, free item order forms and responsive customer service to facilitate efficient operations and maintain alignment with agreement requirements. Lastly,

with commitment to training, Jostens collaborated with BCPS to ensure that all aspects of agreement FY22-204 were clearly communicated to school personnel. This was supported by PWS and teaching and learning division training sessions and resources which were available both on-line and in person. The report also highlights areas where systemic issues in tracking and monitoring were identified. Jostens is committed to working with BCPS to enhance these processes and further strengthen compliance. Jostens' unwavering focus remains in upholding the trust placed in them and on providing exceptional service to Broward County Public Schools.

Thank you for allowing Jostens and myself to reaffirm our commitment to the district and the students.

DR. LYNCH-WALSH: Okay. Thank you.

MR. HASSUN: Thank you.

DR. LYNCH-WALSH: Does anyone have any questions or comments on the audit committee?

(No response.)

DR. LYNCH-WALSH: Okay. On this one on page 28, number 17, there is a comment, Original Effect: BCPS may have been overcharged by Chuck

Puleri and Associates, Inc., Herff Jones and Jostens. We resolved that in prior periods Jostens didn't. That's been resolved. And this item is identified as resolved. But from the Herff Jones perspective the two prior reports, which I painstakingly went through, there is a matter of the 16,000 that I believe staff management was looking into trying to resolve, which would be challenging if you don't have a current contract. Because the proposed treatment was something in-kind, which suggests you have some sort of relationship with the vendor. So as of our last -- the original -- the first time there was an audit we went from something like 63,000 to 16,000. And I don't necessarily see the 16,000 and I'm concerned that this is saying it's been resolved. Because if you're trying to resolve something, that means it's not resolved. If your last -- if the update prior to this said that they're trying to resolve the issue with Herff Jones management, then, to me, it's unresolved, but that's just my interpretation of the word resolved and unresolved.

So where are we with that?

And then I also noticed in DemandStar that

it's under -- this contract is under evaluation and Herff Jones has been added, but there's no board date for when the contract would go to the board.

So two questions. Where are we on the 16,000? And when will that be going to the board, since in DemandStar it says it's under evaluation? That would be a pending contract where we added Herff Jones.

MR. RHODES: Would you like me to address the 16,000 part first and then Procurement can talk about the second part of your question?

DR. LYNCH-WALSH: Sure. We could -- let's go in order and I think we're going to have to circle back.

MR. RHODES: So in addition to what I'm going to say and after the Purchasing folks provide some input, I'm going to hand this all over to Ben Kincaid from CRI to provide --

DR. LYNCH-WALSH: Now you're not talking into your microphone.

MR. RHODES: I usually make it sound like it's distorted. I apologize.

So on the same day that the engagement letter for the second follow-up audit was -- was sent to

us from CRI there was an email that was sent out by our former COI, Dr. Joe Phillips, and it was very short, I was cc'd on it then, I was not as aware of the situation then as I am now. But he said, we are close to a settlement with Herff Jones where they will do, as you mentioned, a 20,000 in-kind. I'm working with regional superintendents to map out what that can look like.

Again, as you mentioned, Herff Jones did not have a contract at the time that statement was made. Dr. Phillips ended up leaving in the middle of June and I don't know exactly who that settlement negotiation would have been handed off to, but right now I do know that, based on -- and this is another clarification I want to make, beginning on page 44 of this report from CRI we attached the DemandStar document for the committee's review, but I just wanted to clarify that that is not a part of CRI's report, their report ends and then that document was added to this for review from the committee.

So the idea of it is that there was an initiative in place to retrieve those funds and it was actually going to be in excess of

16,000-plus that's listed in the report. And that, I will turn it over to Purchasing and then we can, if it's okay with the chair, we can talk to Mr. Kincaid.

DR. LYNCH-WALSH: Okay. Ms. Andreu?

MS. ANDREU: Good morning. Jennifer Andreu, Executive Director Operations. Happy New Year. Yes, that item that is now under evaluation is tentatively slated for the Wednesday January 22nd school board meeting. And if it does not make Wednesday as an added item it will go to the February board meeting. But we expect it to make Wednesday.

DR. LYNCH-WALSH: Okay. So how -- so where are the ongoing discussions? Because a year ago the former chief auditor had -- there's a letter to Joris from Dr. Phillips and it ends with -- and this was included in what we would have seen in this first follow-up, this was the very last page. So how would we be having discussions, ongoing discussions with Herff Jones leadership to come to a resolution, have the resolution be an in-kind arrangement but have no -- how would Herff Jones honor that if there's no contract? Why was that the solution, as opposed to them

cutting a check for 16 grand?

MS. ANDREU: I was not part of those discussions so I have no information on that.

DR. LYNCH-WALSH: Okay.

MR. RHODES: I'm currently trying to track that as well, but in the course of the work that Mr. Kincaid and his team did he may have a little bit better understanding of that than I.

DR. LYNCH-WALSH: So since that's where we left off and it's clear that there is an obligation on the part of Herff Jones, how did that factor into the contract? Because if it's almost going to the board, I would imagine that that would be part of your executive summary to remind the board that we left off with Herff Jones owing money and that there has to be some mechanism by which the district can recoup that money; correct?

MS. ANDREU: No, that is not part of this new item. That is not part of the executive summary that we are submitting to the board. This is a brand new RFP. And, again, so that is not included.

DR. LYNCH-WALSH: Okay. So I guess the only way the board will be reminded, since we have so

many new board members who need to be brought up to speed, is if we were to attach this letter, the email from Dr. Phillips, and the prior -- the original cap and gown audit that established the liability, the reduced amount that establishes the 16,000, this letter that clearly indicates that there were ongoing discussions so that the board -- so that there can be an agreement. I mean, if you're about to enter into a contract the board should be aware that there's an outstanding obligation. Or maybe I'm not understanding how outstanding obligations work.

MR. RHODES: May I respond to that?

DR. LYNCH-WALSH: Sure.

MR. RHODES: Attaching this to someone else's item, I'm not certain that that would be appropriate, but I would certainly be happy to forward off this information to the board members and make them aware of that.

DR. LYNCH-WALSH: No, no, I mean attach it to -- remember, we're going to transmit this audit and this audit is saying that number 17, which used to be number 10, has been resolved. So if you're a board member you're not thinking back that, hey, Herff Jones owes us 16,000. So what

I'm saying -- I'm not talking about attaching it to their item.

MR. RHODES: That was my misunderstanding.

DR. LYNCH-WALSH: No, I'm talking about attaching the prior -- prior period information, in particular, if nothing else, so that they don't get too confused, the board, sending them this letter from Joris -- I'm sorry, to Joris from Dr. Phillips, that would include -- and, actually, this is from Carr Riggs, the January 17th, 2024 Carr Riggs update, which includes the letter, and then also that email that you just mentioned. Those two items would then clarify what's really going on in terms of the status of the prior audit findings.

So if I need to make a motion to include the 1/17/24 CRI update --

MS. CARTER-LYNCH: Madam Chair?

DR. LYNCH-WALSH: Yes, ma'am.

MS. CARTER-LYNCH: While you go ahead can I say something?

DR. LYNCH-WALSH: Yes, ma'am.

MS. CARTER-LYNCH: My question is -- it's a fact that they owe us the money; right? Is that a fact, that we're owed the money by Herff Jones?

MR. RHODES: It's my understanding it is or Dr. Joe would not have been in negotiations with them.

MS. CARTER-LYNCH: Well, my question is, this can be resolved easily if they just write us a check.

DR. LYNCH-WALSH: Okay. Friedman, then Turso, then I'm being told Mary has her hand up.

MS. CARTER-LYNCH: Let me finish.

DR. LYNCH-WALSH: No, go ahead.

MS. CARTER-LYNCH: So is it possible for them to just write a check and we not have to belabor this for another two years before we get $16,000?

MR. RHODES: Madam Chair, may I answer that?

DR. LYNCH-WALSH: Yes.

MR. RHODES: My understanding, and this is anecdotal, I have not verified or confirmed this, is that part of the reason that Herff Jones wanted to work out an in-kind agreement to make the district whole was because to write a check would have been akin to an admission of some wrongdoing with regard to the overbilling. Again, I don't know that that's a fact, but that's what I was given in the way of a general update in my research of this as follow-up number

2 was completed.

I can do some additional factfinding and follow up with the committee if the information that goes to the board that the chair is recommending doesn't automatically provide us with an answer to that. Because at the moment I do not know who or if anybody has picked up the ball after Dr. Joe left during the process of settlement negotiations on this item.

So there's more questions than answers on this and I wish I could give you a solid answer on this, but I'd be happy to follow up.

MS. CARTER-LYNCH: Well, I would just suggest that the cleanest way, this in-kind stuff just kind of gets on my nerves, that's just me, I don't know about anybody else. The cleanest way to do that would be for them to just give that money back. It's just that simple. That's just Ruth Lynch's situation. I'm done.

DR. LYNCH-WALSH: Okay. I have Mr. Friedman and then Mr. Turso and then Ms. Fertig.

MR. FRIEDMAN: Yeah, so I definitely understand what you're saying Ms. Carter-Lynch, that would be the cleanest way. Obviously, they don't want to do it that way. So, one, why

wouldn't it be in the contract going forward, at least, okay, you owe us this like-kind thing? I mean, I know it's a new negotiation, a new contract, but my concern is that it's listed as resolved. Resolved to me means completed. So, yes, there was some type of agreement, but that was a year and a half ago and nothing has happened. So there's -- it's on pace to be resolved, but it's not. And so I think that's the concern that I had with the report, that something's listed as completed, but it's not. So, you know, if it's in the contract, fine, then, yes, and they're signing it, then at that point it would be resolved, but right now it is not resolved.

DR. LYNCH-WALSH: Okay. Mr. Turso? And if BECON I'll share my screen just to show everybody where we left off here. That's the last page of the prior update. The district is currently conducting ongoing discussions with Herff Jones leadership to come to a resolution of these amounts. The next piece would be the email from Dr. Phillips.

Yes, Mr. Turso?

MR. TURSO: Thank you, Madam Chair.

So I have a couple of questions here that are extremely disturbing with this vendor and I want to know how they relate to number 17 in this document. This is the same vendor, correct me if I'm wrong, that back in 2023 Broward County Public Schools had to issue a demand letter for $300,000; is that correct?

MR. RHODES: Jennifer?

MS. HARPALANI: No, it's not the same vendor. And I will have Ben add to it.

DR. LYNCH-WALSH: Is that because it's Chuck Puleri?

MS. HARPALANI: Yes.

DR. LYNCH-WALSH: Okay. Because it's Chuck Puleri.

MR. TURSO: Okay. But they were the sole vendor for Herff Jones.

DR. LYNCH-WALSH: Right. But technically everyone's going to jump on, it's not the same company even though Chuck Puleri -- technically, yes.

MR. TURSO: So did we ever -- I don't understand why we're rewarding this vendor. It's clearly a shell game that they owe the money.

Did we ever collect that 300,000, by the way?

DR. LYNCH-WALSH: I don't think, because --

MS. HARPALANI: No, legal did follow up with Chuck Puleri and the company technically is not -- you know, is not in business.

MR. TURSO: And now we're in a situation where another let's call it facet of Herff Jones owes us money, they don't want to pay the money because more than likely as indicated it would be an admission. So I guess the easy part is, does Herff Jones sell something that nobody else sells?

DR. LYNCH-WALSH: I think that's a rhetorical question.

MR. TURSO: Do they sell -- does Jostens sell the same stuff that Herff Jones does and has Jostens ever had a history of owing us through one entity or another 300,000, 16,000? I think it should go on the record that it's clear, at least to me, with nearly 40 years in business is that the reason that they didn't want to pay the 16,000 they want to do it in like-kind is because they want to stay in our -- in our graces to get the bigger dollars for as long as possible. Perhaps if they had just paid us the 16,000 we could have kicked them. Although we didn't do

that after Puleri owed us 300,000 so we probably wouldn't kick them out.

MR. RHODES: And, Madam Chair, if I can make a recommendation? The person who has the greatest level of detailed information in this is the auditor sitting to my left who may be able to answer some of these questions if we would be able to give him a couple of minutes?

DR. LYNCH-WALSH: Well, first we're going to go to Mary because most of these are kind of management, what-is-management-doing questions.

MR. TURSO: It just seems mind boggling that we keep doing the same thing.

DR. LYNCH-WALSH: I think it's very telling that an item is going to the school board that does not mention at all the outstanding amounts, but Ms. Fertig?

MS. FERTIG: Yeah, I was just going to go to another one if it's okay, but I can wait, Nathalie, if you want me to. I want to talk about number 13 on page 22 purchase of goods without obtaining a purchase order. And the payment for Internal Funds of these items as opposed to --

DR. LYNCH-WALSH: Do you want to --

MS. FERTIG: So I can just wait on that if you want to. I just am wondering why this continues to go on and not be resolved and how systemic this problem is.

DR. LYNCH-WALSH: Okay. Yeah, since all of the other questions have to do with 17, yeah, let's close that out and then we'll pop to your question.

MS. FERTIG: Thank you.

DR. LYNCH-WALSH: So, Mr. Kincaid, do you have any -- to me, most of this is not an audit issue other than why is it listed as resolved. Because management is choosing to not mention this outstanding amount while going to Herff Jones and then that would lose leverages. You have leverage right up until you approve the contract. But if you can add -- and answer or address any of the concerns that were mentioned?

MR. KINCAID: Yes, Madam Chair. Just to add clarification, so I'm looking at page 28 of the report, finding number -- or item number 17, the honor cord overbills. So just by way of brief background, we prepared two separate reports back in November of 2022 that were presented to the board, one was related to Agreement 16-052N which

was with Chuck Puleri, the other was for Agreement FY22-204, which was with Herff Jones and Jostens at the time, which is the current contract that's at issue here.

When we were asked to, engaged to do the what I'll call the first follow-up which is the report dated January 17th of 2024, which Madam Chair had referenced earlier, in that report we had reviewed item 17 and if you'll see there on the top of item 17 that's that School Year 22 through 2023 status. We also listed that as resolved. The reason why it was listed as resolved is we were specifically looking at that specific school year and determining whether or not there was honor cord overbilling in relation to school year 22 and 2023.

The same applied to this second follow-up which is school year 2023 through 2024. We were specifically looking at the data specifically for Jostens and whether there was any overbillings by Jostens for this most recent school year. There was no overbillings identified, particularly in relation to the honor cords, and so we listed that as being resolved. Not that the overbilling situation with Herff Jones or Chuck Puleri was

resolved, but that the issue itself, the underlying issue that there was overbillings to the school district, that that did not occur in either school year 22-23 or school year 23-24.

And then just to add some additional clarity, in relation to the Chuck Puleri issue, Chuck Puleri was a contractor for Herff Jones. The agreement 16-052N, which is where the $330,000 of overbillings related to was related to Chuck Puleri as a contractor of Herff Jones. That agreement did not relate to Herff Jones.

When the issue started coming out with Chuck Puleri, the agreement with Chuck Puleri went away, Herff Jones came in as the vendor for FY22-204. In that first year Chuck Puleri was still servicing that contract on behalf of Herff Jones.

When our reports came out in November of 2022 Herff Jones terminated their relationship with Chuck Puleri and subsequently Chuck Puleri dissolved his corporation. So I just wanted to add that information to the document.

DR. LYNCH-WALSH: Okay. Yes, Ruth?

MS. CARTER-LYNCH: Yeah. You know, I keep hearing people say Chuck Puleri worked -- was a

contractor for Herff Jones. Anywhere in the world, whenever -- you have the responsibility to be responsible for your subcontractors. Am I not correct?

So, I mean, we're still trying to separate that. Somebody needs to fix the issue and it needs to be Herff Jones. That's just my assessment.

DR. LYNCH-WALSH: And I think you can see that no one is on board with -- and we get that the overbilling for the honor cords, but the thing is, that is a vehicle by which the 16,000 originated, because it used to be item number 10. Then we had this update on January 23rd, 2023. I think both things came to us at the same time. And that one is where we got the 16,000, when you guys did that update. It's at the end, there's a table. We got to 16,325.66. And then the next time around everything is resolved.

So there needed to be some other way to highlight that because it kind of gets itself buried, and then at the end of the day they're going to the board with an item that fails to mention this open amount.

So I think I mentioned wanting to transmit

this. I don't know -- I know Mary has -- we have to get to number 13 and then before we transmit I want to make sure we transmit this with all the supporting documents that are necessary for the board to make an informed decision. Because they do not have to approve the contract. They could amend the contract to include dealing with the open item. They can do a lot of things either on the 22nd or in February. And I am not a board appointee. Most -- there's nine board members, there should be, I think, eight appointees. Please have a conversation with your board member about this item so that they know to ask about it. Especially if it pops up like a, you know, unexpected bonus on the 22nd's agenda.

So, with that, let me go pull up number 13. Mary, you wanted to ask about the purchase of goods and services prior to obtaining purchase orders.

MS. FERTIG: Yeah, actually, I'll just include all of this together in the interest of time. If you take all of these that are not -- that are still not resolved, have never been resolved, 13, 14, 15, I'm scrolling down, 16 and I think -- no, 16. So all of those. And it

starts with 13 which is not having prior authorization. What is being resolved -- what is the district doing to resolve these continuing business practices? Purchase of goods prior to obtaining purchase order; the inaccurate charges allocations; inaccurate spending authority; and insufficient review of purchase orders; what is being done to resolve this? Because it seems to be a continuing issue and I'm wondering beyond caps and gowns how systemic it is.

DR. LYNCH-WALSH: Yes, Ms. Andreu?

MS. ANDREU: Thank you for the question. So I can clarify because item number 13 was a domino effect. So we went to the board for an additional spend request and that was approved. And the way that it was reviewed and utilized in procurement we never went over the threshold amount. However, when the audit was done they went back and looked at, I think, the same dollar amount in question now, the -- if it's 16,000, and added that, which was charged under a different number, added that back in. So that is how it was over the threshold.

So, to me, it is a technicality. We are not allowed to go over. We will be stopped. The

user department, Ms. Brown, would be notified as soon as she gets close to her threshold that the board has approved. This, again, was a gray area because of the way it was coded two years ago.

MS. FERTIG: And that includes the purchase of goods with Internal Funds instead of with BCPS funds?

MS. ANDREU: I'm sorry. I didn't understand your question. Can you repeat that?

MS. FERTIG: Well, reading down here it says, CRI also identified eleven schools, and I'm assuming those are high schools, user departments purchased diplomas, diploma covers, certificates with Internal Funds rather than BCPS funds. Is that -- and it says it's separate from the approved 515,000.

DR. LYNCH-WALSH: This is on page 23? Page 23; right?

MS. FERTIG: Yes, I'm sorry.

DR. LYNCH-WALSH: Okay. That's what Mary's referring to.

MS. ANDREU: Which paragraph are you --

MS. LYNCH-WALSH: The last one on page 23.

MS. FERTIG: I'm sorry, last paragraph.

I just want to -- you know, this is for

23-24. I'm hoping when we see 24-25, which I think it's really important that we see at the appropriate time, that we're not going to see these same purchasing issues -- these same issues with purchasing.

MS. ANDREU: So I would like to state for the record that this last audit I thought went very well and we worked, as you heard the public statement earlier, we've worked very closely with Ms. Brown's office and with the vendor to rectify and heed the advice from the previous audit.

So if you look at some of the items, in particular one is .33 percent, .33. There's another one that was mentioned where, I believe it's item number 16, BCPS, and I asked for this to be a recommendation and not an exception, but it was made an exception, but we do not pay the shipping costs. So an initial human error may have been made in issuing that initial purchase requisition, but it was corrected, self-corrected and we never paid the shipping cost.

DR. LYNCH-WALSH: I'm sorry. What page are you on?

MS. ANDREU: I'm on page 27, which was item number 16 marked as not resolved. But if we

self-correct an issue, I'm not quite sure why that's still an exception.

So I just want to be very clear that I thought several improvements have been made, again, based on the last audit that I was not a part of and we worked very hard and diligently again with the vendor and the end user to rectify the past audit exceptions. Thank you.

DR. LYNCH-WALSH: Okay. Mr. Kincaid, because I know sometimes non-accountants and certainly non-auditors don't understand, sometimes audit is confusing. Can you explain why that was still a finding?

MR. KINCAID: Specifically in relation to the shipping costs?

DR. LYNCH-WALSH: Yes.

MR. KINCAID: Yes. So in our review, and this is particularly in relation to item number 16, which is, again, page number 27, we identified six different purchase orders that included shipping costs.

DR. LYNCH-WALSH: And we can have that up if you guys can share my screen.

Sorry. Thank you.

MR. KINCAID: Those -- out of those six

purchase orders there were two, ultimately, through discussion with PWS, that were self corrected. There was four that were not corrected and were still listed as purchase orders. Ultimately the vendor, being Jostens, did not inventory the district for those and those PO amounts were still outstanding during our review for those shipping costs. And by virtue of that those purchase orders were, in fact, issued with shipping costs meant that there was insufficient review of those purchase orders. And four of the six were still not resolved, which is why we listed this as a continued finding as it is similar to the finding that existed in the first to follow-up as well as in the original two forensic examination reports.

DR. LYNCH-WALSH: Okay. Thank you. That satisfies my curiosity.

MS. FERTIG: If you could add the same comments on 13, I'd appreciate it.

DR. LYNCH-WALSH: Wait. Hold on. I'm hearing a voice from somewhere. You want him to respond to why 13 --

MS. FERTIG: Okay. Yeah, Nathalie, I think that was a good question you asked so I'm

asking --

DR. LYNCH-WALSH: The same for 13? Okay. Why -- and that was on page 23?

MS. FERTIG: I mean, I've read the explanation, I would just like him to say.

DR. LYNCH-WALSH: Right. Okay. And on page 22 Mr. Kincaid and 23.

MS. HARPALANI: I'm sorry, I just want to have people go to pages 33 -- pages 33, 34, 35 because what Mr. Kincaid is speaking to is referred, like, for example, finding number 13 is referenced as finding number 2 on page 33 and the updated department responses are on there. Same goes with finding number 14, you know, the subsequent --

DR. LYNCH-WALSH: Okay. But in the interest of time we're going to do it this way where Mary has asked the question and Mr. Kincaid can respond and at some point we need to have a discussion, if you have a finding follow it all the way through. Because sending us to different pages gets a little confusing, at least for me.

So, Mr. Kincaid, as far as number 13 still being open, can you respond to Ms. Fertig's question?

MR. KINCAID: Yes. So this is page 22 and 23.

DR. LYNCH-WALSH: Correct.

MR. KINCAID: So we identified 11 separate invoices that were paid during the most recent school year that were received by the district prior to any purchase requisitions or purchase orders being implemented. When that occurs the process is supposed to -- there's a noncompliance form that the district is supposed to fill out and complete prior to the purchase order being issued and prior to that invoice being paid. Out of those 11 that were paid there was only three instances where there's no compliance forms were actually completed and filled out prior to the payment of the 11 invoices that were, you know, received prior to the purchase requisition or purchase order being issued.

DR. LYNCH-WALSH: Okay. Give me one second. When did you have to leave?

MR. MAYERSOHN: 11:00.

DR. LYNCH-WALSH: 11? Because we -- will we still have quorum?

MR. FRIEDMAN: I have to leave at 11:45.

DR. LYNCH-WALSH: 11:45. So in the next 45

minutes we need to pass any motions and transmit anything that needs to be transmitted. FYI, everybody.

MS. FERTIG: And, Nathalie, can I just make one last comment to Ms. Andreu. I think we all recognize the number, you know, that you've made great strides, this audit looks so much better than what we originally saw. And so I did want to make that comment as we're moving to transmit this.

I don't know if anybody has any other questions, but I just still have some concerns about that one section. It sounds like you're moving quickly to resolve them, and, hopefully, next year's audit will look different or will show them as resolved.

DR. LYNCH-WALSH: Okay. All right. So we're losing Mr. Mayersohn, we still have quorum.

Any other questions, comments or concerns before I make a motion or I guess the motion to transmit happens?

(No response.)

MS. LYNCH-WALSH: Okay. Because my motion would be to transmit the CRI Caps, Gowns, Announcements and Diplomas - Second Follow-Up

Forensic Analysis Report to the board with prior CRI updates from 2023 and '24 and Dr. Phillips' email regarding the open $16,000.

MR. RHODES: Madam Chair, may I ask for some clarification?

DR. LYNCH-WALSH: Wait. Before we discuss I need a second.

MR. NAYLOR: Second.

DR. LYNCH-WALSH: Okay. Seconded. So moved by me, seconded by Lew.

Okay. Discussion? Yes, Mr. Rhodes.

MR. RHODES: So when Mary's asking for the 24-25 follow-up on this I'm trying to tie this together for clarification with a point you made, which is keeping the items together in line, meaning whether it's management responses following the recommendations as well as if there is any, in this case, collapsing of findings from two separate reports that had sufficiently similar findings and recommendations, I just want to clarify so I know how to make sure that I give them instructions when the next audit happens of this that we see to it that we have all the necessary information from the follow-up.

DR. LYNCH-WALSH: Per finding.

MR. RHODES: Through the recommendation and the management responses so everything is in one area at a time.

DR. LYNCH-WALSH: Right. Accounting and audits are like one of the few places we rely on people to be linear in thinking and not bouncing all over the place. And when we're reading each finding the idea is that everything we need to know about it is in one place, as opposed to us having to go elsewhere to go find updated responses and all of that. Unless it's going to be a table that clearly indicates that that's how this is set up, which there isn't, so you would have to just kind of keep reading, and reading, and reading, and then mapping it all back. And we're all volunteers.

Okay. So I've moved that we transmit this report, the Caps, Gowns, Announcements and Diplomas - Second Follow-Up from CRI report to the board with the prior CRI update from 2023 and '24 and email from Dr. Phillips related to the open amount owed by Herff Jones to the district of 16,000. It's been moved, seconded.

Any further discussion?

(No response.)

DR. LYNCH-WALSH: Hearing none, all in favor?

COMMITTEE MEMBERS: Aye.

DR. LYNCH-WALSH: Any opposed?

(No response.)

DR. LYNCH-WALSH: Okay. No opposed. Passes unanimously.

And that concludes item number 9. Thank you very much, Mr. Kincaid, Ms. Andreu.

And we're moving on to Internal Funds, which is item number 10. It's the OCA Internal Funds Audit of Selected Schools.

Short break everybody.

(Whereupon, a brief recess was taken.)

DR. LYNCH-WALSH: I believe we're all back. We're ready to go.

All right. Next up now that we're back from our short break is the Office of the Chief Auditor Internal Funds Audit of Selected Schools. Before we get started, there's usually a status report that tells us, you know, how many are being audited this year, where they are. We had it last time.

MS. ARCESE: It's getting printed now.

DR. LYNCH-WALSH: Oh, okay.

MS. ARCESE: So everyone will have a copy of

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	DD. Chief Auditor
DEPARTMENT:	Auditing

Agenda Item Number:	DD-2.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Internal Audit Report - Audit of the Internal Funds of Selected Schools

REQUESTED ACTION:

Receive Internal Audit Report - Audit of the Internal Funds of Selected Schools. District-wide

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome (s)/Returns on Investment, Financial Impact, and Rationale, please see Executive Summary.

EXHIBITS:

- Executive Summary
- OCA Internal Funds - Online
- 01-16-25 Minute Excerpts
- DD-2 Response

FINANCIAL IMPACT:

The source of funds to perform this audit was 100% of the general fund budget allocation of the Office of the Chief Auditor. Positive impact to the District of $78,705.91 and negative impact to Schools' Internal Funds of -$43,376.11.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Dave Rhodes	Phone:	754-321-2400
Name:	Ali Arcese	Phone:	754-321-2400

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David G. Rhodes, Chief Auditor

Signature

David G. Rhodes, Chief Auditor

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:
Dave Rhodes, Chief Auditor
Aliceli (Ali) Arcese, Director
Phone: 754-321-2400

EXECUTIVE SUMMARY
AUDIT OF THE INTERNAL FUNDS OF SELECTED SCHOOLS

Board Meeting Date February 19, 2024

Requested Action
Receive Internal Funds Audit Report – Audit of the Internal Funds of the Selected Schools.

District-zone Impact: District-Wide

Impact if the Board Voted Yes or No
If the Board votes "Yes": The District will comply with Florida statutes, administrative rules, School Board policies, and procedures.

If the Board votes "No": The District will not comply with Florida statutes, administrative rules, School Board policies and procedures.

Background/History
Internal Funds Audits of Selected Schools were performed as authorized by Florida State Board of Education Administrative Rule 6A-1.001 and School Board Policies 3410.

Summary/Explanation
This report includes audits of twenty-nine schools. The twenty-one schools generally complied with controls in place without exception to promote compliance with the School Board's policies and procedures. The audits noted eight schools with audit exceptions.

Responsible School	Observation/Finding	Rating	Financial Impact
Atlantic Technical College	Disbursements – Contract Terms in violation of Purchasing Policy and ACH disbursement in violation of Florida Department of Education Redbook Chapter 8 – Internal Funds.	High	-$9,912.00 (School Level)
Cypress Bay High School	General Fund Reimbursement – Failure to remit reimbursements to the District for Cambridge Assessment Test Fees collected from students in accordance with SBBC BPB A-510 and Redbook Chapter 8 – Internal Funds.	High	$44,080.77 (District Level)
	Senior Prom Deficit – Expenses related to Senior Prom resulted in a $15,000 deficit in the Senior class account.	High	-$15,000.00 (School Level)

Responsible School	Observation/Finding	Rating	Financial Impact
Cypress Bay HS (con.t)	Parking Fees – School priced parking decals in excess of the allowable maximum price of $60 per SBBC Policy 5307.	Medium	None
Marjory Stoneman Douglas High School	Parking Fees – School priced parking decals in excess of the allowable maximum price of $60 per SBBC Policy 5307.	Medium	None
	Spend Authority – Per ITB FY24-214 the District has a set spend authority for the purchase and repairs of golf carts, the school paid $7,347.74 for these services directly from Internal Funds which does not allow the District to track contract spending.	High	Unable to Determine
Nova High School	General Fund Reimbursement – Failure to remit reimbursements for Cambridge Assessment Test Fees collected in accordance with SBBC BPB A-510 and Redbook Chapter 8 – Internal Funds.	High	$13,224.03 (District Level)
	Disbursements – A payment in the amount of $48,350 was paid to a Prom vendor without itemization of services nor obtaining competitive quotes as required by SPB 1-305 and Purchasing Policy 3800.	High	None
South Broward High School	Parking Fees – School priced parking decals in excess of the allowable maximum price of $60 per SBBC Policy 5307.	Medium	None
South Plantation High School	Check Fraud – It was noted that check fraud was detected and proper reporting procedures to Internal Audit and Law Enforcement were not followed as per SBBC Policies 3410 and 4413.	High	-$3,513.60 (School Level)
	Disbursements – A payment in the amount of $29,000 was paid to a Prom vendor without itemization of services nor obtaining competitive quotes as required by SPB 1-305 and Purchasing Policy 3800.	High	None
Stranahan High School	Receipting Documentation – A BC-40P Book was not retained and presented for audit as required by Florida Department of Education Redbook Chapter 8 – Internal Funds. Subsequent to the audit the book was recovered and funds associated deposited eight months late in violation of Redbook Chapter 8.	High	None
	Purchase Cards – It was noted that the school did not issue payment to the Business Support Center for charges in the amount of $2,781.48 reflected on the school's May 2024 statement.	High	None

Responsible School	Observation/Finding	Rating	Financial Impact
	Business Support Center received payment in October 2024 as a result of the audit finding.		
Western High School	Purchase Cards – As a result of new undocumented procedures requiring schools to pre-load purchase cards, the school over funded their purchase card by $8,501.51 with the Business Support Center. The Business Support Center has no written procedures to track spending versus funding nor to return unused purchase card funding to schools for proper reflection in their financial statement end of year balance.	High	-$8,501.51 (School Level)
	Disbursements – Parking fees collected from students were used to pay for staff shirts in violation of SPB I-305 and Redbook Chapter 8.	High	-$6,449.00 (School Level)
	Spend Authority – Per ITB FY24-214 the District has a set spend authority for the purchase and repairs of golf carts, the school paid $2,008.15 for these services directly from Internal Funds which does not allow the District to track contract spending.	High	Unable to Determine
	General Fund Reimbursement – As per the FY23 Audit recommendation, the school did not remit reimbursements to the District for Grad Bash bus expenses collected from students in accordance with SBBC BPB A-510 and Redbook Chapter 8 – Internal Funds.	High	$21,401.11 (District Level)

The Audit Committee reviewed and approved to transmit this report to the School Board at the January 16, 2025 Audit Committee meeting.

Alignment to 2027 Goals and Guardrails
This item aligns with school-focused outcomes through Guardrail 5; Accountability, which includes expectations, evaluation, transparency, and continuous improvement.

Measurable Outcome(s)/Return on Investment/Item Justification
Honor commitments, deliverables, timeframes and ensure closure of the observations. New processes, procedures, and practices should be followed by District staff. District staff to ensure the closure of the observations noted.

Financial Impact
The source of funds to perform this audit was 100% of the general fund budget allocation of the Office of the Chief Auditor. There is a positive financial impact to the District in the amount of $78,705.91. There is a negative financial impact to Schools' Internal Funds of -$43,376.11.

INTERNAL FUNDS AUDIT REPORT

Audit of the Internal Funds of Selected Schools

Established 1915
BROWARD
County Public Schools

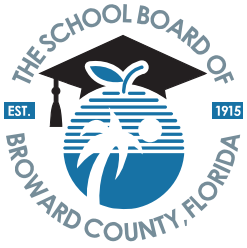
To be presented to the:

Audit Committee on
January 16, 2025

The School Board of Broward County, Florida on
February 19, 2025

By

The Office of the Chief Auditor



Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

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Established 1915
BROWARD
County Public Schools

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The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

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Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

January 7, 2025

Members of the School Board of Broward County, Florida
Members of the School Board Audit Committee
Dr. Howard Hepburn, Superintendent of Schools

Ladies and Gentlemen,

We have audited the Statement of Changes in Fund Balances for the Internal Funds of twenty-nine (29) schools pursuant to the Florida State Board of Education, Administrative Rule 6A-I.00 I and School Board Policy 1700. Each school's Principal is responsible for the preparation of the Statement of Changes in Fund Balances. Our responsibility is to express an opinion on these statements based on our audits.

We conducted our audits in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform these audits to obtain reasonable assurance that the financial statements are free of material misstatements. The audit at these schools included an examination of the Internal Funds.

An audit includes evaluating and examining, on a test basis, the financial statements and supporting documents. In planning and performing our audits of the schools' financial statements, we considered the internal control structures. Our review of the internal control structures facilitates the development of the audit procedures and the expression of an opinion on the financial statements. We believe our audits provide a reasonable basis for our opinion.

The schools' records were maintained in conformity with the School Board's accounting procedures for Internal Funds. These accounting procedures require all financial transactions be recorded on a cash basis method, with no records maintained on accounts receivables, accounts payable, or accruals. Accordingly, the Statements of Changes in Fund Balances, as shown in this report, do not present the financial position or the results of operations of the school in the manner required by generally accepted accounting principles.

Established 1915
BROWARD
County Public Schools

Our audits indicated that twenty-one (21) schools in this report complied with prescribed policies and procedures. The eight (8) remaining schools' reports contained audit exceptions

In our opinion, the Statement of Changes in Fund Balances for the schools present fairly the changes in fund balances of the schools' Internal Funds, arising from cash transactions.

We wish to express our appreciation to the administration and staff for their cooperation and courtesies extended during our audit.

Sincerely,

Dave Rhodes
Chief Auditor
Office of the Chief Auditor

Audits Supervised and Reviewed by:

Dave Rhodes
Ali Arcese
Nakia Gouldbourne, CIA, CRMA

Audits Performed by:

Patrick Beauvoir
Alexandra Corrales-Giron
Elizabeth Gabay
Toyya Lewis
Raysa Lugo
Joy Hipolito
Cynthia Sheffield
Dr. Kathleen Watson-Wilkin

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INTERNAL AUDITOR'S REPORT

AUTHORIZATION

State Board of Education Rule 6A-1.087(2), Florida Administrative Code, requires District School Boards to provide for audits of Internal Funds. In accordance with School Board Policy 1700 and the Audit Plan for the 2023-2024 fiscal year, the Office of the Chief Auditor has audited the financial statements for the location listed in the Table of Contents section of this report. The financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles. These financial statements are the responsibility of the Principal/Director. Our responsibility is to express an opinion on these financial statements based on our audits.

SCOPE, OBJECTIVES, AND METHODOLOGY

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We selected and tested a representative sample of receipts and disbursements for the audited location. We also analyzed selected activities where the location generated significant revenues. An audit also includes assessing the accounting principles and significant estimates made by the administration, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

We perform our audits with the objectives of:

- expressing an opinion on the financial statements of the location.
- evaluating compliance by the location with the policies and procedures prescribed by the Standard Practice Bulletins.
- evaluating the internal control structure at the location to determine the extent to which selected control environment factors promote compliance with the policies and procedures prescribed by the Standard Practice Bulletins.

We conducted our audits in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States. Those standards require we plan and perform these audits to obtain reasonable assurance that the financial statements are free of material misstatements.

Financial Statements

In our opinion, the financial statements contained in these audit reports present fairly, in all material respects, the changes in fund balances arising from cash transactions of the location, on the cash basis of accounting.

Compliance

We also tested compliance with selected policies and procedures prescribed by the Standard Practice Bulletins.

Internal Control Structure

In planning and performing our examinations, we obtained an understanding of the:

- internal control structure established by the administration.
- operational internal control policies and procedures relevant to cash receipts and disbursements.
- assessed level of controlled risk to determine the nature, timing, and extent of substantive tests for compliance with applicable laws, administrative rules, and district policies; including the reliability of financial records and the safeguarding of assets.

The scope of our audits also included an assessment of the controls in place at the location to promote compliance with the Standard Practice Bulletins, which contain the procedures established to control the use of the Internal Funds. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that material errors or irregularities in the location's financial records, cash receipts, and disbursements, may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

The results of our audit for the individual location are included within the report.

Section I:

Audit Reports with Exceptions

THE OFFICE OF THE CHIEF AUDITOR
SUMMARY OF INTERNAL AUDIT REPORTS WITH EXCEPTIONS

School and Region	Audit Committee Report Date	Region	FY 2023 Bookkeeper	Audit Exceptions	Standard Practice Bulletins/Policy
Atlantic Technical College	1/16/2025	Central	**Non-BSC**	Contract Terms, ACH Payments	**Policy 3800, I-305, Redbook Chapter 8**
CypressBay High School	1/16/2025	South	**BSC**	General Fund Reimbursements, Fundraising, Sales Tax, Parking Decals	**BPB A-510, I-402, Redbook Chapter 8, Policy 5307**
Marjory Stoneman Douglas High School	1/16/2025	North	**Non-BSC**	Parking Decals and Expenditures	**Policy 5307, Spend Authority**
Nova High School	1/16/2025	Central	**BSC**	General Fund Reimbursements, Purchasing Policy	**BPB A-510, Policy 3800**
South Broward High School	1/16/2025	South	**BSC**	Parking Decals, Sales Tax	**Policy 5307, I-402**
South Plantation High School	1/16/2025	Central	**BSC**	Fraud Account, Purchasing Policy	**Policy 3410, Policy 4413, Policy 3800**
Stranahan High School	1/16/2025	Central	**BSC**	Missing Receipting Documents, Purchase Cards	**I-302, Purchase Card Policy**
Western High School	1/16/2025	Cental	**BSC**	Disbursrements/Purchase Cards, Parking Decals, Purchasing Policy, Spend Authority General Fund Reimbursements	**I-305, Purchase Card Policy, I-402, Redbook Chapter 8, Spend Authority, General Fund Reimbursements**

Atlantic Technical College

2024

ATLANTIC TECHNICAL COLLEGE
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	4700 Coconut Creek Parkway, Coconut Creek, FL 33063
Region:	Central
Regional Supt.:	Dr. Ted Toomer
Director:	Dr. Leo Nesmith
Principal:	Ms. Neeta Rancourt
Bookkeeper:	Marie Adams

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JPMorgan Chase	$ 46,655.45
Investment:	
Treasurer's Pool Account	$1,050,000.00
TOTAL	$ 1,096,655.45

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statements of Atlantic Technical College for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statements of the school present fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

DISBURSEMENTS

Per Redbook Chapter 8, approved pre-numbered checks shall be used to disburse and account for funds and the Principal is responsible for all financial transactions and proper check signatures. Per SPB I-305 disbursements from internal accounts must be authorized in writing by the Principal. As a part of the Internal Funds audit, the auditor reviews disbursements to ensure that all required information and approvals are completed for disbursements.

During our review of disbursements it was noted that the school paid an invoice in the amount of $9,912.00 for a Support Plus software subscription via an Automated Clearinghouse (ACH) transaction. Additionally, it was noted that this invoice was for a contract which was signed by the Principal in 2014 and has automatically renewed yearly until the cancellation request in July 2023. Per the Treasury Department ACH capabilities were subsequently disabled on internal funds accounts.

Recommendation

The OCA recommends that the school complies with the requirements of Chapter 8, SPB I-305 and Policy 3800 and ensure that all disbursements are made using authorized pre-numbered checks and follows the appropriate procurement contract requirements.

Additionally, the OCA recommends that Treasury restricts any access for funds to be sent via ACH from all School Internal Funds bank accounts as there is no formally adopted policy and procedures that meets the requirements recommended by the Florida Department of Education for ACH disbursements as per Chapter 8.

ATLANTIC TECHNICAL COLLEGE

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ -	$ -	$ -	$ -	$ -	$ -
Music	-	-	-	-	-	-
Classes	17,183.76	48,652.23	52,692.90	7,642.33	2,203.22	15,785.32
Clubs	47,857.64	385,187.21	392,052.20	1,943.42	12,624.15	65,403.36
Departments	2,465.76	640.20	1,154.05	-	173.08	3,152.69
Trusts	393,659.49	4,254,789.26	4,640,370.73	487,183.07	453,880.30	745,938.19
General	151,470.69	548,265.74	635,441.87	365,597.73	393,326.80	- 266,375.89
Book Store	-	890,196.88	890,037.88	2,345.52	2,504.52	-
TOTALS	$ 612,637.34	$ 6,127,731.52	$ 6,611,749.63	$ 864,712.07	$ 864,712.07	$ 1,096,655.45

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BROWARD
County Public Schools

IVAN PERRONE, TREASURER
TREASURER'S OFFICE

PHONE: 754-321-1980 **FAX:** 754-321-1981 **EMAIL:** ivan.perrone@browardschools.com

DATE: December 18, 2024

TO: Dave Rhodes
Chief Auditor

FROM: Ivan Perrone
Treasurer TC designee

SUBJECT: **ATLANTIC TECHNICAL COLLEGE AUDIT REPORT FY24**

The Treasurer's Office confirms that ACH capabilities are disabled on all school internal funds bank accounts.

IP/TC:pt

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NEETA E. RANCOURT, DIRECTOR
ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL

PHONE: 754-321-5100 **FAX:** 754-321-5380

DATE: January 6, 2025

TO: Dr. Ted Toomer, Regional Superintendent
Central Regional Office

FROM: Ms. Neeta Rancourt, Director
Atlantic Technical College & Technical High School

SUBJECT: RESPONSE – AUDIT REPORT ON INTERNAL ACCOUNTS – FISCAL YEAR 2024

This correspondence acknowledges receipt and careful review of the findings from the Internal Audit conducted for fiscal year (FY) 2024 for Atlantic Technical College and Technical High School. The audit identified one exception related to *Disbursements*, specifically the use of ACH payments.

It is important to clarify that the school was initially encouraged to consider ACH payments due to incidents of check fraud occurring throughout the district which Atlantic Technical College had experienced. Consequently, when the option was made available, ACH payments were utilized on rare occasions. However, once the decision was made that ACH payments were not an option for schools, the practice was discontinued.

As recommended by the Auditor in the Audit Report, the school will continue to comply with SPB I-305, ensuring that *all disbursements are made using authorized pre-numbered checks* and follow procurement procedures outlined in School Board Policy 3800. To reinforce this corrective measure, all school leadership has been directed to review the relevant Standard/Business Practice Bulletins and the School Board procurement policy and will ensure full compliance.

Atlantic Technical College recognizes the seriousness of this audit finding and remains committed to adhering to established procedures to prevent future audit exceptions.

I can be reached at 754-321-5152 for further assistance/information.

NR:vw

cc: Mr. David Rhodes
Dr. Leo Nesmith
Mr. Ryan Smith
Dr. Kathleen Watson-Wilkin
Ms. Nakia Gouldbourne

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County Public Schools

DR. TED D. TOOMER, REGIONAL SUPERINTENDENT
CENTRAL REGIONAL OFFICE

PHONE: 754-321-3000 **FAX:** 754-321-3049 EMAIL: ted.toomer@browardschools.com

January 7, 2025

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ted Toomer, Ed.D.
Central Regional Superintendent

SUBJECT: ATLANTIC TECHNICAL COLLEGE INTERNAL AUDIT RESPONSE – FISCAL YEAR 2024

This correspondence comes to acknowledge receipt and review of the audit findings for fiscal year 2024 for Atlantic Technical College. I have read the principal's response to the findings as well. In addition to the corrective measures the principal is instituting, the Office of the Central Regional Superintendent will provide the following support and oversight in assisting the school in this area:

- The director will review the Standard Practice Bulletin I-305 and Policy 3800 with the principal to ensure that all disbursements are made using authorized pre-numbered checks and follows the appropriate procurement contract requirements.
- The director will include a review of the newly adopted school procedures in the regularly scheduled site visits with the principal and provide appropriate guidance and support for improvement.
- The results of this audit will be appropriately reflected in the principal's annual evaluation.

The Office of the Central Regional Superintendent recognizes the seriousness of these audit findings. We will work with the school to develop, implement, and monitor sound business practices that should prevent further occurrences of this nature. As always, I may be reached at 754-321-3000 for additional information.

TT:smr

c: Leo Nesmith, Ph.D., Director, Teaching & Learning
Neeta Rancourt, Director, Atlantic Technical College

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Cypress Bay High School

2024

CYPRESS BAY HIGH SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	18600 Vista Park Boulevard, Weston, Florida 33332
Region:	South
Regional Supt.:	Alan Strauss
Director:	Teresa Hall
Principal:	Kassandra Fried
Bookkeeper:	Berkys Mejia – Business Support Center

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase Bank	$ 49,690.91
Investment:	
Treasurer's Pool Account	893,000.00
TOTAL	$ 942,690.91

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Cypress Bay High School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

GENERAL FUND REIMBURSEMENTS

Per Redbook Chapter 8 Internal Funds, collections for the district school board are trust funds. The requirements of Broward School's Business Practice Bulletin A-510 Procedures for Reimbursing The General Fund for Schools' Internal Accounts Activities, Schools have the financial responsibility of reimbursing the District for services and payroll paid on behalf of the school.

Examination of the trial balance revealed that collections pertaining to Account 6591 - Cambridge Assessment Testing had a beginning balance of $20,553.18 and an ending balance of $44,080.77. The account revenue is derived from the fees charged to students who were either a no show or needed to re-take their Cambridge Assessment exam. There was approximately $24,844.00 collected for about 190 instances of retakes based on online payments during FY24. A review of invoices from Cambridge University Press and Assessment, indicates that the assessment invoices were paid by the school using their Dsitrict General Fund budget. A review of the school's internal funds accounts did not reflect that payments for the replacement exams were paid from the proceeds collected.

Recommendation

The OCA recommends that Cambridge Assessment Testing account balance of $44,080.77 be remitted to the District for reimbursement to the General Fund for purchase of the assessment exam retakes. Additionally, the OCA recommends that the school Principal review Redbook Chapter 8, and Business Practice Bulletin A-510 and ensure the proper implementation of policies, procedures, and guidelines ensuring that funds received into Internal Funds accounts are reviewed and properly remitted when applicable.

The OCA recommends that the Business Support Center provide the Principal with additional support in implementing formal procedures and controls. The additional support should include comprehensive training for all Bookkeepers/Budget Support Specialists on their responsibilities and requirements.

FUNDRAISING - PROM

Per Redbook Chapter 8, a financial report shall be filed with the Principal's office at the close of each fundraising activity. SPB I-402 indicates that the Sponsor of each Class, Club or Department is responsible for providing adequate financial documentation and records which must be retained for audit. As part of the Internal Funds audit, the auditor reviews the Financial Reports and inventory documentation required in the standard practice bulletin and Chapter 8.

During the review of the Financial Reports and accounts associated with the Senior Prom it was noted that the prom ticket price was $200 and generated sales of $158,200 for approximately 780 tickets, the actual costs of the event was $199,314.98 resulting in an approximate loss of $41,114.98. Notably, in addition to the loss amount, the school paid sales tax in the amount of $10,205.61 based on prom ticket sales. A portion of the deficit was covered by the senior class' account, Account 3025 – Class of F/Y/4, previous year's carryforward balance of $28,474.44, the

remainder of the offset of the deficit was covered by $15,000 donated by other classes and clubs in the amounts of:

Acct 3030 - Class of FY25	$5,000
Acct 3035 - Class of FY26	$2,500
Acct 3040 - Class of FY27	$2,500
Acct 4882 - Yearbook	$5,000

The donation of funds from these class and club accounts depleted the fund balances generated from their fundraising efforts.

Recommendation

According to Redbook Chapter 8, each school organization should operate within a budget formulated by their organization members, purchases from internal accounts shall not exceed the resources of the applicable student activity/project account. The Office of the Chief Auditor (OCA) recommends that the school principal review Redbook Chapter 8, and Standard Practice Bulletin I-402 and ensure the proper implementation of policies, procedures, and guidelines pertaining to fundraising activities. Additionally, it is recommended that the class accounts are refunded their donations used to cover the senior prom deficit from the surplus collected in parking fees.

The OCA recommends that the Business Support Center provide the Principal with additional support in implementing formal procedures and controls. The additional support should include comprehensive training for all Sponsors on their responsibilities and requirements.

Sales Tax Recommendation

A review of the invoice from The Diplomat Resort for the prom indicates that the function was to be held in "Great Hall 3-6". The OCA recommends that the Business Support Center seek further guidance with regard to the requirement to charge sales tax on prom ticket sales from the Department of Revenue Tax Payer Assistance. Based on a review of Florida Administrative Code 12-1.005 Admissions Sales Tax the cost of prom tickets may be a an exempt activity:

(g) Admission charges to an event held in a convention hall, exhibition hall, auditorium, stadium, theater, arena, civic center, performing arts center, or publicly owned recreational facility are exempt when:

1. The event is sponsored by ... a governmental entity;
2. 100 percent of the funds at risk belong to the sponsoring entity;
3. 100 percent of the risk of success or failure lies with the sponsoring entity; and,
4. The talent for the event is not derived exclusively from students or faculty.

FUNDRAISING - PARKING

Per Redbook Chapter 8, a financial report shall be filed with the Principal's office at the close of each fundraising activity and that parking decals may be restricted by the district as to use, and if so should be accounted for separately in a trust account. SBBC Policy 5307 covers student parking on school campuses and SPB I-402 indicates that the Sponsor of each Class, Club or Department is responsible for providing adequate financial documentation and records which must be retained for audit. As part of the Internal Funds audit, the auditor reviews the Financial Reports and inventory documentation required in SBBC policy, standard practice bulletins and Chapter 8.

A review of the financial statements and documentation for parking indicates that students were charged $62.50 for parking decals. According to Policy 5307, students may not be charged parking fees exceeding $60 to park on a school campus. The only time fees may be increased is to cover costs associated with property leased for student parking. The total amount of student parking fees collected during FY24 was $61,407.20 at the end of the year the Parking Fees account carryforward balance was $48,694.39.

Recommendation

As per Chapter 8, internal fund accounts should be used for the financing of specified objections and purposes as well as to benefit the students from which the funds were collected. The OCA recommends that SBBC Policy 5301 Student Parking on School Campuses include specified objectives and purposes for the funds collected from parking fees.

Additionally, as the Parking Fees account balance increased by approximately $40,000 during FY24 it is recommended that the student parking decal fees be substantially reduced for the next fiscal school year. It is also recommended that a portion of the fund balance be used to refund the FY24 senior prom deficit donated from the freshman, sophomore and junior classes.

CYPRESS BAY HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	CREDIT (FUND +)	DEBIT (FUND -)	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCES
Athletics	$ 131,076.82	$ 55,230.51	$ 58,256.90	$ 99,985.02	$ 86,297.56	$ 141,737.89
Music	1,110.30	71,160.31	65,269.81	3,243.26	6,503.49	3,740.57
Classes	70,849.40	289,129.73	307,189.16	19,054.04	25,751.24	46,092.77
Clubs	391,886.52	1,531,471.16	1,450,056.81	78,106.17	131,164.33	420,242.71
Departments	21,639.77	8,886.06	6,848.56	979.20	8,870.96	15,785.51
Trusts	125,010.06	382,556.33	346,512.73	224,974.95	187,482.50	198,546.11
General	77,686.90	40,311.45	21,180.44	35,313.21	15,585.77	116,545.35
TOTALS	$ 819,259.77	$ 2,378,745.55	$ 2,255,314.41	$ 461,655.85	$ 461,655.85	$ 942,690.91

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BROWARD
County Public Schools

Ryan A. Smith, Director
Business Support Center

PHONE: 754-321-0668 **FAX:** 754-321-0591 **EMAIL:** ryan.smith@browardschools.com

DATE: December 2, 2024

TO: Dave G. Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ryan A. Smith, Director
Business Support Center

Kassandra Fried, Principal
Cypress Bay High School

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS-FISCAL YEAR 2023-24**

This correspondence acknowledges receipt and prompt review of the findings from the Internal Audit performed for fiscal year (FY) 2024 for Cypress Bay High School. The audit revealed three exceptions.

Below are the corrective measures that the Business Support Center (BSC) and school leadership have agreed to and will be implementing to prevent further exceptions related to each area.

General Fund Reimbursements:

- The BSC has identified the proper line of coding to allocate testing funds to the budget and has worked with Treasury to update the remittance transmittal form to include these accounts.
- Communication was sent out on 11/13/2024 to all district Bookkeepers reinforcing the need to remit any collections obtained as a repayment for a district incurred expenditures.
- The testing funds referenced in the audit report will be remitted back to the district before 12/06/2024.

It is important to note that the remittance of retesting and cancelled testing fees, processed through Internal Funds, have not been remitted back to the district in the recent past. The remittance forms in use by Treasury did not include these fees as an option, prior to our intervention. For this reason, we expect other High Schools to be impacted by this issue as well.

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS-FISCAL YEAR 2023-24**

PAGE: 2

Fundraising- Parking/ Prom:

- The parking pass fee for the second round of sales (Junior Class) was set at $60. However, the sponsor was unaware that merchant fees for the online transaction were included in this total. Per policy, the total cost, including fees, should not exceed $60. On 11/19/2024, the Regional Superintendent clarified this issue in communication sent to District High School Principals, followed by a notice to HS Bookkeepers on 12/2/2024.

- The school covered the prom deficit with generous donations from other class accounts, which were initiated and approved in compliance with district Standard Practices and state statute. We reject the recommendation to return these donations, as no shortfall remains that would necessitate funding from Parking Fees.

- School leadership will reduce fiscal expectations to 80% of expected receipts and disbursements, when developing event budgets, to insulate against low participation and the potential impact to the net performance of the event.

It is important to note that the school completed an estimated budget to ensure a fiscally sound event. Unfortunately, their attendance fell significantly from previous years leading to a revenue shortfall that could not be overcome through expense cuts. There is ambiguity around a few items contained in this report. The first is whether an event shortfall can be mitigated with support from other accounts. The second is whether a violation has occurred if an event falls short, but the class account it resides in remains positive. We have reached out to the FDOE for clarification on this and other items to ensure clear guidance is being provided to our district locations moving forward.

The BSC recognizes the seriousness of this audit finding and remains committed to collaborating with our locations to run fiscally sound operations. We are confident that these corrective measures will further improve our operations by helping all locations prevent similar future audit exceptions.

Please contact me directly at 754-321-0668 if I may be of further assistance.

cc: Jennifer Andreu
Alan Strauss
Teresa Hall
Ali Arcese
Nakia Gouldbourne
Sheena Newton

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County Public Schools

ALAN STRAUSS, SOUTH REGIONAL SUPERINTENDENT, TEACHING & LEARNING
OFFICE OF THE SOUTH REGIONAL SUPERINTENDENT

PHONE: 754-321-3200 **FAX:** 754-321-3216 **EMAIL:** alan.strauss@browardschools.com

December 5, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Alan Strauss, South Regional Superintendent
Office of the South Regional Superintendent

SUBJECT: **AUDIT REPORT ON INTERNAL ACCOUNTS**
FISCAL YEAR 2024 – CYPRESS BAY HIGH SCHOOL

This correspondence acknowledges receipt and review of the findings from the Internal Audit performed for fiscal year 2024 for Cypress Bay High School.

The South Regional Superintendent's office acknowledges the importance of the audit findings. The Regional Superintendent has met with the principal to discuss each exception and the necessary steps for implementing policies and procedures to prevent future issues.

Additionally, the South Regional Director will incorporate a review of the new procedures during regular site visits with the principal, offering guidance and support for improvement.

cc: Kassandra Fried, Principal, Cypress Bay High School
Teresa Hall, Director, South Regional Superintendent's Office
Ryan Smith, Director, Business Support Center
Ali Arcese, Director, Office of the Chief Auditor
Nakia Gouldbourne, Manager 1, Office of the Chief Auditor

Marjory Stoneman Douglas High School

2024

MARJORY STONEMAN DOUGLAS HIGH SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	5901 Pine Island Road, Parkland, Florida 33076
Region:	North
Regional Supt.:	Dr. Jermaine Fleming
Director:	Todd LaPace
Principal:	Michelle Kefford
Bookkeeper:	Elizabeth Morales

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – Chase Bank	$ 53,502.66
Investment:	
Treasurer's Pool Account	1,065,000.00
TOTAL	$ 1,118,502.66

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Marjory Stoneman Douglas High School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

FUNDRAISING - PARKING

Per Redbook Chapter 8, a financial report shall be filed with the Principal's office at the close of each fundraising activity and that parking decals may be restricted by the district as to use, and if so should be accounted for separately in a trust account. SBBC Policy 5307 covers student parking on school campuses and SPB I-402 indicates that the Sponsor of each Class, Club or Department is responsible for providing adequate financial documentation and records which must be retained for audit. As part of the Internal Funds audit, the auditor reviews the Financial Reports and inventory documentation required in SBBC policy, standard practice bulletins and Chapter 8.

A review of the financial statements and documentation for parking indicates that students were charged $62.49 for parking decals. According to Policy 5307, students may not be charged parking fees exceeding $60 to park on a school campus. The only time fees may be increased is to cover costs associated with property leased for student parking. The total amount of student parking fees collected during FY24 was $21,371.58 at the end of the year the Parking Fees account carryforward balance was $31,283.12.

Account 6277-8000 - Parking Fees funds were used to pay for service, parts and repairs of golf carts both through the District's purchase order process and directly from internal funds. The total amount purchased directly from internal funds was $7,347.74 during FY24. Per ITB FY24-214, the District has a specified spend authority for golf cart purchases and repairs, the funds spent directly from the internal funds account are not tracked and attributed to the contract spending and therefore are not included in spend authority estimates.

Recommendation

The Office of the Chief Auditor recommends that the Principal review SBBC Policy 5307 Student Parking on School Campuses and ensure proper implementation of policies, procedures and guidelines to parking fees. Additionally, it is recommended that expenses related to golf carts purchases, repairs and services are paid and tracked through District purchase orders for adequate spend authority reporting.

MARJORY STONEMAN DOUGLAS HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ 112,237.34	$ 109,023.58	$ 121,700.72	$ 29,595.47	-	$ 95,319.01
Music	22,946.47	97,842.21	112,375.79	22,972.12	$ 12,551.20	27,059.13
Classes	90,169.78	117,138.98	152,797.97	79,140.02	76,367.13	123,055.88
Clubs	470,755.60	1,017,272.42	1,026,610.61	349,940.41	312,233.22	442,386.60
Departments	66,297.99	53,078.89	49,813.11	18,926.99	24,345.95	68,451.17
Trusts	232,854.79	255,534.28	215,848.76	134,995.65	199,689.24	257,862.86
General	49,202.29	1,317.41	46,099.21	10,582.48	20,966.40	104,368.01
TOTALS	$ 1,044,464.26	$ 1,651,207.77	$ 1,725,246.17	$ 646,153.14	$ 646,153.14	$ 1,118,502.66

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Marjory Stoneman Douglas High School
Michelle Kefford, Principal
5901 Pine Island Road
Parkland, FL 33076
Phone: 754.322.2150, Fax: 743-222-2180
Michelle.kefford@browardschools.com
www.browardschools.com/stonemandouglas

The School Board of
Broward County, Florida

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Maura McCarthy Bulman
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Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

DATE: December 5, 2024

TO: Jermaine Fleming, North Region Superintendent

FROM: Michelle Kefford, Principal
Marjory Stoneman Douglas High School

SUBJECT: Response to Audit Report related to Internal Accounts Fiscal Year 2024

The following is a description of the exception and response to the exception related to the audit findings reported in the audit report.

1. **Fundraising – Parking**

Per Redbook Chapter 8, a financial report shall be filed with the Principal's office at the close of each fundraising activity and that parking decals may be restricted by the district as to use, and if so should be accounted for separately in a trust account. SBBC Policy 5307 covers student parking on school campuses and SPB I-402 indicates that the Sponsor of each Class, Club or Department is responsible for providing adequate financial documentation and records which must be retained for audit. As part of the Internal Funds audit, the auditor reviews the Financial Reports and inventory documentation required in SBBC policy, standard practice bulletins and Chapter 8.

A review of the financial statements and documentation for parking indicates that students were charged $62.49 for parking decals. According to Policy 5307, students may not be charged parking fees exceeding $60 to park on a school campus. The only time fees may be increased is to cover costs associated with property leased for student parking. The total amount of student parking fees collected during FY24 was $21,371.58 at the end of the year the Parking Fees account carryforward balance was $31,283.12.

Account 6277-8000 - Parking Fees funds were used to pay for service, parts and repairs of golf carts both through the District's purchase order process and directly from internal funds. The total amount purchased directly from internal funds was $7,347.74 during FY24. Per ITB FY24-214, the District has a specified spend authority for golf cart purchases and repairs, the funds spent directly from the internal funds account are not tracked and attributed to the contract spending and therefore are not included in spend authority estimates.

Response: Policy 5307 was adhered to and followed pursuant to the cost of parking decals for students. The charge was $60, as permitted in policy; however, the e-store, which is the District's contracted vendor for online payments, charges a processing fee of 4% for each transaction. The 4% fee is $2.49 on the $60 parking decal cost, totaling $62.49. It was never communicated to schools that the fee could not be charged to the consumer when purchasing this or any item through the e-store.

It should be noted that on April 11, 2023, in anticipation of the onset of parking decal sales for the 2023-24 school year, an email was sent to the Internal Accounts Support Center specifically asking if parking decals must still be posted at $60 plus the 4% OSP fee. An email response was received on April 25, 2023, stating that there is no set price for parking decals and that any supporting documentation justifying the price decided upon by the school should be included within the project approval. As directed by the Internal Accounts Support Center representative, our project approval detailed the $60 plus the 4% service fee. This is the process that has been followed for many years by many high schools but was not previously identified or cited as an issue by our internal auditors. It should also be noted that the policy was last updated/amended on 7/28/15, almost 10 years ago. Processing fees and procedures with credit card payments have changed since that time but our policies have not. In our case, we asked for clarification and confirmation that we were following the proper protocols prior to the onset of the decal sale and followed the direction given to us, yet we still received an audit exception.

Moving forward, we will cap any charge for parking decals at $60, and incur the 4% fee, as a school.

Pursuant to the concern about golf cart repairs, we have always conducted fundraising for the purpose of paying for repairs of golf carts and needed items to patrol our parking lots for security purposes. These expenses have always been paid out of internal accounts; this is the process that has been followed for many years but was not previously identified or cited as an issue by our internal auditors. Additionally, training on RFPs and spending authority through the budget office, is not provided specifically to bookkeepers. The bookkeeper would not know that a spending authority exists for golf carts, nor that expenditures related to golf cart repairs were required to be tracked through the budget office. Moving forward, we will ensure any purchases related to golf carts or servicing golf carts will be processed through our budget keeper.

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BROWARD
County Public Schools

DR. JERMAINE V. FLEMING, REGIONAL SUPERINTENDENT
NORTH REGIONAL OFFICE

PHONE: 754-321-3600 **FAX:** 754-321-3630 **EMAIL:** jermaine.fleming@browardschools.com

December 20, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Auditor

FROM: Dr. Jermaine V. Fleming, Regional Superintendent
North Regional Office

SUBJECT: AUDIT REPORT ON INTERNAL ACCOUNTS – FISCAL YEAR 2023-24
MARJORY STONEMAN DOUGLAS HIGH SCHOOL

This correspondence comes to acknowledge receipt and review of the audit findings for the fiscal year 2023-24 for Marjory Stoneman Douglas High School. I have carefully read the findings and reviewed the principal's response to the findings.

The North Regional Office will implement the actions below:

- The director that oversees the school will meet with the principal and review the audit findings.
- The director that oversees the school will review internal account processes and documentation.
- Moving forward, the principal will make sure that each parking decal will be capped at $60, which will include the 4% processing service fee incurred for credit card payments.
- All items related to golf carts will be monitored and tracked to keep expenditures within the spending authority within the RFP.

The North Regional Office recognizes the seriousness of this finding. We will work with the school to develop, implement, and continue to monitor sound business practices that should prevent further occurrences of this nature. As always, I may be reached at (754) 321-3600 for additional information.

JF/TL:sr

C: Mr. Todd LaPace, Director, North Regional Office
Mrs. Michelle Kefford, Principal, Marjory Stoneman Douglas High School

Nova High School

2024

NOVA HIGH SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address: 3600 College Avenue, Davie, FL 33314

Region: Central

Regional Supt: Dr. Ted Toomer

Director: Haleh Darbar

Principal: Olayemi Awofadeju

Bookkeeper: Crystal Cuff – Business Support Center (July 2024 – Current)
Kimberly Jackson – Business Support Center (Jan. 2024 – June 2024)
Various – Business Support Center (November 2023 - December 2023)
Larry Faris – Business Support Center (July 2023 – October 2023)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JPMorgan Chase Bank	$ 180,506.50
Investment:	
Treasurer's Pool Account	252,000.00
TOTAL	$ 432,506.50

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Nova High School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

GENERAL FUND REIMBURSEMENTS

Per Redbook Chapter 8 Internal Funds, collections for the district school board are trust funds. The requirements of Broward School's Business Practice Bulletin A-510 Procedures for Reimbursing The General Fund for Schools' Internal Accounts Activities, Schools have the financial responsibility of reimbursing the District for services and payroll paid on behalf of the school.

Examination of the trial balance revealed that collections pertaining to Account 6473-8000 - Cambridge Assessment Testing had a beginning balance of $4,389.14 and an ending balance of $13,224.03. The account revenue is derived from the fees charged to students who were either a no show or needed to re-take their Cambridge Assessment exam. There was approximately $15,264 collected for retakes based on online payments during FY 2024. A review of invoices from Cambridge University Press and Assessment, indicates that the assessment invoices were paid by the school using their District General Fund budget. A review of the school's internal funds accounts did not reflect that payments for the replacement exams were paid from the proceeds collected.

Recommendation

The OCA recommends that Cambridge Assessment Testing account balance of $13,224.03 be remitted to the District for reimbursement to the General Fund for purchase of the assessment exam retakes. Additionally, the OCA recommends that the school Principal review Redbook Chapter 8, and Business Practice Bulletin A-510 and ensure the proper implementation of policies, procedures, and guidelines ensuring that funds received into Internal Funds accounts are reviewed and properly remitted when applicable.

The OCA recommends that the Business Support Center provide the Principal with additional support in implementing formal procedures and controls. The additional support should include comprehensive training for all Bookkeepers/Budget Support Specialists on their responsibilities and requirements.

PURCHASING POLICY

In accordance with Florida Statutes; Section 6A1.012, F.A.C., SBBC Policy 3800 mandates that for purchases of commodities and services between $5,000 and $50,000 not covered by existing School Board contracts, written quotations must be obtained from at least three (3) suppliers. The purpose of the comparative quotes allows transparency, the reasonability of the rate against market pricing, and the ability to demonstrate that the outcomes represent the best value.

During the review of the Financial Reports for Prom, it was noted that one vendor invoice totaled $48,350.00 for entertainment and décor services. As a review, the cost was compared to three other district schools for décor and entertainment services related to prom.

	Event Attendance	Total expenses less venue and food
High School 1	302	$ 17,553.59
High School 2	740	$ 18,324.70
High School 3	352	$ 15,694.74
High School 4	647	$ 12,454.11
Nova High School	402	$ 48,350.00

Due to the large deviation of costs, the competitive quotes were requested in order to ensure proper comparison of services provided. The auditor was informed that the sponsor did not request quotations from the minimum three suppliers.

Recommendation

The OCA recommends that the Principal review SBBC Policy 3800 and ensure compliance with competitive quotation requirements for all future purchases between $5,000 and $50,000. Procedures should be implemented to confirm documentation of at least three (3) written quotations for each purchase, including outreach to certified SBE vendors when applicable.

The OCA recommends that the Business Support Center provide the Principal with additional support in implementing formal procedures and controls. The additional support should include comprehensive training for all staff involved in procuring prom services on their responsibilities and requirements.

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BROWARD
County Public Schools

Ryan A. Smith, Director
Business Support Center

PHONE: 754-321-0668 **FAX:** 754-321-0591 **EMAIL:** ryan.smith@browardschools.com

DATE: December 3, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ryan A. Smith, Director
Business Support Center

Olayemi A. Awofadeju, Principal
Nova High School

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS-FISCAL YEAR 2023-24**

This correspondence acknowledges receipt and prompt review of the findings from the Internal Audit performed for fiscal year (FY) 2024 for Nova High School. The audit revealed two exceptions related to General Fund Reimbursements and Purchasing Policy.

Below are the corrective measures that the Business Support Center (BSC) and school leadership have agreed to and will be implementing to prevent further exceptions related to each area.

General Fund Reimbursements:

- The BSC has identified the proper line of coding to allocate testing funds to the budget and has worked with Treasury to update the remittance transmittal form to include these accounts.
- Communication was sent out on 11/13/2024 to all district Bookkeepers reinforcing the need to remit any collections obtained as a repayment for a district incurred expenditures.
- The testing funds referenced in the audit report will be remitted back to the school budget before 12/06/2024.

The issue of remitting retesting and canceled testing fees has already been identified and addressed. In the prior audit response for Cypress Bay, it was noted that these remittances had not been performed in recent years and had gone undetected by our Internal Auditors. This issue was expected to impact several high schools. With the processes now in place, we are confident this will no longer be a problem, though it may still emerge in future audits of other district high schools.

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS-FISCAL YEAR 2023-24**

PAGE: 2

Purchasing Policy:

- BSC previously sent out a mass communication to all Bookkeepers in the District on 2/1/2024 reminding them that all Internal Funds purchases must abide by District Policy 3320 (now 3800). The communication also specifically referenced purchases from $5,000 to $50,000, that are not available from a contract awarded or approved for use by The School Board, requiring a minimum of three written quotations, unless an exemption to this requirement exists.

- BSC convened a high school bookkeeper meeting on 12/3/2024 to reiterate the need to follow all provisions of Policy 3800, including when making purchases for events such as prom.

The BSC recognizes the seriousness of this audit finding and remains committed to collaborating with our locations to run fiscally sound operations. We are confident that these corrective measures will further improve our operations by helping all locations prevent similar future audit exceptions.

Please contact me directly at 754-321-0668 if I may be of further assistance.

cc: Jennifer Andreu
Dr. Ted Toomer
Haleh Darbar
Ali Arcese
Nakia Gouldbourne
Sheena Newton

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DR. TED D. TOOMER, REGIONAL SUPERINTENDENT
CENTRAL REGIONAL OFFICE

PHONE: 754-321-3000 **FAX:** 754-321-3049 EMAIL: ted.toomer@browardschools.com

December 9, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ted Toomer, Ed.D.
Regional Superintendent

SUBJECT: NOVA HIGH SCHOOL'S INTERNAL AUDIT RESPONSE – FISCAL YEAR 2024

This correspondence comes to acknowledge receipt and review of the audit findings for fiscal year 2024 for Nova High School. I have read the principal's response to the findings as well. In addition to the corrective measures the principal is instituting, the Office of the Central Regional Superintendent will provide the following support and oversight in assisting the school in this area:

- The director will review the Standard Practice Bulletin a-510 with the principal to ensure that procedures are implemented so that collections are deposited on a timely basis per Standard Practice Bulletin.
- The director will include a review of the newly adopted school procedures in the regularly scheduled site visits with the principal and provide appropriate guidance and support for improvement.
- The results of this audit will be appropriately reflected in the principal's annual evaluation.

The Office of the Central Regional Superintendent recognizes the seriousness of these audit findings. We will work with the school to develop, implement, and monitor sound business practices that should prevent further occurrences of this nature. As always, I may be reached at 754-321-3000 for additional information.

c: Haleh Darbar, Director, Teaching & Learning
Olayemi Owofadeju, Principal, Nova High School

South Broward High School

2024

SOUTH BROWARD HIGH SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	1901 North Federal Highway, Hollywood, FL 33020
Region:	South
Regional Supt.:	Alan Strauss
Director:	Teresa Hall
Principals:	Alexander Francois
Bookkeeper:	Adrian Jackson - Business Support Center (April 2024-Present) Alicia Owens-Walden – Business Support Center (July 2023-March 2024)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – Chase Bank	$188,614.94
Investment:	
Treasury Pool	$264,000.00
TOTAL	$ 452,614.94

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of South Broward High for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

FUNDRAISING - PARKING

Per Redbook Chapter 8, a financial report shall be filed with the Principal's office at the close of each fundraising activity and that parking decals may be restricted by the district as to use, and if so should be accounted for separately in a trust account. SBBC Policy 5307 covers student parking on school campuses and SPB I-402 indicates that the Sponsor of each Class, Club or Department is responsible for providing adequate financial documentation and records which must be retained for audit. As part of the Internal Funds audit, the auditor reviews the Financial Reports and inventory documentation required in SBBC policy, standard practice bulletins and Chapter 8.

A review of the financial statements and documentation for parking indicates that students were charged $75.00 for parking decals. According to Policy 5307, students may not be charged parking fees exceeding $60 to park on a school campus. The only time fees may be increased is to cover costs associated with property leased for student parking. The total amount of student parking fees collected during FY24 was $5,915.00. Additionally, no sales tax was calculated on the decal sales to be remitted to the district nor retained in the account.

Recommendation

The Office of the Chief Auditor recommends that the Principal review SBBC Policy 5307 Student Parking on School Campuses and ensure proper implementation of policies, procedures and guidelines to parking fees and the remittance of sales tax.

The OCA recommends that the Business Support Center provide the Principal with additional support in implementing formal procedures and controls. The additional support should include comprehensive training for all staff involved in the collection of student parking fees.

SOUTH BROWARD HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	VOIDED DB	VOIDED CR	ENDING BALANCES
Athletics	$ 59,540.90	$ 70,017.50	$ 69,693.19	$ 14,072.36	$ 11,326.80	$ -	$ -	$ 56,471.03
Music	4,281.04	21,822.29	28,161.27	18,042.56	15,803.05	64.80	122.40	8,438.11
Classes	9,697.65	118,304.39	131,069.75	37,796.40	37,576.15	336.00	336.00	22,242.76
Clubs	234,262.18	267,901.62	243,520.93	84,662.89	72,355.08	3,462.40	4,475.20	198,586.48
Departments	25,488.95	8,697.56	2,982.83	337.56	3,964.72	212.76	401.88	23,590.50
Trusts	95,011.25	92,726.02	96,479.13	97,043.29	107,081.08	3,702.72	6,927.36	112,026.79
General	20,034.92	3,972.90	11,349.07	5,594.04	9,442.22	-	-	- 31,259.27
TOTALS	$ 448,316.89	$ 583,442.28	$ 583,256.17	$ 257,549.10	$ 257,549.10	$ 7,778.68	$ 12,262.84	$ 452,614.94

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BROWARD
County Public Schools

Ryan A. Smith, Director
Business Support Center

PHONE: 754-321-0668 **FAX:** 754-321-0591 **EMAIL:** ryan.smith@browardschools.com

DATE: December 9, 2024

TO: Dave G. Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ryan A. Smith, Director
Business Support Center

Alexander Francois, Principal
South Broward High School

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS-FISCAL YEAR 2023-24**

This correspondence acknowledges receipt and prompt review of the finding from the Internal Audit performed for fiscal year (FY) 2024 for South Broward High School. The audit revealed one exception related to parking fees. In addition to following the recommendation of the OCA, below are some additional actions that the district, collectively, has taken to prevent further exceptions related to each area.

Fundraising- Parking:

- On November 19, 2024, the Regional Superintendent clarified the $60 upper price threshold for parking passes in a message to District High School Principals. Subsequently, on December 2, 2024, the BSC reinforced this communication by reiterating the same information to High School Bookkeepers.

The BSC recognizes the seriousness of this audit finding and remains committed to collaborating with our locations to run fiscally sound operations. We are confident that these corrective measures will further improve our operations by helping all locations prevent similar future audit exceptions.

Please contact me directly at 754-321-0668 if I may be of further assistance.

cc: Jennifer Andreu
Alan Strauss
Teresa Hall
Ali Arcese
Nakia Gouldbourne
Sheena Newton

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County Public Schools

DR. TED D. TOOMER, REGIONAL SUPERINTENDENT
CENTRAL REGIONAL OFFICE

PHONE: 754-321-3000 **FAX:** 754-321-3049 EMAIL: ted.toomer@browardschools.com

December 12, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ted Toomer, Ed.D.
Regional Superintendent

SUBJECT: SOUTH PLANTATION HIGH SCHOOL'S INTERNAL AUDIT RESPONSE – FISCAL YEAR 2024

This correspondence comes to acknowledge receipt and review of the audit findings for fiscal year 2024 for South Plantation High School. I have read the principal's response to the findings as well. In addition to the corrective measures the principal is instituting, the Office of the Central Regional Superintendent will provide the following support and oversight in assisting the school in this area:

- The director will review the Standard Practice Bulletin and SBBC policy 3800 with the principal to ensure that procedures are implemented so that collections are deposited on a timely basis per Standard Practice Bulletin.
- The director will include a review of the newly adopted school procedures in the regularly scheduled site visits with the principal and provide appropriate guidance and support for improvement.
- The results of this audit will be appropriately reflected in the principal's annual evaluation.

The Office of the Central Regional Superintendent recognizes the seriousness of these audit findings. We will work with the school to develop, implement, and monitor sound business practices that should prevent further occurrences of this nature. As always, I may be reached at 754-321-3000 for additional information.

c: Haleh Darbar, Director, Teaching & Learning
Alexandra Ries, Principal, South Plantation High School

South Plantation High School

2024

SOUTH PLANTATION HIGH SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	1300 Paladin Way, Plantation, Florida 33317
Region:	Central
Regional Supt.:	Dr. Ted Toomer
Director:	Haleh Darbar
Principal:	Alexandra Ries (November 2024 – Present) Christine Henschel (September 2013 - November 2024)
Bookkeeper:	Rhonda Tribbey – Business Support Center

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – Wells Fargo Bank	$ 219,108.28
Investment:	
Treasurer's Pool Account	155,000.00
TOTAL	$ 374,108.28

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of South Plantation High School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

BANK RECONCILIATION

Per Redbook Chapter 8 Internal Funds, the Principal or designee shall be notified immediately of any errors in deposits or disubrsements and shall take appropriate corrective actions. Additionally an adequate system of internal controls shall be maintained in order to safeguard the assets of the school internal funds.

Our review of the school's Year-End Trial Balance revealed that Account 8000-000 Fraud Account closed with a negative balance of (-$3,513.60) at the end of the fiscal year 2024. Upon further inquiry by audit it was discovered that the fraud account pertained to Check # 1303 payable to Ft. Lauderdale Country Club dated May 13, 2023. The bookkeeper had notified the SBBC Treasury Department that the check seemed to be cashed against the South Plantation HS account in error and requested a credit. However, the Treasury Department notified the bookkeeper that the check was indeed a South Plantation HS check and that the payee appeared to be altered from what was reported in the Great Plains system. The Treasury Department submitted a fraud claim with the bank, however, on June 18, 2024, the bank indicated that the fraud dispute had been denied due to the funds not being able to be recovered and the lack of having "Positive Pay with Payee Name Verification" enabled on the account. As of the conclusion of the audit, law enforcement, neither internally nor externally, had been notified.

Recommendation

The Office Of the Chief Auditor has recommended that the matter be reported to the respective municipality police department for the loss of funds due to suspected fraudulent activity as per Policy 3410 Internal Funds.

The OCA recommends that Treasury and the Business Support Center ensure that Positive Pay with Payee Name Verification is established for all internal funds bank accounts and that procedures are implemented as to the protocol to report fraudulent bank activites to the appropriate law enforcement. The established protocol should include comprehensive training for all staff involved.

Additionally, it is recommended that the District ensure that Policy 4413 Anti-Fraud Policy is communicated throughout the district so that employees are aware of the steps to undego if they encounter suspected fraud.

PURCHASING POLICY

In accordance with Florida Statutes; Section 6A1.012, F.A.C., SBBC Policy 3800 mandates that for purchases of commodities and services between $5,000 and $50,000 not covered by existing School Board contracts, written quotations must be obtained from at least three (3) suppliers. The purpose of the comparative quotes allows transparency, the reasonability of the rate against market pricing, and the ability to demonstrate that the outcomes represent the best value.

During the review of the Financial Reports for Prom, it was noted that a vendor was paid $29,900.70 for planning and décor services. The invoices did not provide detail for services nor pricing. As a review, the cost was compared to four other district schools for décor and entertainment services related to prom.

	Event Attendance	Total expenses less venue and food
High School 1	302	$ 17,553.59
High School 2	740	$ 18,324.70
High School 3	352	$ 15,694.74
High School 4	647	$ 12,454.11
South Plantation HS	266	$ 29,900.70

Due to the large deviation of costs, the competitive quotes were requested in order to ensure proper comparison of services provided. The auditor was informed that the sponsor did not request quotations from the minimum three suppliers.

Recommendation

The OCA recommends that the Principal review SBBC Policy 3800 and ensure compliance with competitive quotation requirements for all future purchases between $5,000 and $50,000. Procedures should be implemented to confirm documentation of at least three (3) written quotations for each purchase, including outreach to certified SBE vendors when applicable.

The OCA recommends that the Business Support Center provide the Principal with additional support in implementing formal procedures and controls. The additional support should include comprehensive training for all staff involved in procuring prom services on their responsibilities and requirements.

SOUTH PLANTATION HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	VOIDED DB	VOIDED CR	ENDING BALANCES
Athletics	$ 6,490.32	$ 44,185.61	$ 48,784.82	$ 11,486.84	$ 7,269.78	$ -	$ -	$ 6,872.47
Music	4,912.06	21,410.90	23,133.00	8,086.73	4,208.72	86.40	163.20	2,832.95
Classes	20,842.64	149,136.08	161,743.15	9,281.22	6,159.20	-	-	30,327.69
Clubs	166,103.35	275,178.09	297,114.59	86,863.78	75,817.18	964.76	1,752.88	177,781.37
Departments	21,176.37	30,787.31	27,363.58	2,652.46	4,316.10	-	-	19,416.28
Trusts	93,031.19	75,426.88	66,781.40	40,224.51	50,363.73	1,760.40	3,325.20	96,089.73
General	17,501.88	2,608.07	15,433.15	13,192.60	23,653.43	-	-	- 40,787.79
TOTALS	$ 330,057.81	$ 598,732.94	$ 640,353.69	$ 171,788.14	$ 171,788.14	$ 2,811.56	$ 5,241.28	$ 374,108.28

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BROWARD
County Public Schools

Ryan A. Smith, Director
Business Support Center

PHONE: 754-321-0668 **FAX:** 754-321-0591 **EMAIL:** ryan.smith@browardschools.com

DATE: December 16, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ryan A. Smith, Director
Business Support Center

Alexandra Ries, Principal
South Plantation High School

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS-FISCAL YEAR 2023-24**

This correspondence acknowledges receipt and prompt review of the findings from the Internal Audit performed for fiscal year (FY) 2024 for South Plantation High School. The audit revealed two exceptions related to Bank Reconciliation and Purchasing Policy.

Below are the corrective measures that the Business Support Center (BSC) and school leadership have agreed to and will be implementing to prevent further exceptions related to each area.

Bank Reconciliations:

- The BSC has driven multiple meetings with Chase Bank to incorporate Positive Payee Verification for all Internal Funds bank accounts in the district. The implementation delay was due to formatting issues with the MICR printer layout and has been addressed and the rollout should be complete by 01/01/2025.

- The SBBC Treasury Department owns the process for handling bank fraud reporting and is most appropriate to respond to any concerns with the execution or design of the process.

Purchasing Policy:

- BSC previously sent out a mass communication to all Bookkeepers in the District on 2/1/2024 reminding them that all Internal Funds purchases must abide by District Policy 3320 (now 3800). The communication also specifically referenced purchases from $5,000 to $50,000, that

are not available from a contract awarded or approved for use by The School Board, requiring a minimum of three written quotations, unless an exemption to this requirement exists.

- BSC convened a high school bookkeeper meeting on 12/3/2024 to reiterate the need to follow all provisions of Policy 3800, including when making purchases for events such as prom.

The BSC recognizes the seriousness of this audit finding and remains committed to collaborating with our locations to run fiscally sound operations. We are confident that these corrective measures will further improve our operations by helping all locations prevent similar future audit exceptions.

Please contact me directly at 754-321-0668 if I may be of further assistance.

cc: Jennifer Andreu
Dr. Ted Toomer
Haleh Darbar
Ali Arcese
Nakia Gouldbourne
Sheena Newton
Ivan Perrone

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BROWARD
County Public Schools

IVAN PERRONE, TREASURER
TREASURER'S OFFICE

PHONE: 754-321-1980 **FAX:** 754-321-1981 **EMAIL:** ivan.perrone@browardschools.com

DATE: December 17, 2024

TO: Dave Rhodes
Chief Auditor

FROM: Ivan Perrone TC designee
Treasurer

SUBJECT: **SOUTH PLANTATION HIGH SCHOOL AUDIT REPORT FY24**

First, there appears to be a typo in the Audit Exceptions, Bank Reconciliation, Paragraph 2 toward the middle regarding the date of Check #1303. It should be May 13, 2024, not May 13, 2023.

Sequence of events between SPHS and the Treasurer's Office:

- Check #1303 was issued by the bookkeeper on May 13, 2024.
- The bookkeeper issued a stop payment on said check on May 17, 2024. (Later to be discovered that the stop payment was issued on the wrong account by the bookkeeper.)
- Apparently, the check was cashed on May 22, 2024.
- The bookkeeper notified the Treasurer's Office on June 12, 2024 that a check was cashed in error and requested a copy of the cancelled check.
- District schools and offices closed for flooding state of emergency on June 13, 2024.
- Copy of check provided to bookkeeper on June 17, 2024, when it was realized the payee had been changed and could be potential fraud. A fraud claim was filed with the bank on June 17, 2024.
- On June 18, 2024, the bank denied the fraud claim as check #1303 was on the May 13, 2024 issue file.
- While the bank also said there was a lack of "positive Pay with Payee Name Verification" on the account, the fact remains that if the stop payment had been issued on the correct account, check #1303 would not have been able to be cashed by the bank.

Recommendation:
While the OCA recommends the Treasurer's Office ensure that Positive Pay with Payee Name Verification is established for all internal funds bank accounts, please be advised that our office has been assisting the Business Support Center with this very process since April 1, 2024. It was discovered that there were issues with MICR coding/ink on checks issued by the Business Support Center for the schools that contract with them. It was further discovered that there was an issue with the check printer at the Business Support Center, which I understand was replaced. Also, there have been at least five (5) separate rounds of testing with the bank of checks printed on the Business Support Center printer. Various issues were discovered during each round of testing (i.e., formatting of payee name, number of characters in the appropriate printing area, etc.). The last round of check testing was successful.

As of today, December 17, 2024, Payee Name Verification has been added on all school internal funds accounts. The bank has a two-step process: (1) adding the feature, (2) activating the feature.

The feature has been activated on all but 16 schools, which are currently being processed and should be completed soon.

IP/TC:pt

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County Public Schools

DR. TED D. TOOMER, REGIONAL SUPERINTENDENT
CENTRAL REGIONAL OFFICE

PHONE: 754-321-3000 **FAX:** 754-321-3049 EMAIL: ted.toomer@browardschools.com

December 12, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ted Toomer, Ed.D.
Regional Superintendent

SUBJECT: SOUTH PLANTATION HIGH SCHOOL'S INTERNAL AUDIT RESPONSE – FISCAL YEAR 2024

This correspondence comes to acknowledge receipt and review of the audit findings for fiscal year 2024 for South Plantation High School. I have read the principal's response to the findings as well. In addition to the corrective measures the principal is instituting, the Office of the Central Regional Superintendent will provide the following support and oversight in assisting the school in this area:

- The director will review the Standard Practice Bulletin and SBBC policy 3800 with the principal to ensure that procedures are implemented so that collections are deposited on a timely basis per Standard Practice Bulletin.
- The director will include a review of the newly adopted school procedures in the regularly scheduled site visits with the principal and provide appropriate guidance and support for improvement.
- The results of this audit will be appropriately reflected in the principal's annual evaluation.

The Office of the Central Regional Superintendent recognizes the seriousness of these audit findings. We will work with the school to develop, implement, and monitor sound business practices that should prevent further occurrences of this nature. As always, I may be reached at 754-321-3000 for additional information.

c: Haleh Darbar, Director, Teaching & Learning
Alexandra Ries, Principal, South Plantation High School

Stranahan High School

2024

STRANAHAN HIGH SCHOOL
AUDIT REPORT
FOR THE 2023-2024 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	1800 SW 5th Place, Ft. Lauderdale, FL 33312
Region:	Central
Regional Supt.:	Dr. Angela Fulton
Director:	Haleh Darbar
Principals	Robert Goodwin (Task-Assigned) (October 2024 – Present) Michelle G. Padura (July 2016 – October 2024)
Bookkeeper:	Migna Santiago-Business Support Center

CASH AND INVESTMENT SUMMARY

	6/30/2023
Cash Account:	
Checking Account – Chase	$ 81,128.17
Investment:	
Treasurer's Pool Account	66,000.00
TOTAL	$ 147,128.17

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Stranahan High School for the 2023-2024 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-2024 fiscal year on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies, and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

RECEIPTING DOCUMENTATION – REPEAT FINDING

During the Internal Funds audit, the auditor is tasked with completing an inventory of all receipting documents. Per Financial & Program Cost Accounting & Reporting for Florida Schools (Redbook), Chapter 8, Internal Funds, 1.4 Cash Collections, and Deposits, "all money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, prenumbered tickets, reports of tickets issued and sold, or other auditable records...All checks, receipt forms and tickets shall be pre-numbered, and perpetual inventories of each shall be maintained."

During the auditor's inventory of receipting documentation, it was noted that BC-40P #2296 was not presented for audit. The BC-40P log indicates that the book was issued on March 13, 2024 however there is no return date noted, there is indication that there were funds deposited associated with the receipts in the missing book on March 15, 2024 and March 20, 2024. Subsequent to the completion of the audit, the book was found and $393.00 pertaining to receipts dated in March 2024 were receipted and deposited on December 18, 2024.

Recommendation

The Office of the Chief Auditor recommends that the school principal review the Redbook Chapter 8 and Standard Practice Bulletin I-302 develop proper controls over receipting instruments. In addition, the principal should consult with the Business Support Center to ensure the controls are adequately implemented.

The OCA also recommends that comprehensive training be provided to Sponsors and Budget Support Specialists/Bookkeepers relating to the requirements and controls related to receipting documentation and cash collections.

PURCHASE CARDS

Purchase card expenditures are reviewed to determine whether the Purchase Card Manual guidelines are followed in respect to proper controls, usage and authorizations.

During the review of disbursements, it was noted that check #'s 1072 and 1180 were intended to pay for the expenditures on the May 2024 statement in the amount of $2,781.48, however both checks were voided and a payment had not been submitted to the Business Support Center as of October 18, 2024. The purchases included food items from Gordon Food Service Store and Walmart in the amount of $1,279.62 as well as labels with a cost of approximately $1,400.00.

Recommendation

The Office of the Chief Auditor recommends that the school principal review the Purchase Card Manual and develop proper controls over purchase card statement purchases and payments. In

addition, the Business Support Center to ensure the controls are adequately implemented for the review of the consolidated statements and confirmation of corresponding payments.

The OCA also recommends that comprehensive training be provided to Sponsors and Budget Support Specialists/Bookkeepers relating to the requirements and controls related to the Purchase Card Manual requirements.

STRANAHAN HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023-2024

FUND	BEGINNING BALANCES	CREDIT (FUND +)	DEBIT (FUND -)	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCES
Athletics	$ 15,886.19	$ 12,089.48	$ 23,385.00	$ -	$ -	$ 4,590.67
Music	9,141.36	14,702.97	14,382.50	134.40	19.20	9,577.03
Classes	1,199.08	65,571.50	52,539.68	26,999.60	27,643.88	13,586.62
Clubs	56,424.53	100,331.79	101,775.90	34,078.94	46,108.50	42,950.86
Departments	19,104.55	8,176.00	8,445.18	11,880.65	8,141.76	22,574.26
Trusts	37,734.67	29,414.01	29,769.92	18,029.27	26,113.74	29,294.29
General	3,885.84	5,317.90	1,553.52	22,108.25	5,204.03	24,554.44
TOTALS	$ 143,376.22	$ 235,603.65	$ 231,851.70	$ 113,231.11	$ 113,231.11	$ 147,128.17

Established 1915
BROWARD
County Public Schools

Ryan A. Smith, Director
Business Support Center

PHONE: 754-321-0668 **FAX:** 754-321-0591 **EMAIL:** ryan.smith@browardschools.com

DATE: November 19, 2024

TO: Dave G. Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ryan A. Smith, Director
Business Support Center

Robert Goodwin, Task-Assigned Principal
Stranahan High School

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS: FISCAL YEAR 2023-24**

This correspondence acknowledges receipt and prompt review of the findings from the Internal Audit performed for the 2023-24 fiscal year for Stranahan High School. The audit revealed two exceptions, related to Receipting Documentation and Purchase Cards.

In addition to following the recommendations provided by the Auditor in the Audit Report, below are additional corrective measures that the Business Support Center (BSC), collaborating directly with the task-assigned principal, Robert Goodwin, have agreed to, and have implemented to prevent further exceptions related to these areas.

Receipting Documentation:

- BSC has Implemented onsite quality control reviews, conducted by Internal Funds Supervisors and support team, to verify compliance with established District Standard Practice Bulletins. These quality control reviews rolled out on August 1st, 2024, and include verification of all receipting inventory for the location. This location has been scheduled for review prior to January 15th, 2025.

- Task-Assigned Principal and BSC Bookkeeper have agreed to review receipting inventory during their scheduled monthly meetings to ensure all receipting inventory is accounted for. Process is recommended to continue upon permanent Principal appointment

Purchase Cards:

- On 10/24/2024, a check was issued to the BSC and subsequently processed and deposited into the appropriate account to address the expenses incurred.

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS: FISCAL YEAR 2023-24**

PAGE: 2

The Business Support Center recognizes the seriousness of these audit findings and is committed to collaborating with our locations to run fiscally sound operations. We believe that these corrective measures will help our locations prevent future audit exceptions. Please contact me directly at 754-321-0668 if I may be of further assistance.

cc: Ted Toomer
Haleh Darbar
Jennifer Andreu
Sheena Newton
Ali Arcese
Nakia Gouldbourne

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BROWARD
County Public Schools

DR. TED D. TOOMER, REGIONAL SUPERINTENDENT
CENTRAL REGIONAL OFFICE

PHONE: 754-321-3000 **FAX:** 754-321-3049 EMAIL: ted.toomer@browardschools.com

January 7, 2025

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ted Toomer, Ed.D.
Central Regional Superintendent

SUBJECT: STRANAHAN HIGH SCHOOL'S INTERNAL AUDIT RESPONSE – FISCAL YEAR 2023-2024

This correspondence comes to acknowledge receipt and review of the audit findings for fiscal year 2023-2024 for Stranahan High School. I have read the principal's response to the findings as well. In addition to the corrective measures the principal is instituting, the Office of the Central Regional Superintendent will provide the following support and oversight in assisting the school in this area:

- The director will review the Standard Practice Bulletin I-302 with the principal to ensure that procedures are implemented so that collections are deposited on a timely basis per Standard Practice Bulletin.
- The director will include a review of the newly adopted school procedures in the regularly scheduled site visits with the principal and provide appropriate guidance and support for improvement.
- The results of this audit will be appropriately reflected in the principal's annual evaluation.

The Office of the Central Regional Superintendent recognizes the seriousness of these audit findings. We will work with the school to develop, implement, and monitor sound business practices that should prevent further occurrences of this nature. As always, I may be reached at 754-321-3000 for additional information.

TT:smr

c: Haleh Darbar, Director, Teaching & Learning
Ms. Nichola Stephenson-Gayle, Principal, Stranahan High School

Western High School

2024

WESTERN HIGH SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	1200 SW 136th Avenue, Davie, Florida 33325
Region:	Central
Regional Supt.:	Dr. Ted Toomer
Director:	Haleh Darbar
Principals:	Michelle Padura (November 2024 – Current) Jimmy Arrojo (July 2023 – October 2024)
Bookkeeper:	Lisa Mitrani – Business Support Center

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase Bank	$ 243,075.51
Investment:	
Treasurer's Pool Account	435,000.00
TOTAL	$ 678,075.51

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Western High School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

DISBURSEMENTS

Per Redbook Chapter 8, approved pre-numbered checks shall be used to disburse and account for funds and the Principal is responsible for all financial transactions and proper check signatures. Per SPB I-305 disbursements from internal accounts must be authorized in writing by the Principal and be accompanied by original invoices or paid receipts. As a part of the Internal Funds audit, the auditor reviews disbursements to ensure that all required information and approvals are completed for disbursements.

A review of disbursements from the school to the Business Support Center revealed that the school pre-paid for purchase card expenditures. It was explained that the prepayments were required to ensure schools did not over spend on purchase cards for amounts which exceed the club or class account's available funds. An analysis of the prepayments and purchase card statements indicated that the school overpaid the Business Support Center approximately $8,501.51 at the close of FY2024. At the time of the audit review there had not been procedures put in place by the Business Support Center to reimburse the school for the excess funding.

The check authorizations were accompanied by a "P-Card Re-Load Request" form, however per SPB I-305 all disbursements must be accompanied by an original invoice or receipt. Additionally, the unused prepayments are not reflected in the schools ending balance on the financial statements.

Recommendation

The Office of the Chief Auditor recommends that the school Principal review the tracking for the purchase card pre-payments and spending and request reimbursements for any excess payment. In addition, the principal should consult with the Business Support Center to ensure the controls are adequately implemented.

The OCA also recommends that the Business Support Center develop and document proper procedures before the implementation of changes to disbursements and purchase card protocols. It is further recommended that excess pre-payments be analyzed and returned to schools prior to the close of the fiscal year for proper reflection on their financial reports.

FUNDRAISING - PARKING

Per Redbook Chapter 8, a financial report shall be filed with the Principal's office at the close of each fundraising activity and that parking decals may be restricted by the district as to use, and if so should be accounted for separately in a trust account. Additionally, funds collected shall be expended to benefit those students in school unless the funds are being collected for a specific documented purpose. SPB I-402 indicates that the Sponsor of each Class, Club or Department is responsible for providing adequate financial documentation and records which must be retained for audit. As part of the Internal Funds audit, the auditor reviews the Financial Reports and inventory documentation required in SBBC policy, standard practice bulletins and Chapter 8.

The total amount of student parking fees collected during FY24 was approximately $25,440.00, at the end of the year the Parking Fees account carryforward balance was $20,187.18.

Expenditures from the account revealed that the funds were used to purchase 249 shirts for staff in the amount of $6,449.00. In addition, funds were used to pay for maintenance and repairs of golf carts. The total amount paid directly from internal funds was $2,008.15 during FY24. Per ITB FY24-214, the District has a specified spend authority for golf cart purchases, maintenance and repairs, the funds spent directly from the internal funds account are not tracked and attributed to the contract spending and therefore are not included in spend authority estimates.

Recommendation

The Office of the Chief Auditor recommends that the Principal review Redbook Chapter 8 and ensure the fundraising proceeds are for a specified objective and are expended to benefit the students in school from which the funds were collected, expenditures for staff should be spent from the school's Faculty/Staff Appreciation accounts. Additionally, it is recommended that expenses related to golf carts purchases, repairs and services are paid and tracked through District purchase orders for adequate spend authority reporting.

GENERAL FUND REIMBURSEMENTS – Repeat Finding

Per Redbook Chapter 8 Internal Funds, collections for the district school board are trust funds. The requirements of Broward School's Business Practice Bulletin A-510 Procedures for Reimbursing The General Fund for Schools' Internal Accounts Activities, Schools have the financial responsibility of reimbursing the District for services and payroll paid on behalf of the school.

In the Western High School FY23 Internal Funds Audit Report,t an exception was noted for the non-remittance of the reimbursement for Grad Bash buses paid out of the operating budget of approximately $21,401.11 during the FY22 school year. Per the responses, the Area Superintendent also recommended that the funds be remitted back to the District. As of the completion of the audit the funds have not been remitted and there was no response as to whether there was an intention to remit the funds.

Recommendation

The OCA recommends that the funds be remitted. If it is not the intention for the school to remit the funds and management agrees then please advise accordingly so that the recommendation follow-up can be noted.

WESTERN HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	CREDIT (FUND +)	DEBIT (FUND -)	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCES
Athletics	$ 45,504.24	$ 88,192.93	$ 64,023.51	$ 15,115.70	$ 26,481.69	$ 58,307.67
Music	2,583.49	27,772.80	21,022.80	-	4,476.75	4,856.74
Classes	36,266.52	200,766.45	200,904.26	23,424.22	57,421.61	2,131.32
Clubs	286,635.95	334,767.95	331,890.77	162,159.11	151,795.76	299,876.48
Departments	15,305.65	38,177.35	38,018.86	9,265.87	7,707.37	17,022.64
Trusts	222,165.00	236,513.90	239,772.62	208,169.07	220,121.09	206,954.26
General	39,239.69	18,191.80	18,375.39	58,325.55	8,455.25	88,926.40
TOTALS	$ 647,700.54	$ 944,383.18	$ 914,008.21	$ 476,459.52	$ 476,459.52	$ 678,075.51

Established 1915
BROWARD
County Public Schools

Ryan A. Smith, Director
Business Support Center

PHONE: 754-321-0668 **FAX:** 754-321-0591 **EMAIL:** ryan.smith@browardschools.com

DATE: January 14, 2025

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ryan A. Smith, Director
Business Support Center

Michelle Padura, Principal
Western High School

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS-FISCAL YEAR 2023-24**

This correspondence acknowledges receipt and prompt review of the findings from the Internal Audit performed for fiscal year (FY) 2024 for Western High School. The audit revealed exceptions related to Disbursements, Fundraising and General Fund Reimbursements.

In accordance with the recommendations made by the Office of the Chief Auditor, below are the corrective measures that the Business Support Center (BSC) and school leadership have either implemented, or will be implementing, to address the deficiencies.

Disbursements:

- Standard Practice I-305 will be updated by 3/01/2025 to include P-Card pre-payment handling, aligning with the current departmental process and the district's practice of encumbering funds for P-Card activities in advance.

- BSC will work with P-Card locations to ensure they only load necessary funds onto the P-Card to minimize carryover balances at year end.

Fundraising:

- On 1/13/2025, the Director of the BSC and the Principal reviewed the process for purchasing bid items using Internal Funds and the proper mechanisms, as well as the requirements for using fundraising dollars.

SUBJECT: **RESPONSE- AUDIT REPORT ON INTERNAL ACCOUNTS-FISCAL YEAR 2023-24**

PAGE: 2

General Fund Reimbursements:

- The school will remit the full $21,401.11 back to the district to cover the expenses covered through the district budget.
- To minimize the impact on the current senior class's end-of-year activities, the funds will be repaid to the district in three equal installments: one in FY 2024-25, one in FY 2025-26, and the remainder in FY 2026-27.

It is important to note that last year's Audit Report received conflicting responses from various stakeholders. The former principal rejected the OCA's recommendation, and no actions were taken under their leadership to return the funds in question to the district.

After reviewing the previous report and recommendations, the current principal and the BSC agree that these funds should be returned to the district. The location was not under BSC management during the period when the audit exception occurred.

The BSC recognizes the seriousness of this audit finding and remains committed to collaborating with our locations to run fiscally sound operations. We are confident that these corrective measures will further improve our operations by helping all locations prevent similar future audit exceptions.

Please contact me directly at 754-321-0668 if I may be of further assistance.

cc: Jennifer Andreu
Dr. Ted Toomer
Haleh Darbar
Ali Arcese
Nakia Gouldbourne
Sheena Newton

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Section II:

Audit Reports with No Exceptions

COUNTRY HILLS ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	10550 Westview Drive, Coral Springs, Florida 33076
Region:	North
Regional Supt.:	Dr. Jermaine Fleming
Director:	Merideth Weiss-Schnur
Principal:	Nicole Ortega
Bookkeepers:	Erica Bryant- Business Support Center (July 2023 – Present) Lysa Robb-Business Support Center (January 2023-June 2023)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase	$148,373.25
TOTAL	$148,373.25

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Country Hills Elementary School for the 2023-2024 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-2024 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

COUNTRY HILLS ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023-2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ -	$ -	$ -	$ -	$ -	$ -
Music	-	-	-	-	-	-
Classes	3,921.65	79,635.49	82,261.81	8,658.06	5,290.82	3,180.73
Clubs	1,840.41	2,033.46	2,567.71	876.00	1,005.18	2,503.84
Departments	12,868.32	-	49.63	46.92	638.49	13,509.52
Trusts	24,575.17	462,267.31	526,273.43	45,945.35	54,787.10	97,423.04
General	26,893.59	1,619.33	12,677.12	18,578.19	12,382.93	31,756.12
TOTALS	$ 70,099.14	$ 545,555.59	$ 623,829.70	$ 74,104.52	$ 74,104.52	$ 148,373.25

DILLARD 6-12
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	2501 NW 11th Street, Fort Lauderdale, FL 33311
Region:	Central
Regional Supt.:	Dr. Ted Toomer
Director:	Haleh Darbar
Principal:	Alfred Broomfield
Bookkeepers:	Denise Goldberg – July 2024- Present Anitra Roland – Business Support Center (August 2022 – June 2024)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – Bank of America	$ 212,581.31
Investment:	
Savings Account	82,990.35
TOTAL	$ 295,571.66

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Dillard 6-12 for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

DILLARD 6-12

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ 80,778.76	$ 47,174.39	$ 65,158.08	$ 48,268.93	$ 10,325.65	$ 60,819.17
Music	5,327.33	117,716.65	121,719.82	11,534.27	4,059.26	1,855.49
Classes	14,364.71	161,031.96	164,636.77	27,380.37	18,300.00	8,889.15
Clubs	134,440.08	155,905.52	169,967.31	55,461.05	47,279.82	140,320.64
Departments	20,162.88	10,962.11	23,740.85	11,271.98	5,009.07	26,678.71
Trusts	46,319.67	175,096.88	105,698.79	27,485.17	99,915.31	49,351.72
General	7,002.89	766.52	4,907.75	4,448.72	961.38	7,656.78
TOTALS	$ 308,396.32	$ 668,654.03	$ 655,829.37	$ 185,850.49	$ 185,850.49	$ 295,571.66

DISCOVERY ELEMENTARY SCHOOL
AUDIT REPORT
FOR 2023-2024 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	8800 NW 54th Court, Sunrise, Florida 33351
Region:	Central
Regional Supt.:	Dr. Ted Toomer
Director:	Dr. Leo Nesmith
Principal:	Julie De Greeff
Bookkeeper:	Chequita Butler– Business Support Center

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase Bank	$ 101,432.69
TOTAL	$ 101,432.69

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Discovery Elementary School for the 2023-2024 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-2024 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

NONE

DISCOVERY ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023- 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics						$ -
Music						-
Classes	6,779.82	31,826.56	47,539.16	27,342.35	21,311.88	16,461.95
Clubs	2,818.74	2,776.94	1,524.00	-	-	1,565.80
Departments	14,096.71	-	-	-	590.30	14,687.01
Trusts	57,509.33	310,346.35	300,611.69	27,355.50	26,682.65	47,101.82
General	24,194.69	11,234.38	2,542.78	4,069.46	10,182.48	21,616.11
TOTALS	$ 105,399.29	$ 356,184.23	$ 352,217.63	$ 58,767.31	$ 58,767.31	$ 101,432.69

DRIFTWOOD ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address: 2700 NW 69th Ave, Hollywood, Florida 33024

Region: South

Regional Supt: Alan Strauss

Director: Katherine Policastro

Principal: Ann Marie Stramanak

Bookkeeper: Elisa Taveras – Business Support Canter

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase Bank	$46,366.61
TOTAL	$ 46,366.61

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Driftwood Elementary School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District Administration.

AUDIT EXCEPTIONS

None

DRIFTWOOD ELEMENTARY

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Classes	$ 794.91	$ 4,407.92	$ 5,370.00	$ 1,658.24	$ 233.58	$ 332.33
Clubs	$ 2,408.47	$ 1,010.55	$ 930.00	$ -	$ 716.81	$ 3,044.73
Departments	$ 4,855.36	$ -	$ -	$ -	$ 427.75	$ 5,283.11
Trusts	$ 7,408.56	$ 6,156.71	$ 4,430.37	$ 2,340.44	$ 8,172.98	$ 11,514.76
General	$ 30,542.13	$ 678.49	$ 1,880.48	$ 6,231.32	$ 678.88	$ 26,191.68
TOTALS	$ 46,009.43	$ 12,253.67	$ 12,610.85	$ 10,230.00	$ 10,230.00	$ 46,366.61

GULFSTREAM ACADEMY OF HALLANDALE BEACH K-8
AUDIT REPORT
FOR 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	1000 SW 3rd Street, Hallandale Beach, FL 33009
Region:	South
Regional Supt.:	Alan Strauss
Director:	Thomas Correll
Principal(s):	Lynne U. Bonny (February 2024 – Current) John Tienjaroonkui (October 2023 – January 2024) Carlton Campbell (July 2022-October 2023)
Bookkeepers:	Candice W. Escarment – Business Support Center (July 2024 -Current) Cynthia Ruffin – Business Support Center (December 2023- June 2024) Cornet Brown – Business Support Center (July 2022- December 2023)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase Bank	$68,504.39
Investment:	
Treasurer's Pool Account	$70,000.00
TOTAL	$138,504.39

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Gulfstream Academy of Hallandale Beach K-8 School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

GULFSTREAM ACADEMY OF HALLANDALE BEACH K-8

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023-2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ 8,274.43	$ 1,809.89	$ 1,307.00	$ -	$ -	$ 7,771.54
Music	1,117.68	418.00	1,651.00	1,498.40	1,498.40	2,389.08
Classes	9,626.16	3,944.16	18,458.00	22,643.98	8,794.90	10,290.92
Clubs	12,021.48	18,963.99	20,270.29	7,179.79	7,336.83	13,484.82
Departments	10,179.75	6,703.79	6,839.61	692.23	2,563.81	12,187.15
Trusts	45,951.59	73,661.54	61,481.79	14,946.67	31,369.00	50,194.17
General	44,920.92	6,452.60	8,320.26	8,663.93	4,062.06	42,186.71
TOTALS	$ 132,092.01	$ 111,953.97	$ 118,327.95	$ 55,625.00	$ 55,625.00	$ 138,504.39

HOLLYWOOD CENTRAL ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	1700 Monroe Street, Hollywood, FL 33020
Region:	South
Regional Supt.:	Alan Strauss
Director:	Dr. Katherine Policastro
Principal:	Christine Centrone (July 2024 – Current) Delicia Decembert (July 2023 – June 2024)
Bookkeeper:	Lisana Seudath – Business Support Center (July 2024 – Current) Cynthia Ruffin – Business Support Center (July 2023 – June 2024)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase Bank	$ 41,374.76
Investment:	
Treasury Pool	$30,000.00
TOTAL	$71,374.76

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Hollywood Central Elementary School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

HOLLYWOOD CENTRAL ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023- 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ -	$ -	$ -	$ -	$ -	$ -
Music	-					-
Classes	466.57	35.96	899.00	2,447.24	2,126.64	1,009.01
Clubs	2,177.98	2,121.61	1,739.20	192.00	459.00	2,062.57
Departments	3,528.18	2,233.08	-	198.67	1,385.70	2,482.13
Trusts	17,308.70	6,296.87	13,155.11	7,481.92	9,330.18	26,015.20
General	40,907.19	412.56	2,292.91	3,650.00	668.31	39,805.85
TOTALS	$ 64,388.62	$ 11,100.08	$ 18,086.22	$ 13,969.83	$ 13,969.83	$ 71,374.76

INDIAN RIDGE MIDDLE SCHOOL
AUDIT REPORT
FOR 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	1355 Nob Hill Road, Davie, Florida 33324
Region:	Central
Regional Supt.:	Dr. Ted Toomer
Director:	Mrs. Haleh Darbar
Principal:	Ian Murray
Bookkeeper:	Alyse Gillard

CASH AND INVESTMENT SUMMARY

		6/30/24
Cash Account:		
Checking Account –JP Morgan Chase Bank	$	126,301.50
Investment:		
Treasurer's Pool Account		50,000.00
TOTAL	$	176,301.50

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Indian Ridge Middle School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

INDIAN RIDGE MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023- 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ 8,898.23	$ 14,313.81	$ 15,200.00	$ 3,168.00	$ 19.20	$ 6,635.62
Music	2,725.18	15,518.77	16,439.20	231.11	136.90	3,551.40
Classes	7,789.72	183,196.23	185,136.08	6,245.07	6,112.61	9,597.11
Clubs	76,862.18	60,766.18	71,209.60	37,781.80	31,609.22	81,133.02
Departments	19,800.55	2,722.21	5,396.71	86.68	781.02	23,169.39
Trusts	24,335.22	206,862.80	206,747.33	23,792.80	30,893.47	31,320.42
General	19,889.60	7,957.87	7,209.77	4,633.44	6,386.48	20,894.54
TOTALS	$ 160,300.68	$ 491,337.87	$ 507,338.69	$ 75,938.90	$ 75,938.90	$ 176,301.50

MAPLEWOOD ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	9850 Ramblewood Drive, Coral Springs, Florida 33071
Region:	North
Regional Supt.:	Dr. Jermaine Fleming
Director:	Merideth Weiss Schnur
Principal:	Camille Orr (July 2024- Current) Leena Itty (July 2023-June 2024)
Bookkeeper:	Maneshia Mack -Business Support Center (Sept 2024 - Current) Various -Business Support Center (June 2024 - August 2024) Lysa Robb – Business Support Center (July 2023 - June 2024)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase	$ 111,606.06
TOTAL	$ 111,606.06

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Maplewood Elementary School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

MAPLEWOOD ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023- 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ -					$ -
Music	1,039.88	9.52	238.00	1,248.20		20.16
Classes	9,909.92	36,128.77	41,581.32	17,954.55	15,416.86	12,824.78
Clubs	760.09	453.32	-	486.90	578.82	398.69
Departments	26,916.35	5,946.95	9,912.91	-	924.36	31,806.67
Trusts	12,702.73	286,561.41	279,790.08	29,793.20	33,222.04	9,360.24
General	54,177.65	3,526.99	7,204.09	1,150.00	490.77	57,195.52
TOTALS	$ 105,506.62	$ 332,626.96	$ 338,726.40	$ 50,632.85	$ 50,632.85	$ 111,606.06

NEW RIVER MIDDLE SCHOOL
AUDIT REPORT
FOR 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	3100 Riverland Road, Fort Lauderdale, Florida 33312
Region:	Central
Regional Supt.:	Dr. Ted Toomer
Director:	Dr. Leo Nesmith
Principal:	Lezondra Harris
Bookkeeper:	Earnestine M. Bennet-Wright (August 2024 – Present) Sylvia Allen (January 2023 –July 2024)

CASH AND INVESTMENT SUMMARY

	6/30/2024
Cash Account:	
Checking Account –JP Morgan Chase Bank	$ 69,102.31
Investment:	
Treasurer's Pool	10,000.00
TOTAL	$ 79,102.31

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of New River Middle School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

NEW RIVER MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023- 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ 2,924.35	$ 816.60	$ 5,981.80	$ -	$ -	$ 8,089.55
Music	1,702.80	10,391.68	10,966.00			2,277.12
Classes	2,943.59	143,913.92	146,939.52	21,096.26	19,302.40	4,175.33
Clubs	12,802.70	6,625.91	7,302.00	5,784.15	331.26	8,025.90
Departments	3,064.72	-	-	85.00	-	2,979.72
Trusts	38,801.46	6,774.35	9,247.17	4,844.10	2,359.24	38,789.42
General	3,732.95	338.79	1,554.50	-	9,816.61	14,765.27
TOTALS	$ 65,972.57	$ 168,861.25	$ 181,990.99	$ 31,809.51	$ 31,809.51	$ 79,102.31

NORTHEAST HIGH SCHOOL
AUDIT REPORT
FOR THE 2023-2024 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	700 NE 56th Street, Oakland Park, FL 33334
Region:	North
Regional Supt.:	Dr. Jermaine Fleming
Director:	Todd LaPace
Principal:	Anthony Valachovic
Bookkeeper:	Muhammad Uppal-Business Support Center

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase	$ 112,486.16
Investment:	
Treasurer's Pool Account	$ 85,000.00
TOTAL	$ 197,486.16

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Northeast High School for the 2023-2024 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-2024 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

NORTHEAST HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023-2024

FUND	BEGINNING BALANCES	CREDIT (FUND +)	DEBIT (FUND -)	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCES
Athletics	$ 18,569.74	$ 33,290.73	$ 33,319.31	$ 1,823.28	$ 6,486.00	$ 13,878.44
Music	7,376.86	11,080.40	9,465.70	295.87	2,831.30	6,456.13
Classes	10,409.00	56,718.77	58,590.53	19,112.44	14,159.40	13,490.28
Clubs	51,278.50	64,649.66	41,949.13	25,724.54	35,254.25	64,449.32
Departments	10,630.20	1,908.02	2,596.31	141.19	909.18	9,173.92
Trusts	51,375.05	49,807.23	45,116.29	37,565.56	33,567.30	60,064.25
General	18,864.62	4,002.29	1,437.64	10,367.05	1,822.50	29,973.82
TOTALS	$ 168,503.97	$ 221,457.10	$ 192,474.91	$ 95,029.93	$ 95,029.93	$ 197,486.16

PALM COVE ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	11601 Washington Street, Pembroke Pines, Florida 33025
Region:	South
Regional Supt.:	Alan Strauss
Director:	Davida Johnson
Principal:	Vonda Oliver
Bookkeeper:	Cornet Brown – Business Support Center

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase Bank	$ 5,690.33
Investment:	
Treasurer's Pool Account	50,000.00
TOTAL	$ 55,690.33

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statements of Palm Cove Elementary School for the 2023-2024 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statements of the school present fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

PALM COVE ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023- 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ -	$ -	$ -	$ -	$ -	$ -
Music						-
Classes	1,400.14	18,107.73	22,124.24	6,407.52	2,243.56	1,252.69
Clubs	7,318.27	4,737.50	3,844.70	1,192.77	1,421.51	6,654.21
Departments	5,845.68	4,331.98	4,331.98	5.59	715.45	6,555.54
Trusts	14,543.83	21,691.25	19,714.15	2,307.03	10,089.35	20,349.05
General	25,071.97	6,599.67	6,963.50	7,593.62	3,036.66	20,878.84
TOTALS	$ 54,179.89	$ 55,468.13	$ 56,978.57	$ 17,506.53	$ 17,506.53	$ 55,690.33

PARK LAKES ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address: 3925 North State Road 7, Lauderdale Lakes Florida 33319

Region: Central

Regional Supt: Dr. Ted Toomer

Director: Joseph Balchunas

Principal: Rhonda Parris

Bookkeeper: Cynthia Ruffin – Business Support Center (July 2024 – Present)
Barbara Leonis – Business Support Center (December 2023 – June 2024)
Cynthia Ruffin – Business Support Center (October 2019 – December 2023)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – Chase Bank, N. A	$ 36,535.33
TOTAL	$ 36,535.33

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Park Lakes Elementary School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the district administration.

AUDIT EXCEPTIONS

None

PARK LAKES ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics		$ -	$ -	$ -	$ -	$ -
Music	-					-
Classes	8,342.84	24,317.76	24,823.44	3,188.30	3,474.97	9,135.19
Clubs	5,713.29	7,038.73	7,287.77	2,004.74	1,934.46	5,892.05
Departments	5,384.19	-	39.69	-	497.00	5,920.88
Trusts	6,434.32	7,721.52	6,393.24	5,064.29	2,454.28	2,496.03
General	4,557.43	8,258.96	13,910.17	6,545.94	9,428.48	13,091.18
TOTALS	$ 30,432.07	$ 47,336.97	$ 52,454.31	$ 16,803.27	$ 17,789.19	$ 36,535.33

PETERS ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address: 2700 NW 69th Ave, Hollywood, Florida 33024

Region: South

Regional Supt: Alan Strauss

Director: Joesph Balchunas

Principal: Dr. Eric Miller

Bookkeeper: Donna Petrone – Business Support Canter

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase Bank	$29.790.78
Treasurer's Pool Account	$10,000.00
TOTAL	$ 39,790.78

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Peters Elementary School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District Administration.

AUDIT EXCEPTIONS

None

PETERS ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ -	$ -	$ -	$ -	$ -	$ -
Music	-					-
Classes	$ 1,230.85	$ 14,601.43	$ 17,723.00	$ 4,075.88	$ 1,169.65	$ 1,446.19
Clubs	$ 438.48	$ 694.47	$ 1,486.00	$ 337.92	$ 634.15	$ 1,526.24
Departments	$ 3,805.60	$ -	$ -	$ -	$ 154.81	$ 3,960.41
Trusts	$ 20,653.24	$ 43,746.95	$ 26,592.29	$ 16,539.66	$ 23,432.40	$ 10,391.32
General	$ 23,284.91	$ 877.74	$ 4,497.00	$ 6,440.00	$ 2,002.45	$ 22,466.62
TOTALS	$ 49,413.08	$ 59,920.59	$ 50,298.29	$ 27,393.46	$ 27,393.46	$ 39,790.78

PIONEER MIDDLE SCHOOL
AUDIT REPORT
FOR THE 2023-2024 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	5350 SW 90TH Avenue, Cooper City, FL 33328
Region:	South
Regional Supt.:	Alan Strauss
Director:	Thomas Correll
Principal:	Robert Pappas
Bookkeeper:	Veronica Garasa (July 2023 – Present)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – Wells Fargo Bank	$ 72,873.68
Investment:	
Treasury Pool	$ 45,000.00
TOTAL	$ 117,873.68

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Pioneer Middle School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

PIONNER MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023- 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ 5,551.60	$ 4,843.91	$ 5,052.00	$ -	$ -	$ 5,759.69
Music	4,127.66	104,022.32	102,327.00	2,010.84	1,365.62	1,787.12
Classes	10,281.83	270,133.39	273,120.00	8,299.98	1,318.80	6,287.26
Clubs	62,513.44	66,017.83	56,864.80	6,886.50	6,012.54	52,486.45
Departments	22,341.04	24,855.92	13,046.14	140.59	17,727.92	28,118.59
Trusts	10,642.36	17,438.20	14,018.71	10,503.63	14,718.42	11,437.66
General	9,629.87	12,708.53	28,377.33	17,717.07	4,415.31	11,996.91
TOTALS	$ 125,087.80	$ 500,020.10	$ 492,805.98	$ 45,558.61	$ 45,558.61	$ 117,873.68

PIPER HIGH SCHOOL
AUDIT REPORT
FOR THE 2022-23 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	8000 NW 44th Street, Sunrise, Florida 33351
Region:	Central
Regional Supt:	Dr. Ted Toomer
Director:	Haleh Darbar
Principal:	Marie Hautigan
Bookkeeper:	Carol Howe – Business Support Center

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – Chase	$ 87,720.24
Investment:	
Treasurer's Pool Account	80,000.00
TOTAL	$ 167,720.24

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statements of Piper High School for the 2023-2024 fiscal year. We conducted our audit in accordance with accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-2024 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

PIPER HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023-2024

FUND	BEGINNING BALANCES	CREDIT (FUND +)	DEBIT (FUND -)	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCES
Athletics	$ 11,396.10	$ 44,408.13	$ 39,003.19	$ 5,333.55	$ 8,985.03	$ 13,149.56
Music	1,082.73	11,983.65	9,525.01	3,142.92	4,524.26	2,160.03
Classes	1,198.27	123,505.80	105,784.34	71,142.99	80,007.99	10,054.73
Clubs	53,547.14	149,092.84	143,810.14	89,880.05	80,939.57	67,770.32
Departments	16,203.89	2,552.77	903.77	456.98	12.00	18,297.87
Trusts	17,894.22	111,857.10	92,069.12	46,918.76	55,383.34	29,217.62
General	16,148.88	5,744.83	7,858.14	19,023.83	5,989.29	27,070.11
TOTALS	$ 117,471.23	$ 449,145.12	$ 398,953.71	$ 235,899.08	$ 235,841.48	$ 167,720.24

PLANTATION HIGH SCHOOL
AUDIT REPORT
FOR 2023-2024 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	6901 NW 16th Street, Plantation, Florida 33313
Region:	Central
Regional Supt:	Dr. Ted Toomer
Director:	Haleh Darbar
Principal:	Casandra Robinson (November 2024 – Present) Parinaz Bristol ((March 2017 – October 2024)
Bookkeeper:	Robin Sabourin

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – Chase	$132,202.62
Investment:	
Treasurer's Pool Account	80,000.00
TOTAL	$ 212,202.62

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Plantation High School for the 2023-2024 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-2024 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies, and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

PLANTATION HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023-2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ 18,396.57	$ 43,665.09	$ 32,686.98	$ 156.00	$ 182.00	$ 7,444.46
Music	57.60	7,300.11	3,963.27	644.95	4,065.91	141.72
Classes	15,978.82	73,848.87	61,152.68	75,264.90	99,148.09	27,165.82
Clubs	90,062.88	146,132.73	143,705.89	32,805.98	49,358.28	104,188.34
Departments	2,484.77	2,516.56	4,842.04	1,058.56	234.24	3,985.93
Trusts	78,353.84	82,321.83	98,481.19	90,676.85	32,139.72	35,976.07
General	34,681.07	22,858.28	5,998.49	16,199.61	31,678.61	33,300.28
TOTALS	$ 240,015.55	$ 378,643.47	$ 350,830.54	$ 216,806.85	$ 216,806.85	$ 212,202.62

RIVERGLADES ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	7400 Parkside Drive, Parkland, Florida 33067
Region:	North
Regional Supt.:	Dr. Jermaine Fleming
Director:	Merideth Weiss Schnur
Principal:	Jo-Anne Seltzer
Bookkeeper:	Lisa Wank

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase	$ 108,473.15
TOTAL	$ 108,473.15

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Riverglades Elementary School for the 2023-2024 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-2024 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

RIVERGLADES ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023-2024

FUND	BEGINNING BALANCES	CREDIT (FUND +)	DEBIT (FUND -)	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCES
Classes	$ 6,142.83	$ 163,262.92	$ 156,874.65	$ 6,957.46	$ 13,388.50	$ 6,100.06
Clubs	1,325.47	5,584.00	7,040.30	3,188.08	-	3,057.25
Departments	19,825.80	1,488.00	1,446.15	549.64	3,028.92	17,388.37
Trusts	111,908.45	645,176.50	693,044.22	92,344.65	85,848.53	70,536.85
General	11,092.46	1,090.00	17.96	4,634.12	5,408.00	11,390.62
TOTALS	$ 150,295.01	$ 816,601.42	$ 858,423.28	$ 107,673.95	$ 107,673.95	$ 108,473.15

RIVERLAND ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address: 2600 SW 11th Court Fort Lauderdale, Florida 33312

Region: Central

Regional Supt: Dr. Ted D. Toomer

Director: Joseph Balchunas

Principal: Oslay Gil

Bookkeeper: Liliana Sin

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase	$ 18,384.88
Treasurer's Pool Account	$ 25,000.00
TOTAL	$ 43,384.88

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Riverland Elementary School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District Administration.

AUDIT EXCEPTIONS

None

RIVERLAND ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023- 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ -	$ -	$ -	$ -	$ -	$ -
Music	$ -					$ -
Classes	$ -	$ 10,579.13	$ 8,280.00	$ -	$ 2,300.00	$ 0.87
Clubs	$ 2,038.12	$ 256.57	$ -	$ -	$ 293.43	$ 2,074.98
Departments	$ 4,327.46	$ 4,725.66	$ 4,234.42	$ -	$ 596.70	$ 4,432.92
Trusts	$ 15,799.93	$ 8,280.37	$ 5,786.73	$ 4,046.27	$ 1,700.00	$ 10,960.02
General	$ 26,740.74	$ 1,148.55	$ 1,167.76	$ 1,700.00	$ 856.14	$ 25,916.09
TOTALS	$ 48,906.25	$ 24,990.28	$ 19,468.91	$ 5,746.27	$ 5,746.27	$ 43,384.88

SAWGRASS SPRINGS MIDDLE SCHOOL
AUDIT REPORT
FOR 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	12500 W Sample Rd, Coral Springs, FL 33065
Region:	North
Regional Supt.:	Dr. Jermaine Fleming
Director:	Meredith Weiss Schnur
Principal:	Melinda Frame-Wessinger
Bookkeeper:	Sylvia Allen (July 2024 – Current) Michael Borrelli – Business Support Center (July 2023 – June 2024)

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase	$ 90,680.69
Investment:	
Treasurer's Pool	8,460.00
TOTAL	$ 99,140.69

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Sawgrass Springs Middle School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

SAWGRASS SPRINGS MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023- 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ 2,271.53	$ 5,359.75	$ 2,606.00	$ 561.00	$ 1,396.80	$ 353.58
Music	14,457.78	7,947.88	2,724.00	360.00	360.00	9,233.90
Classes	2,169.00	48,609.50	47,332.99	2,935.01	4,250.00	2,207.48
Clubs	43,464.29	18,116.22	36,358.83	17,622.85	5,204.52	49,288.57
Departments	10,876.83	1,789.87		564.00	1,883.53	10,406.49
Trusts	14,879.79	73,133.59	69,756.13	18,564.65	28,900.84	21,838.52
General	9,385.08	5,398.51	3,213.76	3,301.00	1,912.82	5,812.15
TOTALS	**$ 97,504.30**	**$ 160,355.32**	**$ 161,991.71**	**$ 43,908.51**	**$ 43,908.51**	**$ 99,140.69**

SHERIDAN TECHNICAL COLLEGE
AUDIT REPORT
FOR THE 2023-24 FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	5400 Sheridan Street, Hollywood, Florida 33021
Region:	Central
Regional Supt:	Ted Toomer
Director:	Leo Nesmith
Principal:	Cara Daniel
Bookkeeper:	Tina Wright

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – JP Morgan Chase Bank	$ 758,706.07
Investment:	
Treasurer's Pool Account	950,000.00
TOTAL	$ 1,708,706.07

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of Sheridan Technical College for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

SHERIDAN TECHNICAL COLLEGE

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)		CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Classes	$ 25,957.54	$ 90,904.53		$ 84,622.13	$ 2,680.52	$ 2,680.52	$ 19,675.14
Clubs	64,286.95	67,645.92		67,374.14	347.50	-	63,667.67
Departments	2,983.96	582,365.08		574,567.89	5,223.88	13,407.01	3,369.90
Trusts	971,214.44	5,972,681.82		5,871,536.64	570,297.65	615,240.77	915,012.38
General	551,211.27	1,143,660.12	**	1,352,208.58	784,722.24	731,943.49	706,980.98
TOTALS	$ 1,615,654.16	$ 7,857,257.47		$ 7,950,309.38	$ 1,363,271.79	$ 1,363,271.79	$ 1,708,706.07

WEST HOLLYWOOD ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2022-23 FISCAL YEAR
JULY 1, 2023, THROUGH JUNE 30, 2024

PROFILE OF THE SCHOOL

Address:	6301 Hollywood Boulevard, Hollywood, Florida 33024
Region:	South
Regional Supt.:	Alan Strauss
Director:	Thomas Correll
Principal:	Lina Palacios
Bookkeepers:	Candice Escarment – Business Support Center

CASH AND INVESTMENT SUMMARY

	6/30/24
Cash Account:	
Checking Account – Chase Bank	$ 30,029.90
TOTAL	$ 30,029.90

In accordance with State Board of Education Rule 6A-1.001, Florida Administrative Code, and School Board Policy 1700, we have audited the financial statement of West Hollywood Elementary School for the 2023-24 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2023-24 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

WEST HOLLYWOOD ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2023 - 2024

FUND	BEGINNING BALANCES	DEBIT (FUND -)	CREDIT (FUND +)	TRANSFERS OUT	TRANSFERS IN	ENDING BALANCES
Athletics	$ -	$ -	$ -	$ -	$ -	$ -
Music	$ 53.14	$ -	$ -		$ -	$ 53.14
Classes	$ 25.04	$ 5,343.81	$ 5,444.00	$ 125.23	$ -	$ (0.00)
Clubs	$ 4,883.83	$ 11,066.33	$ 9,173.00	$ 1,116.04	$ 1,269.64	$ 3,144.10
Departments	$ 3,149.60	$ -	$ -	$ -	$ 1,153.95	$ 4,303.55
Trusts	$ 13,257.62	$ 36,150.15	$ 32,014.55	$ 15,262.23	$ 11,292.77	$ 5,152.56
General	$ 8,938.60	$ 798.14	$ 6,280.48	$ 3,052.53	$ 6,008.14	$ 17,376.55
TOTALS	$ 30,307.83	$ 53,358.43	$ 52,912.03	$ 19,556.03	$ 19,724.50	$ 30,029.90

Section III:

Appendices

THE OFFICE OF THE CHIEF AUDITOR
FISCAL YEAR 2023 - 24 SUMMARY OF INTERNAL AUDIT REPORTS WITH EXCEPTIONS

School and Region	Audit Committee Report Date	Region	FY 2024 Bookkeeper	Audit Exceptions	Standard Practice Bulletins/Policy
Endeavour Primary Learning Center	9/26/2024	STO	**BSC**	Missing Receipting Documents and Disbursement Documentation	**I-101, I-302, I-305**
Lloyd Estates Elementary School	9/26/2024	North	**BSC**	Missing Receipting Documents	**I-101, I-302**
Markham Elementary School	9/26/2024	STO	**BSC**	Missing Receipting Documents	**I-101, I-302**
Atlantic Technical College	1/16/2025	Central	**Non-BSC**	Contract Terms, ACH Payments	**Policy 3800, I-305, Redbook Chapter 8**
CypressBay High School	1/16/2025	South	**BSC**	General Fund Reimbursements, Fundraising, Sales Tax, Parking Decals	**BPB A-510, I-402, Redbook Chapter 8, Policy 5307**
Marjory Stoneman Douglas High School	1/16/2025	North	**Non-BSC**	Parking Decals and Expenditures	**Policy 5307, Spend Authority**
Nova High School	1/16/2025	Central	**BSC**	General Fund Reimbursements, Purchasing Policy	**BPB A-510, Policy 3800**
South Broward High School	1/16/2025	South	**BSC**	Parking Decals, Sales Tax	**Policy 5307, I-402**
South Plantation High School	1/16/2025	Central	**BSC**	Fraud Account, Purchasing Policy	**Policy 3410, Policy 4413, Policy 3800**
Stranahan High School	1/16/2025	Central	**BSC**	Missing Receipting Documents, Purchase Cards	**I-302, Purchase Card Policy**
Western High School	1/16/2025	Cental	**BSC**	Disbursrements/Purchase Cards, Parking Decals, Purchasing Policy, Spend Authority General Fund Reimbursements	**I-305, Purchase Card Policy, I-402, Redbook Chapter 8, Spend Authority, General Fund Reimbursements**

THE OFFICE OF THE CHIEF AUDITOR

FY 2019-2024 BSC or Non-BSC Bookkeeper Employed and Audit Exceptions by Fiscal Year

	School	Audit Committee Report Date	Region	FY24 Ending Balance	FY 2019 Bookkeepers	FY 2019 Audit Exceptions	FY 2020 Bookkeepers	FY 2020 Audit Exceptions	FY 2021 Bookkeepers	FY 2021 Audit Exceptions	FY 2022 Bookkeepers	FY 2022 Audit Exceptions	FY 2023 Bookkeepers	FY 2023 Audit Exceptions	FY 2024 Bookkeepers	FY 2024 Audit Exceptions
1	Broward Estates Elementary School	9/26/2024	Central	18,824.09	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
2	Broward Virtual School	9/26/2024	North	6,928.22	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
3	College Academy at Broward College	9/26/2024	Central	19,238.06	BSC	None	BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
4	Collins Elementary School	9/26/2024	South	11,047.22	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
5	Coral Springs PK-8	9/26/2024	North	28,894.91	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
6	Croissant Park Elementary School	9/26/2024	Central	26,971.53	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
7	Cypress Elementary School	9/26/2024	North	20,990.17	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
8	Dania Elementary School	9/26/2024	South	11,461.91	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
9	Dolphin Bay Elementary School	9/26/2024	South	43,525.81	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
10	Driftwood Middle School	9/26/2024	South	48,751.99	Non-BSC & BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
11	Embassy Creek Elementary School	9/26/2024	South	163,498.72	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
12	Endeavour Primary Learning Center	9/26/2024	Central	6,307.51	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	Exception
13	Everglades Elementary School	9/26/2024	South	45,410.24	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
14	Forest Hills Elementary School	9/26/2024	North	57,109.79	BSC	None	BSC	None	BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
15	James S. Rickards Middle School	9/26/2024	North	25,851.92	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
16	James S. Hunt Elementary School	9/26/2024	North	11,968.79	BSC	None	BSC	None	Non-BSC	None	Non-BSC	None	BSC	None	BSC	None
17	Lanier-James Education Center	9/26/2024	South	3,101.37	BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
18	Larkdale Elementary School	9/26/2024	Central	14,121.08	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
19	Lauderdale Lakes Middle School	9/26/2024	Central	56,428.73	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
20	Lloyd Estates Elementary School	9/26/2024	North	26,845.10	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	Exception
21	Markham Elementary School	9/26/2024	North	9,879.43	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	Exception
22	Margate Middle School	9/26/2024	North	38,538.75	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
23	McNab Elementary School	9/26/2024	North	32,566.16	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
24	Morrow Elementary School	9/26/2024	North	7,958.23	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
25	Nova Blanche Forman Elementary School	9/26/2024	Central	15,073.66	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
26	Olsen Middle School	9/26/2024	South	15,641.91	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
27	Park Springs Elementary School	9/26/2024	North	61,454.77	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
28	Pines Lakes Elementary School	9/26/2024	South	18,969.15	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
29	Sanders Park Elementary School	9/26/2024	North	15,560.62	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	BSC	None	BSC	None
30	Sandpiper Elementary School	9/26/2024	Central	31,334.04	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
31	Sea Castle Elementary School	9/26/2024	South	49,411.79	BSC	None	BSC	None	BSC	None	BSC	None	Non-BSC	None	Non-BSC	None
32	Silver Lakes Elementary School	9/26/2024	South	32,166.13	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
33	Silver Shores Elementary School	9/26/2024	South	17,462.33	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None

THE OFFICE OF THE CHIEF AUDITOR

FY 2019-2024 BSC or Non-BSC Bookkeeper Employed and Audit Exceptions by Fiscal Year

	School	Audit Committee Report Date	Region	FY24 Ending Balance	FY 2019 Bookkeepers	FY 2019 Audit Exceptions	FY 2020 Bookkeepers	FY 2020 Audit Exceptions	FY 2021 Bookkeepers	FY 2021 Audit Exceptions	FY 2022 Bookkeepers	FY 2022 Audit Exceptions	FY 2023 Bookkeepers	FY 2023 Audit Exceptions	FY 2024 Bookkeepers	FY 2024 Audit Exceptions
34	Sunland Park Academy	9/26/2024	Central	3,956.02	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
35	Sunset Lakes Elementary School	9/26/2024	South	92,257.98	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
36	The Quest Center	9/26/2024	South	19,982.21	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
37	Whiddon-Rogers Education Center	9/26/2024	Central	21,995.87	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
38	Whispering Pines Center	9/26/2024	South	10,307.51	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
39	Atlantic Technical College	1/16/2025	Central	1,096,655.45	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	Exception
40	Country Hills Elementary School	1/16/2025	South	148,373.25	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
41	Cypress Bay High School	1/16/2025	South	942,690.91	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	BSC	Exception	BSC	Exception
42	Dillard 6-12	1/16/2025	Central	295,571.66	BSC	Exception	BSC	Exception	BSC	None	BSC	None	BSC	None	BSC	None
43	Discovery Elementary School	1/16/2025	Central	101,432.69	BSC	None	BSC	None	BSC	None	BSC	None	BSC	Exception	BSC	None
44	Driftwood Elementary School	1/16/2025	South	46,366.61	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
45	Gulfstream Academy of Hallandale Beach	1/16/2025	South	138,504.39	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	BSC	None	BSC	None
46	Hollywood Central Elementary School	1/16/2025	South	71,374.76	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	BSC	None
47	Indian Ridge Middle School	1/16/2025	Central	176,301.50	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
48	Marjory Stoneman Douglas High School	1/16/2025	North	1,118,502.66	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	Exception	Non-BSC	Exception
49	Maplewood Elementary School	1/16/2025	North	111,606.06	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
50	New River Middle School	1/16/2025	Central	79,102.31	Non-BSC	None	Non-BSC	None	Non-BSC	None	BSC	None	BSC/Non-BSC	None	Non-BSC	None
51	Northeast High School	1/16/2025	North	197,486.16	BSC	None	BSC	None	BSC	Exception	BSC	None	BSC	None	BSC	None
52	Nova High School	1/16/2025	Central	432,506.50	BSC	None	BSC & Non-BSC	None	Non-BSC	None	Non-BSC & BSC	None	BSC	Exception	BSC	Exception
53	Palm Cove Elementary School	1/16/2025	South	55,690.33	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
54	Park Lakes Elementary School	1/16/2025	Central	36,535.33	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
55	Peters Elementary School	1/16/2025	Central	39,790.78	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
56	Pioneer Middle School	1/16/2025	South	117,873.68	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	Non-BSC	None
57	Piper High School	1/16/2025	Central	167,720.24	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
58	Plantation High School	1/16/2025	Central	212,202.62	Non-BSC	Exception	Non-BSC	Exception	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
59	Riverglades Elementary School	1/16/2025	North	108,473.15	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
60	Riverland Elementary School	1/16/2025	Central	43,384.88	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None
61	Sawgrass Springs Middle School	1/16/2025	North	99,140.69	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC & BSC	None	BSC	None	BSC	None
62	Sheridan Technical College	1/16/2025	Central	1,708,706.07	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	Exception	Non-BSC	None
63	South Broward High School	1/16/2025	South	452,614.94	Non-BSC	None	Non-BSC & BSC	None	BSC	None	BSC	None	BSC	Exception	BSC	Exception
64	South Plantation High School	1/16/2025	Central	374,108.28	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	BSC	None	BSC	Exception
65	Stranahan High School	1/16/2025	Central	147,128.17	BSC	Exception	BSC	Exception	BSC	Exception	BSC	Exception	BSC	Exception	BSC	Exception
66	West Hollywood Elementary School	1/16/2025	South	30,029.90	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None	BSC	None
67	Western High School	1/16/2025	Central	678,075.51	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	None	Non-BSC	Exception	BSC	Exception

Total Funds Completed **10,369,743.20**

General Information on Internal Funds

Internal Funds (also known as Internal Accounts or Student Activity Funds) are monies generated and used within a school, in contrast to the tax-derived funds that support school budgets and the general operations of the District. Any money collected or handled by any SBBC employee in connection with a school activity is required to be deposited into the school's Internal Funds.

Funding and Financial Reporting for Florida Schools (Redbook) Chapter 8 *Internal Funds* contains the Florida Department of Education's published regulatory guidelines, as well as the accounting structure, for public school Internal Funds. The District's Internal Accounts policies and Standard Practice Bulletins are based on this FDOE regulation.

The specified Internal Accounts funds are:

- 1000's Athletics
- 2000's Music
- 3000's Classes
- 4000's Clubs
- 5000's Departments
- 6000's Trusts
- 7000's General.

The **Athletics** fund may contain an Athletic Account and smaller accounts belonging to Cheerleaders and particular sports teams or clubs. Athletic event ticket sales revenues are recorded in an account in the Athletics fund. High Schools have occasionally received reimbursements from the Athletics and Student Activities Department, for certain Athletics expenses that were originally paid from the school's Internal Funds.

The **Music** fund holds money collected for Band and Orchestra instrument rental fees, and any other fundraising proceeds, ticket sales, or collections by a school's Chorus, Band, or Orchestra.

Class accounts typically record funds collected and disbursed by each grade level. In a High School, the Senior Class Account typically shows higher revenues and disbursements than the other class accounts due to activities such as the Homecoming Dance and Senior Prom. The Class Accounts may hold collections related to any project, activity or field trip pursued by any grade level.

Club accounts record the money raised and disbursed by various Clubs. The Class and Club sponsors authorize expenditures from the accounts belonging to organizations they sponsor. Yearbook sales are accounted for in the Club Accounts. Most schools have Faculty Club Accounts to receive Faculty Club dues collected and vending machine commissions derived from machines in Teacher-designated areas of the school. These funds are disbursed in accordance with Faculty Club voting and authorization.

General Information on Internal Funds (Continued)

Department accounts may hold, for example, Library collections for lost Library books or Book Fair proceeds, or donations given to the school for use by a particular school department, such as ESE or Guidance. A Physical Education Department Account could be used to record revenues and expenditures related to the purchase and sale of PE Uniforms.

Trust accounts hold money that is to be used for a specific purpose, or that is required to be remitted to the District.
After-School Care collections and Summer Camp collections from parents, Facility Rental collections from lessees, and Sales Taxes due on fundraisers are accounted for in the Trust accounts. Small grants and donations may also be recorded in Trust accounts to be used for donor-designated purposes.
Elementary schools, middle schools, alternative schools and centers receive a categorical allocation in their budgets for the Supplemental Arts and Sciences Program, which is placed in each recipient school's Internal Funds checking account by the District's Treasurer. Schools may use these funds to pay approved field trip vendors directly, and unused funds are returned to the District at the end of each school year.
Vending machine commissions are also initially receipted in a Trust Account, before being transferred to other Internal Funds accounts. Staff Appreciation is a Trust Account that is permitted to receive up to 25% of the school's vending machine commissions.
The Promotions/Public Relations and Hospitality Trust Accounts hold money transferred in from the General Account, that is subject to annual maximums and restricted in purpose. Unused funds must be transferred back to the General Account at the end of each fiscal year.

The **General** Account records funds to be used for the general welfare of the student body, including donations without a specified purpose.
Limited funds may be transferred from the General Account to the Promotions/Public Relations and Hospitality Accounts and the School Improvement Trust Account at the beginning of each school year.

Financial and Program Cost Accounting and Reporting for Florida Schools 2021 (published by the Office of Funding and Financial Reporting – Florida Department of Education) Chapter 8 *School Internal Funds,* Section III – Standards, Practices and Procedures states:

> "3.4 RESTRICTED EXPENDITURES The following expenditures from internal funds are deemed inappropriate and shall not be made except from trust funds collected for a specifically identified purpose.
>
> a. Equipment, supplies, forms and postage for curricular or classroom use. The exception is for revenues derived from career education production shops, which may be used for this purpose.

General Information on Internal Funds (Continued)

b. Curricular-related travel. The exception is for revenues derived from career education production shops, which may be used for this purpose.

c. Professional, technical or consultant services. The exception is for revenues derived from career education production shops, which may be used for these purposes.

d. Articles for the personal use of any student, employee or other person, except those items that are identifiable as being in recognition of service or promotion of school activities and those items identified under rule 6A-1.0143, F.A.C., Promotion and Public Relations Funding.

e. Personal memberships or subscriptions.

f. Salaries or other compensation for duties or assignments that are the responsibility of the school district.

g. Loans, credit or accommodation purchases for anyone.

h. Repairs and maintenance of district school board equipment for which district school board funds are available. The exception is for revenues derived from career education production shops, which may be used for these purposes."

Expenditures that are paid from a school's budget by the Accounts Payable Department may be reimbursed by the school's Internal Funds, if appropriate. For example:

- Employees who work as gate help at a school Football game must be paid via Payroll, so money from the school's Internal Funds Athletic Account is remitted to the Treasurer's Office to cover these payments to SBBC employees.

- Equipment should be purchased through SAP, with the assistance of the Procurement Department. If Internal Funds are the source of payment, the money is remitted to the Treasurer's Office so that the invoice may be paid by the District's Accounts Payable Department, and the item is added to the school's Property Inventory.

- Schools may engage the Transportation Department to provide buses for field trips, so Internal Funds money may be remitted by the school to the Treasurer's Office to pay Transportation for services.

General Information on Internal Funds (Continued)

Any money collected or disbursed in association with a school field trip must flow through the school's Internal Funds. Booster Clubs and PTOs may donate money to their schools to enable the schools to pay the bills for field trips.

If a school is fortunate enough to have a large balance in its Internal Funds checking account (each school is limited to one checking account by Florida Department of Education regulation) they may withdraw money from the checking account and transfer it to an account for the school in the Treasurer's Pooled Funds. This allows the school to accrue a bit more interest income, while avoiding the possibility of exceeding FDIC deposit insurance limits. The Treasurer's Office periodically disburses interest payments to each school that has a Treasurer's Pooled Funds Account, and the interest payments are receipted into each school's Internal Funds. The Internal Funds invested in the Treasurer's Pool at fiscal year-end 2024 totaled $10.9M.

The total year-end balance of Broward's non-Charter schools' Internal Funds (including the Technical Colleges and Community Schools) was $22.2M in June 2023 and $24.2M in June 2024. During fiscal year 2024, the combined total of inflows was approximately $103.3M, and the combined total of outflows was $105.3M.

Although Internal Funds are not available to the School Board to support the general operating expenses of the District, they are reported in the District's Annual Comprehensive Financial Report (ACFR). Student Activities finances are reported in the ACFR in the Fiduciary - Custodial Fund (fund 8920). The Bookstore activities at the Technical Colleges are reported in the ACFR in the Non-Major Special Revenue Funds as Other Special Revenue (fund 4980).

Examples of some of the general guidance we have on Internal Funds:

- Florida Statute 1011.07 Internal Funds
  https://www.flsenate.gov/Laws/Statutes/2022/1011.07

- Florida Administrative Code 6A-1.001 District Financial Records
  https://www.flrules.org/gateway/ruleNo.asp?id=6A-1.001

- Florida Administrative Code 6A-1.0143 Promotion and Public Relations Funding https://www.flrules.org/gateway/ruleno.asp?id=6A-1.0143&Section=0

- Chapter 8 of Financial Accounting for Local and State School Systems 2014 Edition, published by the National Center for Education Statistics – US Department of Education.
  https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2015347

General Information on Internal Funds (Continued)

- Chapter 8 *School Internal Funds* of Financial and Program Cost Accounting and Reporting for Florida Schools 2021 published by the Office of Funding and Financial Reporting – Florida Department of Education.
  https://www.fldoe.org/core/fileparse.php/7507/urlt/REDBKCH8.pdf

- School Board Policy 3410 Internal Accounts
  https://web01.browardschools.com/sbbcpolicies/docs/Policy%203410%20.pdf

- School Board Policy 6301 Collection of Monies
  http://www.broward.k12.fl.us/sbbcpolicies/docs/P6301.000.pdf

- School Board Policy 6.3 Supply Fees – Expendable Supplies
  https://web01.browardschools.com/sbbcpolicies/docs/P6.3.0000.pdf

Additional References

FAC 6A-10.081

https://www.flrules.org/gateway/ruleno.asp?id=6A-10.081

FAC 64E-11.003

https://www.flrules.org/gateway/ruleno.asp?id=64E-11.003

381.0072 F.S.

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0300-0399/0381/Sections/0381.0072.html

Business Practice Bulletin A-429 Facility Rentals

https://www.browardschools.com/Page/36046

SCHOOL BOARD OF BROWARD COUNTY

AUDIT COMMITTEE MEETING

KC WRIGHT ADMINISTRATION CENTER
BOARD ROOM
600 SE 3RD AVENUE
FORT LAUDERDALE, FLORIDA

THURSDAY, JANUARY 16, 2025
9:35 A.M. - 12:33 P.M.

Court Reporter:
Timothy R. Bass, Stenographic Reporter
Bass Reporting Service, Inc.
633 South Andrews Avenue, Suite 200
Fort Lauderdale, FL 33301

COMMITTEE MEMBERS IN ATTENDANCE:

DR. NATHALIE LYNCH-WALSH, Chair
MR. ROBERT MAYERSOHN, Vice Chair
MS. RUTH CARTER-LYNCH
MR. ANTHONY DE MEO, CPA
MS. MARY FERTIG - TEAMS
MR. MATTHEW FRIEDMAN
MR. OLEG GOROKHOVSKY, CPA
MR. ANDREW MEDVIN, CPA
MR. LEW NAYLOR
MR. PETER TURSO

OFFICE OF THE CHIEF AUDITOR STAFF:

MR. DAVE RHODES, Chief Auditor
MS. ALI ARCESE, Audit Director, via Teams
MS. JENNIFER HARPALANI, Assistant Director IT Audits
MS. NAKIA GOULDBOURNE, Acting Manager, Internal Accounts
MS. ELENA PRITYKINA, Task-Assigned Manager, Operations
MR. BRYAN ERHARD, System Support Specialist II
MR. DEREK TILLMAN, Executive Secretary
MS. OCTAVIA ALLEN-HARDAWAY, Clerk Spec C

DISTRICT STAFF:

MS. GERRILYN ARLOTTA, Assistant Director, Accounting & Financial Reporting
MR. OMAR R. SHIM, Director, Capital Budget
MR. JEFFREY WHITNEY, Budget Director
MS. KIM PUNZI-ELABIARY, Director, Behavioral Threat Assessment
JENNIFER ANDREU, Director, Procurement & Warehousing Services

INVITED GUESTS:

MR. TIM BASS, Court Reporter, United Reporting
MR. BEN KINCAID, CPA, CRI

PUBLIC SPEAKERS:

MR. ARMANDO HASSUN, ESQ., Shutts & Bowen, LLP

The following pages are excerpts of the draft minutes of the Audit Committee Meeting of January 16, 2025 that are specifically related to Internal Audit Report – Audit of the Internal Funds of Selected Schools.

The complete minutes, which include Committee discussion on matters not related to this item, are scheduled for Committee discussion and approval at their next scheduled meeting on February 19, 2025.

DR. LYNCH-WALSH: Hearing none, all in favor?

COMMITTEE MEMBERS: Aye.

DR. LYNCH-WALSH: Any opposed?

(No response.)

DR. LYNCH-WALSH: Okay. No opposed. Passes unanimously.

And that concludes item number 9. Thank you very much, Mr. Kincaid, Ms. Andreu.

And we're moving on to Internal Funds, which is item number 10. It's the OCA Internal Funds Audit of Selected Schools.

Short break everybody.

(Whereupon, a brief recess was taken.)

DR. LYNCH-WALSH: I believe we're all back. We're ready to go.

All right. Next up now that we're back from our short break is the Office of the Chief Auditor Internal Funds Audit of Selected Schools. Before we get started, there's usually a status report that tells us, you know, how many are being audited this year, where they are. We had it last time.

MS. ARCESE: It's getting printed now.

DR. LYNCH-WALSH: Oh, okay.

MS. ARCESE: So everyone will have a copy of

it.

DR. LYNCH-WALSH: All right. I did see in here that the, what you guys normally put in about who, that list is in here. And so we have 8, 8 schools that were --

MS. CARTER-LYNCH: Yeah, 8.

DR. LYNCH-WALSH: 8? And of the 8 we have a breakdown on page 3 of who's responsible for those schools somewhere here.

Okay. So who is going to -- Ms. Arcese, is this you or --

MR. RHODES: May I start this off? So we received a late response that we wanted to make sure that the record reflected for the Western High audit in here. We had saved places for it on page, I think it was like 55 or 59, but I just wanted to let you know that we did receive those responses and we -- do we have those --

DR. LYNCH-WALSH: So -- okay. To a point that was made earlier, if you've completed audit and you don't have a response, the fact that there's no response, that's what's in the audit. And now they're trying to give us a response the day of our meeting?

MR. RHODES: Ryan, what was the date that

that was sent.

MR. SMITH: The 14th.

MR. RHODES: The 14th.

DR. LYNCH-WALSH: Well, even two days, because we don't have it yet. These were sent --

MR. RHODES: It would be -- it would be my preference to include it and incorporate it in there because it does belong in there regardless of if it was late. I think the fact that we have one in time for the audit committee to review would be something that we should consider amending this at the same time that we transmit it.

DR. LYNCH-WALSH: Okay. I don't know that it's going to help any because there's repetitive things in here.

Which set of bulletins is it that -- this keeps mentioning standard practice bulletins. Which is the one that was being updated that we haven't heard -- and Cherry Bekaert?

MR. RHODES: That would be a question for --

DR. LYNCH-WALSH: Was it standard or business practice bulletins.

MR. SMITH: Standard practice.

DR. LYNCH-WALSH: Okay. So is standard

practice bulletin I-305 updated?

MR. SMITH: I-305 is in process.

DR. LYNCH-WALSH: And -- okay. Well, we'll see how that comes into play was we go through this.

Okay. Anyone want to start asking -- this is not our first Internal Funds audit. Anyone have questions, comments or concerns? Because I've got one or two.

(No response.)

DR. LYNCH-WALSH: Okay. I will start.

I made myself a note because one of the recurring themes that I seem to be seeing in here is going back to that policy about follow-up from management. What seems to be happening is the vehicle by which the activities of staff are being monitored is these audits, which is not the purpose of an audit. Because the people that should be monitoring staff, meaning staff, other staff, are not monitoring what is happening. And so the time -- it becomes a repeat finding because there's no mechanism to monitor anyone's activities even though we have a policy. So, hopefully, Policy 1003 will come into play for these findings.

So to begin, 6 out of the 8 are coming from schools that are under the Business Support Center, which amounts to 75 percent. It is what it is. Atlantic Technical College is the first school on the list. On page 5, and this is -- well, actually, this one is a little bit different. On page 5, because they had a -- during our review of disbursements it was noted that the school paid an invoice in the amount of 9,902 for Support Plus software subscription via an automated clearinghouse transaction, so ACH. And it was signed by the principal in 2014 and then it just kept automatically renewing. There's a reason why you don't want to do this in your private life. And it just kept renewing year in, year out.

So my first question is, has this been an exception before? Because if it's been getting automatically renewed for 11 years or 10 years has this been an exception before?

MS. ARCESE: Not that I'm aware of.

DR. LYNCH-WALSH: Okay. What exactly is the Support Plus software for?

MR. RHODES: Ms. Gouldbourne?

MS. GOULDBOURNE: We're not sure. And I

don't know if it was actually in use. The principal said or the director said that once they saw this, this was actually a cancelation and they had to make a payment for it. So I think it was made obsolete by another software that the district had implemented.

DR. LYNCH-WALSH: The 9,000, is that an annual amount?

MS. GOULDBOURNE: Yes.

DR. LYNCH-WALSH: Automatically renewed. So 9,000 each year was coming out of this -- out of Atlantic Tech. Okay. How does that relate to the purchasing policy; which funds was this coming out of; and has this the been same principal this whole time are my next three questions.

MS. GOLDBOURNE: I don't believe it was the principal who actually signed the initial contract.

DR. LYNCH-WALSH: So it's a different principal now?

MS. GOULDBOURNE: I believe so.

DR. LYNCH-WALSH: Okay.

MS. GOULDBOURNE: The other question was which fund?

DR. LYNCH-WALSH: Which fund; yeah.

MS. GOULDBOURNE: I cannot remember which actual account this came out of in the internal fund accounts. And the last question was? I can look that up for you. And your other question?

DR. LYNCH-WALSH: So as far as purchasing policy -- I'm trying to understand how you can have 9,000 coming out of a school, granted, it's Atlantic Tech where, you know, money is no object, I guess. But $9,000 can do a lot for one student, for a number of students, and that was just coming out of their account for something that they may not have even used or needed?

MS. GOLDBOURNE: Correct.

DR. LYNCH-WALSH: Okay. Don't they look at their budget? How was that missed is -- there's a lot of follow-up here.

MS. GOULDBOURNE: Right. I think Atlantic College has about 80 million in disbursements and receipts a year. So in the grand scheme of things the movement from their accounts are quite large and it takes a lot to create a change in fund balance that we would review. This popped out because of the ACH payment.

DR. LYNCH-WALSH: And I see that that's been fixed, so that going forward -- going forward that should no longer be an issue. But that just, I'm still trying to understand, are there no reconciliations? They don't -- again, don't they review their budget on a regular basis? I thought they did that annually, at least.

MS. GOLDBOURNE: That would be a question for the principal and their bookkeeper.

MS. ARCESE: Are you referring to the budget versus internals? Because that's two different processes.

DR. LYNCH-WALSH: Whichever. Don't ever hang me on semantics, because I'm not a principal. I'm saying, basically, how do you not know you're spending nine grand a year on something you don't need at a school level, regardless of what process we would use to determine that? Even a penny can matter, especially if it indicates something that's going wrong that's bigger than a penny. But they're looking at a budget, they're planning, and they can just you lose nine grand at a school level. This isn't at a district level. This is -- again, I know it's Atlantic Tech, okay, but from a management perspective do

we have anything that -- because we just talked about standard practice bulletin. Is there anything in the purchase policy or the standard practice bulletin that should have caused them to catch this?

MS. ARCESE: So the principal has to, every year, and correct me if I'm wrong --

MS. GOULDBOURNE: So principals should not be signing contracts that are more than one year. So part of the purchasing problem with this is that it's an ongoing reoccurring contract. So that's part of the purchasing issue.

MS. ARCESE: But the ACH wasn't every single year, so there would have been a disbursement of a check?

MS. GOULDBOURNE: It would have been disbursement of a check. It came out of -- yeah, it came out of an account called person view, which is their receipts from person view testing that they get. And that's the account that it came out of.

DR. LYNCH-WALSH: Person view?

MS. GOULDBOURNE: Person view. So person view testing is kind of testing for all sorts of certifications. And when they allow Atlantic

Tech to use their facility, there's a payment that they receive, so that's part of how -- that's the account that they paid it out of.

DR. LYNCH-WALSH: And we don't -- can we find out what this software was for? I mean, I get that it was cancelled, but just in purely a contextual thing. I see where they say they were encouraged to do ACH. There's a lot wrong with this. So we'll see where that goes.

MR. NAYLOR: Madam Chair?

DR. LYNCH-WALSH: Yes, sir.

MR. NAYLOR: Could we add to that question whether -- when did the software stop being useful? I know that they had a principal change within the last two years, I think.

DR. LYNCH-WALSH: Yeah. When did they stop using the software?

MR. NAYLOR: Yeah, when did it stop actually being applicable to the functions for Atlantic Technical College? It may have been an ongoing thing and it may have still been used, it's just a violation of the approval process.

DR. LYNCH-WALSH: Right.

MR. NAYLOR: It could be.

DR. LYNCH-WALSH: Right. So for this item,

finding out what it was, when it stopped being useful, and how -- and you mentioned that from a purchasing policy standpoint that should have caught the issue. But those are some of my follow-ups there.

And then the next one up is Cypress Bay.

MR. RHODES: Madam Chair?

MS. CARTER-LYNCH: I have something.

DR. LYNCH-WALSH: Oh, you have a question? Sorry. Go ahead.

MS. CARTER-LYNCH: Piggybacking off of Lew's question, what do -- what year did they stop using it and were we still paying for something that was not in use? And, if we were, how much were we paying?

DR. LYNCH-WALSH: So those are all the questions. The question, yeah, when did they stop using it; when was it no longer useful; how long were we paying for something; how much? 9,912 times how many years?

MR. RHODES: Madam Chair?

DR. LYNCH-WALSH: Yes, sir.

MR. RHODES: With regard to your request for some follow-up information, I just wanted to make the point that with Internal Funds audits we're

sampling funds and looking at them for compliance with the standard practice bulletins and Red Book requirements. It would not be our normal course of action to look into and answer the kind of questions that are being done in the course of that normal audit. But to look at it from a separate scope would be something that we could do. I just wanted to let you know, this isn't something that we would normally look at in the course of an audit. We would be looking at and finding, for example, the lack of compliance or the violation by using this ACH account more so than identifying what's the function; how long was it used? Those things that as a -- I just want you to have an understanding that per the audit program for how we look at Internal Funds, this isn't that typical thing that we would have tracked down.

DR. LYNCH-WALSH: No, no, I get that. But since the door has been opened, we're walking through it and asking questions of management.

Okay. So that's on page 5. Then we start with all the high schools and a recurring theme -- although, again Cypress Bay has, before we get to one of the recurring themes, on page 12

they talk about an examination of the trial balance revealed that collections pertaining to account 6591, Cambridge Assessment Testing, had a beginning balance of 20,553.18 and an ending balance of 44,080.77. Actually, I don't think they were the only school that did this. So they charged students to retake their Cambridge Assessment exam. And if they were a no-show or need to retake, so then what happened here is it was paid by the school using the district general fund budget and they were paid -- they were not paid from the proceeds collected for that purpose. So that's why that was a finding. And in the response -- so they -- let's see, recommendation, blah-blah, look at this, that and the other. In the response, which is on page 16, there is a response from the Business Support Center at the bottom of page 16. It is important to note that the remittance of retesting and cancelled testing fees, processed through Internal Funds, have not been remitted back to the district in the recent past. The remittance forms in use by Treasury did not include these fees as an option, prior to our intervention. For this reason, we expect other high schools to

be impacted by this issue as well.

Can you explain that statement, Mr. Smith? Because you wrote the letter.

MR. SMITH: Absolutely. I think what we're stating is that the audit function and BSC are working better together. So as we get stronger their ability to find things that have been overlooked in the past also gets stronger. And we've noticed a gap across the district where these fees were residing in Internal Funds and they are indeed supposed to be transferred back to the district since the district covered the original expense. So we worked with all of our high schools, communicated this out, and, hopefully, addressed this issue moving forward.

DR. LYNCH-WALSH: Okay. Hold on. So you're saying across the district -- because I'm trying to translate this sentence or two. So what that translates to is, not just at Cypress Bay and a couple of others where there is an account called Cambridge Assessment Testing that is -- where funds are collected for the purpose -- for a specific purpose, but that fund is not the one that's been paying Cambridge, it's been coming out of the district general fund budget. You're

saying across the district everybody has been doing this, paying it out of the wrong account despite having an account that clearly is for that purpose, and what I'm trying to understand, because that's an error, it says Treasury did not include these fees as an option prior to -- the remittance forms in use by Treasury did not include these forms as an option, prior to our intervention. What does that sentence mean?

MS. ANDREU: This has been a district-wide practice for several years. Hence, we will see this probably come up in a majority of the high schools as they continue to go through their high school audits. So the intervention was that the BSC works closely with Treasury and the regional offices so that now everybody is aware. They have revised the form. And now we are transmitting those funds back. But this was an oversight for several years that was not taking place.

DR. LYNCH-WALSH: Okay. I'm still trying to understand. So there's a trial balance with an account called Cambridge Assessment Testing and somehow those funds being collected were not the funds being used to pay Cambridge. Why is that?

MR. SMITH: So the reason being is these students pay the school directly and in order to receive funds from the students directly that will occur within Internal Funds student activities. So even though the expense is incurred by the district, we receive the funds and then we remit the funds back to the district to cover the expenses that were paid for by the district.

DR. LYNCH-WALSH: The school receives the funds from the students.

MR. SMITH: Correct.

DR. LYNCH-WALSH: Okay. And who's paying Cambridge, the district?

MR. SMITH: The district; yes.

DR. LYNCH-WALSH: When you say "the district", can you be --

MR. SMITH: From the budget.

DR. LYNCH-WALSH: No, who -- which department?

MS. GOULDBOURNE: Teaching and Learning Academics.

DR. LYNCH-WALSH: So the bill from Cambridge is going to a central office, to accounts payable?

MS. GOULDBOURNE: The schools receive -- I'm sorry, through the Chair, the schools receive the invoices for their particular schools.

DR. LYNCH-WALSH: And they're unable to pay out of their Internal Fund.

MS. GOULDBOURNE: No, they paid it through their budget. So this is a budget items, they get the invoice, it comes out of their district budget. Not all of them are retakes. Only the retakes are charged. So if you have to retake or you miss your initial one, then you have to pay for it. So the retakes should be remitted back to the district because the district also paid for the retakes as well.

DR. LYNCH-WALSH: And there was no mechanism to do that.

MS. GOLDBOURNE: There's a remittal form that the district has.

DR. LYNCH-WALSH: Okay. Is that included in here as backup, the remittance, the remittal form?

MS. GOLDBOURNE: No.

DR. LYNCH-WALSH: Okay. Can we get that as follow-up? Because, basically, what it sounds like I'm hearing is, we had -- there was a

requirement to reimburse the district but because it wasn't a line item on a form for years we just haven't been doing that.

MS. ARCESE: So on the remittance transmittals, and we can probably pull it up on line if we have a chance, there are specific areas that are identified for certain topics, like before and after care is a big remittance. I think that has its own remittal form.

DR. LYNCH-WALSH: Where is the form?

MS. ARCESE: Under Treasury.

DR. LYNCH-WALSH: Under Treasury? Okay. I'll go there while you --

MS. ARCESE: So for remittances that are generally recurring in the district either yearly or monthly, they -- the treasurer's office has created a drop-down menu in a specific area of the remittance for those remittals to take place. However --

DR. LYNCH-WALSH: Under Treasury where would I find it?

MS. ARCESE: It could be --

DR. LYNCH-WALSH: If I could share my screen, BECON? Here we go. Well, that's the treasurer's office, so not there?

MS. ARCESE: Can you scroll down?

DR. LYNCH-WALSH: That's all I got there. Let me go back.

MS. ARCESE: It may be part of our share point.

DR. LYNCH-WALSH: Oh, okay.

MS. ARCESE: But it is referenced in the standard practice bulletin as exhibits. But there is a component in the standard practice bulletin, I'm trying to find it, where remittance is -- it directs staff that if there is not something on the remittance transmittal that they can always contact the treasurer's office or the budget department for assistance in remitting funds. So the mechanism's there with the remittance transmittal, it's just there's no written procedures, per se, for schools to really understand that when they're collecting these dollars or -- other than just remitting funds for budgeted items. So I think it needs to be clearly identified that any time -- and, again, it's through the training component, that any time there is funds that are paid that are collected to offset budget expenses, those dollars should be remitted to offset the expense

that was incurred by the district.

DR. LYNCH-WALSH: Okay. I don't want us to run out of time before we transmit this. So I'm going to move on to, the next issue was prom for Cypress Bay. And, again, these are going to be recurring themes to some extent.

The prom ticket price, I believe this is where they got reimbursements from the other classes. So did they get permission from the other -- there's documented, we agree to do -- to give -- to give this class -- and is this included in the response? Because I see that it says, blah-blah, recommendation.

MR. NAYLOR: I think there was.

DR. LYNCH-WALSH: The actual letter?

MR. NAYLOR: Not the letters, but I think there was notes about it.

DR. LYNCH-WALSH: Yeah, I saw notes, but I believe backup. So that's -- let's see, additional support. And then sales tax, is sales tax usually added to prom tickets?

MR. SMITH: So the district has received conflicting information from the Florida Department of Revenue in the past on what is a taxable event and what is not. Receiving their

initial advice in writing, again, provided another conflict. So the assistant director of internal funds and I reached out to the supervisor for the Florida Department of Revenue. They did provide us another written explanation that prom should not be a taxable event going forward for us as long as we don't do any additional expenses during the event. If it's a ticketed event and all the costs of the event are included in the cost of the ticket going forward it will be a tax-free event.

DR. LYNCH-WALSH: Okay. If we were to look at prom tickets in the past I suspect we were not charging sales tax. I'm not sure how this suddenly became a thing.

But parking, I wanted to harp on a bit. Because, yes, that was one policy I was unaware of, Policy 5307, which has to do with student parking and a $60 limit. So my first question is, everybody knows you pay 60 bucks for a parking decal. Where does the other 60 that you pay to pick your spot and paint it go? Because all of these schools do that. And I'm speaking as a mother of a Western High School student, and I have the receipts where we paid a total of 120.

So where's the other 60 going?

MS. GOLDBOURNE: Through the Chair?

DR. LYNCH-WALSH: Yes.

MS. GOULDBOURNE: I believe that second 60 is a fundraiser.

DR. LYNCH-WALSH: Well, remember, this is all you listed under fundraising.

MS. GOULDBOURNE: Right. But parking is specific because we're renting a space, that's a different -- that's why it goes into parking. There's a different, I guess, allocation for that. But the separate to that is, I guess, a senior fundraiser for them to pick their spot and to be able to paint it. What we've seen is that that's a different fundraiser specifically for the senior class.

DR. LYNCH-WALSH: And does that also go into Internal Funds?

MS. GOLDBOURNE: It depends on the school and where they allocate -- where they designated those funds, what account those funds go into.

DR. LYNCH-WALSH: Okay. So I can tell you that the receipt that I have for my child does not, you can't tell which one is the district and which one is the senior class. It does not --

MS. GOULDBOURNE: Both of them go to the school.

DR. LYNCH-WALSH: No, I get -- what I'm saying is, it is not clearly identified that one is -- it's clear that one is for the parking decal. And understand that you're not required to pay to pick your spot and paint it, but if you don't do that you're going to end up with a spot in the hinterlands. So what they do is they have you pick your spot and it's a whole big thing. If you're a parent of a high school student who drives you paid it at all of these schools. Because I went and started asking around.

The point being, that gets us back to the policy. It says you may not be charged parking fees exceeding $60 to park on a school campus. And yet -- maybe they assume that if you can pay 60 -- you're driving a car and you can pay $60 that it's no big deal to ask you to pay another 60 so that you can request a spot and have the fun of painting your curb, but everybody's comment that I've talked to is that it's considered expensive.

So when we say a $60 limit, was the intent to have that be all and that would include first

come first serve? Because there are people that do this in order. Or is it clear to everybody that the other 60 is, in fact, a fundraiser? And I ask this because when we get to Western it gets a little muddy. Because at Western they purchased 249 shirts for staff in the amount of 6,449. I was looking at this last night and my daughter came over and she goes, what kind of shirts were those? They're 25.89 each. I go, good question, I don't know. Probably something with their name or the school's name on it. And that is part of the parking fees, which I thought were supposed to benefit the kids.

So clarity on the first 60 and the second 60 in terms of the how it relates to the policy would be helpful.

Yes, Mr. Rhodes.

MR. RHODES: Mr. Naylor had his hand up, but I just wanted to let you know that Mary Fertig also has her hand up in the Teams.

DR. LYNCH-WALSH: Okay. And Mr. De Meo -- wait, you have to leave at 11:45. Okay. So we should transmit this. It's 11:38. And then we can talk about it ad nauseam. I think we may still have quorum even potentially after you

leave. But just to be safe.

Okay. Mr. Naylor?

MR. NAYLOR: My question is -- yes. Are students required to pay the extra 60? No? So it's optional.

DR. LYNCH-WALSH: In theory it's optional, but everybody -- you know, most people do it. Because if you don't do it your spot is, you know, wherever.

MR. NAYLOR: At some schools, but other schools there's not enough students to worry about driving. I know at Northeast High School their parking lot is three-quarters empty, so -- this occurs at certain schools.

DR. LYNCH-WALSH: Western, Cypress, MSD; yes, absolutely.

Okay. So we covered that.

MR. NAYLOR: And Mary had her hand up.

MS. LYNCH-WALSH: Oh, sorry, and Mary. Mary?

MS. FERTIG: And I simply had my hand up. There's so much to this audit, Nathalie. And great job to the people who did it, but I just wanted to just say maybe we need to have that motion to transmit so we can get this sent to the board.

MS. LYNCH-WALSH: Yeah. Well, you can't see all my tabs. I'm just checking to make sure I covered all of them.

MS. FERTIG: Yeah, I know, I had the same thing, but I just figured maybe we just need to get this one in. There's just a lot here, we could probably go on for hours.

MR. RHODES: And Madam Chair?

DR. LYNCH-WALSH: Yes.

MR. RHODES: Just as a reminder, as you're making the motion to transmit, I just wanted to reiterate the fact that I would like it to also include the Western High response.

DR. LYNCH-WALSH: Yes, I'm looking at that now to see if there's anything -- so my issues were, how did we not know that we needed to pay back the district and whether the treasury not -- you know, treasury for was an issue or not, and then getting clarity on what's being charged for parking. Because while the second 60 is optional, it doesn't come across that way. And then what are they using it for? Because at Western they used it for shirts and golf carts.

So this update mentions -- what's the takeaway from this? I see that we're going to

pay back -- is this for the buses, the 21,401.11?

MS. ARCESE: Yes.

DR. LYNCH-WALSH: Okay. So then that one will eventually close out, they're paying it back in three -- well, over three years? Sort of like the charter school settlement.

Okay. So -- all right. So we have that update. So if we can get clarity on that parking policy, that would be great. Because that's what most of my tabs had to do with each school, bank reconciliations.

MS. ARCESE: Are you specifically asking for the additional $60?

DR. LYNCH-WALSH: Well, there's a policy that says you can be charged $60.

MS. ARCESE: Yes.

DR. LYNCH-WALSH: So -- up to 60. And then there were issues where they were overcharging by a couple of bucks. I actually looked and noticed that, I think Cypress there was a claim that the sponsor didn't know that the fee was included. And I'm looking at an email where it says 50 -- I think it was under 60, what went out to parents. So I'm not sure how the sponsor didn't know because what went out to parents was clearly less

than 60 as far as what they were charging. So it sounds like somebody didn't do what they were supposed to do there.

But, anyway, to Mary's point, what -- if it's 60 and just so the board is aware, because most students are feeling obligated to pay the second 60. And to make sure that if the second 60 is a fundraiser for the senior class, that all of that money, like they're not getting commingled, all of that money is being used for the benefit of the students.

MS. ARCESE: I think Ms. Gouldbourne, are you aware? Do you know?

MS. GOLDBOURNE: I have seen that, but, like I said, the second 60 is optional. You don't have to pay that to get a parking place. That is just if you'd like to decorate it. And from what I have seen, it's separate, it doesn't go into the same parking, the moneys are not --

DR. LYNCH-WALSH: It goes into a different account?

MS. GOULDBOURNE: Yes. From what I have seen; yes.

MR. RHODES: Madam Chair?

DR. LYNCH-WALSH: Yes.

MR. RHODES: And Ms. Gouldbourne, you can clarify and verify this. My understanding is that standard practice bulletin and the $60 is for the actual parking decal, so that is a different thing than the $60 for the specific picking of a parking spot and/or decorating it.

MS. GOULDBOURNE: Correct. That $60 is for you to have a parking space and the decal for that; yes.

MS. ARCESE: And they are tracked, so there are numerical -- a lot times they actually have an actual decal that they give the student. So those are also tracked as well.

DR. LYNCH-WALSH: Right. My point being, if you were trying to get the spot closer to the exit versus the one that requires you to walk al the way over here, that's where the other 60 comes in.

MS. CARTER-LYNCH: Can I ask you?

DR. LYNCH-WALSH: Yeah. Yeah.

MS. CARTER-LYNCH: Are you almost done?

DR. LYNCH-WALSH: I was going to make a motion to transmit, but you have a--

MS. CARTER-LYNCH: I just wanted to say I see that you and Mary both, you all go through the

documents with a fine-toothed comb, is there any way possible that some of the things that -- and they're pertinent, I get it, that we could get answers to before we spend so much time on each and every little item?

DR. LYNCH-WALSH: Well, like I said, it was a recurring theme with the parking.

MS. CARTER-LYNCH: Oh, okay.

DR. LYNCH-WALSH: That's why I didn't mention it for each and every school, because I started noticing, we started with -- because they were in order. So an executive summary that summarizes all the -- you know, there are similar findings across schools would be helpful. I only read this last night, so --

MS. CARTER-LYNCH: Yeah. And I understand that, but we spend a lot of time in the weeds. And everybody's trying to go?

DR. LYNCH-WALSH: No, no, we're trying to transmit this one so we can move on. The BTA went on a bit more than -- but, you know, it's important. So --

MS. CARTER-LYNCH: I'll come up with something.

DR. LYNCH-WALSH: All right. So I need a

motion to transmit. This will be item 10, the OCA Internal Funds Audit of Selected Schools.

MR. NAYLOR: So moved.

DR. LYNCH-WALSH: Okay. Moved by Naylor.

MS. CARTER-LYNCH: Second.

DR. LYNCH-WALSH: Seconded by Carter-Lynch.

Any further discussion?

MR. RHODES: Madam Chair, do you need to amend the addition of Western High?

DR. LYNCH-WALSH: To transmit it with the updated January 14th, 2025 response from Western High School. Are you good with that, Lew?

MR. NAYLOR: Yeah.

DR. LYNCH-WALSH: All right. All in favor?

COMMITTEE MEMBERS: Aye.

DR. LYNCH-WALSH: Any opposed?

(No response.)

DR. LYNCH-WALSH: Okay. Motion passes unanimously. That's number 10. And we did get the status report so we have that.

All right. Old Business, the Fund Balance Motion. And, actually, before I move on, those of you who have been on here for a while will remember that when we did Internal Funds we would have Teaching and Learning represented here.

Staff Follow Up: **RSBM-021925-06 (DH)**
Due Date (February 14, 2025)
Today's Date (February 7, 2024)

BROWARD County Public Schools | Educating Today's Students to Succeed in Tomorrow's World

Topic: DD-2. Internal Audit Report – Audit of the Internal Funds of Selected Schools

Staff Follow Up: Most exceptions occurred with BSC staff, this seems to be a problem. Is there additional training to make sure this doesn't happen again? **RSBM-012925-06 (D. Hixon)**

Response: Eight (8) schools were issued audit exceptions in this report. Six (6) of the eight (8) were BSC schools (75%). The BSC provides services for 170 schools which is (71%). There is not a large discrepancy between the BSC schools and the non-BSC schools. There is a heightened level of scrutiny and items that may have previously been discussion items are being classified as exceptions.

The staff takes these reports seriously and provides ongoing training to remedy all of the items noted in the audit report.

HDH/WFP/JA:ja

Wanda F. Paul
Chief Operations & Facilities Officer

Dr. Howard D. Hepburn
Superintendent of Schools

2/13/25 COMPLETED

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	DD. Chief Auditor
DEPARTMENT:	Auditing

Agenda Item Number:	DD-3.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Internal Audit Report - BTA Student Support Management Plans SY 23-24, Q4

REQUESTED ACTION:

Receive Internal Audit Report - Behavioral Threat Assessment Student Support Management Plan for SY 2023-2024, Q4. District-wide

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome (s)/Returns on Investment, Financial Impact, and Rationale, please see Executive Summary.

EXHIBITS:

Executive Summary
BTM SSMP SY 23-24 Qtr 4
01-16-25 AC Minute Excerpts

FINANCIAL IMPACT:

The source of funds to perform this audit was 100% of the general fund budget allocation of the Office of the Chief Auditor.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Dave Rhodes	Phone:	754-321-2400
Name:	Ali Arcese	Phone:	754-321-2400

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David G. Rhodes, Chief Auditor

Signature

David G. Rhodes, Chief Auditor

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Dave Rhodes, Chief Auditor
Ali Arcese, Audit Director
Phone: 754-321-2400

EXECUTIVE SUMMARY
Internal Audit Report
Behavioral Threat Management – Student Support Management Plans
For School Year 2023-2024, Quarter 4

Board Meeting Date: February 19, 2025

Requested Action
Receive the Office of the Chief Auditor Internal Audit Report of the Behavioral Threat Management – Student Support Management Plans for School Year 2023-2024, Quarter 4.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The District will stay in compliance with Florida Statutes, Administrative Rules, and Behavioral Threat Management (BTM) policy.

If the Board votes "No": The District could fall out of compliance with Florida Statutes, Administrative Rules, and BTM policy.

Background/History
The Office of the Chief Auditor (OCA) performed a compliance audit of the BTM Student Support Management Plans (SSMP) for school year 2023-2024, Quarter 4. The audit covered plans that began in February 2024 through June 2024 and were tracked through July 2024. The audit scope also included the requirement for monthly meetings of the School-Based Threat Management Teams ("SBTMT" or "BTM team"). The audit scope did not include the review of the BTM assessment process, which is covered in a separate OCA report.

For the period February 2024 through June 2024, the requirements related to the implementation and review of SSMP are outlined in the SBBC Policy 4380, Behavioral Threat Management (BTM), amended on 12/12/2023 ("BTM Policy") and the Department of Education Office of Safe School's (OSS) Florida Harm Prevention and Threat Management Manual, effective 9/2023 ("Florida Model Manual").

Summary/Explanation
The audit objectives were to determine compliance with the BTM Policy requirements as outlined in the four (4) attributes that are focused on the BTM student support plans and BTM team monthly meetings.

The sample for review was selected based on a population of total High level BTM assessments finalized from February 1, 2024, through June 10, 2024. For this period, there were a total of 147 High level BTM assessments recorded in EdPlan with an active SSMP. The OCA excluded from the sample duplicate system entries, charter schools, and the schools that were reviewed in the prior audit of

Monitoring Plans for 2023-24, Quarter 3. The resulting 58 samples were examined in detail. Upon review, it was determined that 5 of 58 BTM were reclassified during the District BTM team review from High level to Medium level. Therefore, the final sample includes 53 High level SSMP and 5 Medium level SSMP.

Each plan in the sample was tracked from the initial school/center location to the current school/center location if a student transferred within the District while the plan was active. The actual number of schools tested was 31. Documentation of plan reviews, intervention services, and the BTM team meetings was reviewed for each plan from the plan's start date through June 10, 2024, last school day, or July 18, 2024, if student was registered for the summer experience.

The OCA determined that the schools complied with the BTM Policy requirements related to the monthly reviews of the active SSMP and monthly meetings of the BTM teams (Attributes 1, 3 and 4). However, errors were identified in the documentation of the SSMP actions (Attribute 2) as summarized in the table below:

Attributes		Observation	Rating
SSMP (aka Monitoring Plans)	Attribute 2	Of the 58 plans, documentation for 13 (22%) plans was not properly maintained for all actions selected on the SSMP (all exceptions had inaccurate logs due to variances in attendance record between Pinnacle and TERMS).	High

District management responded to issues noted during the fieldwork and compiled action plans to address the issues noted and to minimize future re-occurrence. In addition, the BTM Department reviewed the correct process for documenting the completion of actions listed in a SSMP at the monthly BTM team chairperson, principal, and assistant principal meetings. Threat Management presentations and communications shared with the schools are memorialized in the BTA Canvas course for review. The District also transitioned in August 20204 from TERMS to Focus which provides a uniform platform for attendance.

The Audit Committee reviewed and approved the transmission of this report to the School Board at the January 16, 2025, Audit Committee meeting.

Alignment to 2027 Goals and Guardrails
This item aligns with school-focused outcomes through Guardrail 1 - Safety, which prevents an increase in threatening or unsafe circumstances for students and staff, and Guardrail 5 - Accountability, which includes expectations, evaluation, transparency, and continuous improvement.

Measurable Outcome(s)/Return on Investment/Item Justification
Ensure the procedures and practices address the issues noted in the report while implementing new processes, procedures, and practices.

Financial Impact
The source of funds to perform this audit was the general fund budget allocation of the Office of the Chief Auditor.

OFFICE OF THE CHIEF AUDITOR

INTERNAL AUDIT REPORT

BEHAVIORAL THREAT MANAGEMENT – STUDENT SUPPORT MANAGEMENT PLANS

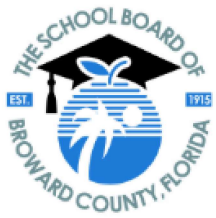
FOR THE SCHOOL YEAR 2023-2024, Quarter 4

Established 1915
BROWARD
County Public Schools

To be presented to the:

Audit Committee
On January 16, 2025

The School Board of Broward County, Florida
On February 19, 2025



Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

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TRANSMITTAL LETTER

January 16, 2025

Members of the School Board of Broward County, Florida
Members of the School Board Audit Committee
Dr. Howard Hepburn, Superintendent of Schools

In accordance with the School Board of Broward County, Florida ("SBBC" or "District") Audit Plan for the 2023-2024 School/Fiscal Year, the Office of the Chief Auditor ("OCA") conducted a compliance audit of the District's Behavioral Threat Management – Student Support Management Plans for the School Year 2023-2024, Quarter 4. The audit covered Student Support Management Plans initiated from February 2024 through June 2024 and tracked through July 2024.

Our report is organized into the following sections:

Executive Summary	Brief description of the audit subject area, audit scope and methodology, scope limitations, and results
Objectives	Goals for the audit
Background	Summary of the audit subject area and impact on the District and District personnel responsibilities
Scope and Methodology	Audit scope and approach, significant procedures, OCA's and District Management's responsibilities
Findings	Errors noted during the audit and improvement recommendations related to the audit subject area
Appendices	Supplemental documents

We would like to thank all those who assisted the OCA in this compliance audit.

Respectfully Submitted,

Dave G. Rhodes
Chief Auditor, Office of the Chief Auditor

EXECUTIVE SUMMARY

In accordance with the School Board of Broward County, Florida ("SBBC" or "District") Audit Plan for the 2023-2024 School/Fiscal Year, the Office of the Chief Auditor ("OCA") conducted a compliance audit of the District's Behavioral Threat Management ("BTM") Student Support Management Plans ("SSMP") for the School Year 2023-2024, Quarter 4. The audit covered SSMPs initiated from February 2024 through June 2024 and tracked through July 2024. The scope also included the requirement for monthly meetings of the School-Based Threat Management Teams ("SBTMT" or "BTM team"). The audit scope did not include the review of the BTM assessment process, which is covered in a separate OCA report.

For the period February 2024 through June 2024, the requirements related to the implementation and review of Student Support Management Plans and the BTM teams' monthly meetings are outlined in the SBBC Policy 4380, Behavioral Threat Management (BTM), amended on 12/12/2023 ("BTM Policy") and the Florida Harm Prevention and Threat Management Manual, effective 9/2023 ("Florida Model Manual"). Please refer to the "Attributes Tested" section for a detailed listing and references of the requirements reviewed.

The sample for review was selected based on a population of total High level BTM assessments finalized from February 1, 2024, through June 10, 2024. For this period, there were a total of 147 High level BTM assessments recorded in EdPlan with an active SSMP. The OCA excluded from the sample duplicate system entries, charter schools, and the schools that were reviewed in the prior audit of Monitoring Plans for 2023-24, Quarter 3. The resulting 58 samples were examined in detail. Upon review, it was determined that 5 of 58 BTM were re-classified during the District BTM team review from High level to Medium level. Therefore, the final sample includes 53 High level SSMP and 5 Medium level SSMP.

Each plan in the sample was tracked from the initial school/center location to the current school/center location if the student transferred within the District while the SSMP was active. The actual number of school/center locations tested was 31. Documentation of plan reviews, intervention services, and the BTM team meetings was reviewed for each SSMP for the period from the plan's start date through July 18, 2024.

Summary of Results

The OCA determined that the schools complied with the BTM Policy and the BTM Policy requirements related to the monthly SSMP updates and meetings of the BTM teams (Attributes 1, 3, and 4). However, errors were identified in the documentation of the SSMP actions (Attribute 2). The summary of findings per attribute tested and the comparison of the results to the prior audit are included in Table 1.1 below. A detailed listing of the results of the current audit is included in the "Findings" section of this report.

EXECUTIVE SUMMARY – Continued

Summary of Results – Continued

Table 1.1 contains the attributes that were tested in this audit for School Year 2023-2024, Quarter 4 ("SY 24 Q4") and their results as compared to the corresponding attributes from the last audits of SSMP for School Year 2023-2024, Quarters 1 and 2 ("SY 24 Q1-2") and Quarter 3 ("SY 24 Q3"). The columns SY 24 Q1-2, SY 24 Q3, and SY 24 Q4 are the number of errors found for each attribute.

Table 1.1

Coverage Periods			7/1/2023 - 12/22/2023 Sampled: 35 Very Serious: 26 Serious: 9		1/1/2024 - 3/31/2024 Sampled: 30 Very Serious/High: 30		4/1/2024 - 7/18/2024 Sampled: 58 High: 53 Medium: 5		SY 24 Q4 Comments
Attributes			SY 24 Q1-2	% Failed SY 24 Q1-2	SY 24 Q3	% Failed SY 24 Q3	SY 24 Q4	% Failed SY 24 Q4	
SSMP (aka Monitoring Plans)	1	Was the Student Support Management Plan (SSMP) reviewed (and updated when applicable) every month?	2	6%	0	0%	0	0%	Out of 58 SSMPs. For SSMP documentation, all 13 samples with errors had inaccurate logs due to variances in attendance record between Pinnacle and TERMS.
	2	Was the documentation maintained for all actions identified on the SSMP, when applicable?	7	20%	4	13%	13	22%	
SBTMT Team (aka BTA Team) Monthly Meetings	3	Did the School-Based Threat Management Team (SBTMT) meet at least monthly?	0	0%	0	0%	0	0%	Out of 31 schools.
	4	Did the SBTMT maintain documentation of their monthly meetings (dates and times, team members in attendance, cases discussed, and actions taken)?	0	0%	0	0%	0	0%	

OBJECTIVES

The purpose of this audit was to determine compliance with the requirements of the BTM Policy and Florida Model Manual for the period February 1, 2024, through July 18, 2024. The requirements covered in this review are particularly related to the monthly meetings of the BTM teams and their ongoing analysis and monitoring of intervention services provided to the students who made a high-level threat. The review included Student Support Management Plans initiated during the period February 1, 2024, through June 10, 2024 (the last day of the school year) and their ongoing documentation from the initiation date through July 18, 2024 (the last day of summer school), when applicable.

The specific objectives of this audit were to:

- Obtain an understanding of the requirements for the implementation and review of the SSMP for the period under review.
- Obtain an understanding of the District's systems and applications for managing and documenting Student Support Management Plans and the BTM team monthly meetings.
- Review written policy, procedures, established practices, and documentation thereof, and prepare a listing of detailed attributes for review.
- Review compliance with the requirements for the BTM team meetings and the ongoing analysis and documentation of active Student Support Management Plans through the prepared attributes for 58 SSMP managed by 31 schools/centers that were not audited in prior reviews of the SSMP during 2023-2024 school year.
- Determine whether improvements to the procedures and established practices are warranted and provide recommendations to District administration.

BACKGROUND

The BTM process is governed in accordance with the District's Policy 4380. The policy is updated when realignment with the Florida Statutes and/or clarifications are warranted. The revision effective during the period February 2024 through June 2024 was approved on December 12, 2023, and was based on the new state requirements effective January 1, 2024. The amended policy name has changed from the Behavioral Threat Assessment (BTA) to the Behavioral Threat Management (BTM) to align with the new state law. In December 2023, the BTM teams transitioned all active monitoring plans to Student Support Management Plans ("SSMP") to meet the minimum requirements for student support management under the Florida Model beginning January 1, 2024.

The District's BTM records were maintained electronically during the audit period using EdPlan software. When a threat or behavior concern was reported, the BTM teams were to follow specific procedures and complete all components of the BTM in the EdPlan system. Diagram 1.1 below shows a high-level overview of the BTM process utilized during the audit period.

Diagram 1.1



The **SSMP Implementation and Review** segments of this process are the subject of review in this audit. The OCA focused on this segment due to the high risk associated with student monitoring.

SSMP initiated during the BTM process identify the types of interventions appropriate to manage or mitigate the student's risk of future violence and increase the likelihood of positive outcomes. From February 2024 through June 2024, SSMPs were required for Medium and High levels of concern. Daily Person/Possession Checks, a type of intervention, were required for High and Medium levels of concern, and referrals to a school-based Collaborative Problem Solving Team (CPST) were required for High levels by the BTM Policy. In addition to the required interventions, the BTM teams are responsible for identifying other appropriate interventions and services that require continued implementation and monitoring. The High level SSMP must remain active for at least one year, and the Medium level SSMP must remain active for a minimum of 180 days.

During their monthly meetings, the BTM team must review every active SSMP at their location. Upon review of a student's plan, the team must determine and document whether revisions of interventions are necessary, or the monitoring will continue without revisions. The documentation

BACKGROUND – Continued

of the BTM monthly meetings is maintained using the Navigate 360 Emergency Management Suite ("EMS") application. Schools are recommended to upload all supporting documentation of the SSMP actions into the EMS.

The EdPlan system user access across the District was disabled on June 17, 2024. All BTM forms, including SSMP forms, were migrated from EdPlan to the Focus Student Information System. However, transferring BTM files from EdPlan to Focus was not completed until August 2, 2024. In addition, the BTM data files transferred to Focus did not include necessary content from EdPlan's BTA Notes module used by the District and schools to document additional information on the BTM compliance process for each student. BTA Notes data was transferred to Focus on October 31, 2024.

The EMS software provider also updated their platform, and some functionality limitations were identified over the summer of 2024. Users experienced issues obtaining EMS access throughout June and July, and the provider worked to correct the system limitations throughout August of 2024.

SCOPE AND METHODOLOGY

The review was focused on the BTM teams' required meetings and their continuous analysis and monitoring of intervention services provided to the students who exhibited high levels of concern during the period February 2024 and June 2024. The review included all SSMP initiated for the High BTM level between February 1, 2024, through June 10, 2024 (last school day) and their ongoing documentation from the initiation date through July 18, 2024 (last summer school day).

The sample for review was selected based on a population of total High level BTM assessments finalized from February 1, 2024, through June 10, 2024. For this period, there were a total of 147 High level BTM assessments recorded in EdPlan with an active SSMP. The OCA excluded from the sample duplicate system entries, charter schools, and the schools that were reviewed in the prior audit of Monitoring Plans for 2023-24, Quarter 3. The final sample resulted in 58 High level SSMP initiated and/or managed by schools that had not been included in the prior audit. The 58 samples were examined in detail. Upon review, it was determined that 5 of 58 BTM were re-classified during the District BTM team review from High level to Medium level. Therefore, the final sample includes 53 High level SSMP and 5 Medium level SSMP.

Each plan in the sample was tracked from the initial school/center location to the current school/center location if the student transferred within the District while the SSMP was active. The actual number of school/center locations tested was 31. Documentation of plan reviews, intervention services, and the BTM team meetings was reviewed for each SSMP for the period from the plan's start date through July 18, 2024.

The procedures used to satisfy the objectives in this review included the following:

- Reviewed the District's Policy and Procedures for the audit period.
- Met with the BTM department management to obtain an understanding of the procedures, established practices, and source of the documentation, including updates and changes since the prior audit.
- Completed BTM training and reviewed EdPlan and Focus training aids.
- Reviewed documentation recorded in and uploaded to the District's electronic data systems (Focus, TERMS, Basis, EMS) to determine compliance for the following:
    - Student Support Management Plan (Attributes 1 - 2) – if the plans were assessed every month and the identified actions were documented, when applicable.

SCOPE AND METHODOLOGY – Continued

- BTM Team Monthly Meetings (Attributes 3 - 4) – if the BTM teams met at least monthly and the meetings were documented as required.

- Obtained relevant documentation from each school when it was not uploaded to the electronic system.

- Prepared a written report on audit findings and observations. Reviewed the results with the schools and senior management and incorporated management's responses into the audit report.

The review was conducted in accordance with Generally Accepted Government Auditing Standards. The standards require that the audit is planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on the audit objectives. The evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

The OCA is responsible for performing the review under Generally Accepted Government Auditing Standards and providing recommendations to improve operations, strengthen internal controls, and comply with the requirements of laws, rules, and regulations in matters selected for review. The administration is responsible for implementing corrective actions and complying with applicable laws, regulations, and School Board policies and procedures.

Audit supervised and reviewed by:

Ali Arcese, Audit Director
Elena Pritykina, Audit Manager

Audit performed by:

Raysa Lugo, Senior Auditor
Blessing Taruza, Auditor

ATTRIBUTES TESTED

The following attributes were used to assess compliance with the Policy and Procedures as referenced:

Attributes			Policy 4380[1]	Manual Page Num[2]
SSMP Reviews and Documentation	1	Was the Student Support Management Plan (SSMP) reviewed (and updated when applicable) every month?	s I(E)	20
	2	Was the documentation maintained for all actions identified on the SSMP, when applicable?	s IV(B)(C)	21-22
		Daily or Weekly Check In		
		Daily Person/Possession Check (Required for High and Medium)		
		Referral to school-based Collaborative Problem Solving Team (CPST) (Required for High)		
		Referral for school-based counseling		
		Referral for Mental Health Services		
SBTMT Monthly Meetings	3	Did the School-Based Threat Management Team (SBTMT) meet at least monthly?	s IV(B)(8)(a)	22
	4	Did the SBTMT maintain documentation of their monthly meetings (dates and times, team members in attendance, cases discussed, and actions taken)?		

(1) SBBC Policy 4380, Behavioral Threat Management (BTM) as amended on 12/12/2023
(2) Department of Education Office of Safe School's (OSS) Florida Harm Prevention and Threat Management Manual 9/2023

FINDINGS

Finding	Student Support Management Plan Actions were not properly documented
High	When the school-based BTM team identifies intervention actions that require continued implementation and monitoring, documentation must be maintained for all actions identified on the Student Support Management Plan (when applicable), as required by the Florida Model Manual, see Attribute 2 on page 9. The BTM department recommends that schools upload all supporting documentation for the SSMP actions into the electronic system EMS. However, schools may choose not to upload and instead keep such records on paper. 13 (or 22%) of the 58 SSMP reviewed had inaccurate documentation. A breakdown of the findings by region and school type is as follows: **CENTRAL** • 1 High School • 2 Middle Schools • 1 Elementary School **NORTH** • 1 Center • 2 Middle Schools **SOUTH** • 2 Centers • 1 High School • 1 Middle School The OCA noted no errors in the documentation of the referrals to the CPS team, school-based counseling, and mental health services. However, the OCA noted inaccuracies in the logs of conducted Person/Possession Checks and Daily or Weekly Check-Ins. It was determined that inaccuracies in the documentation of conducted checks were due to variances in attendance records between Pinnacle and TERMS. Pinnacle software was used to record grades and student attendance by class period. The attendance data from Pinnacle would integrate into TERMS, the system of record for student information submitted to the State of Florida during the audit period. The table below contains a breakdown of the findings for the 58 SSMP reviewed per the documentation type.

Daily or Weekly Check In Logs • 3 samples had inaccurate logs due to variances between Pinnacle and TERMs attendance records	3	5%
Daily Person/Possession Check Logs • 13 samples had inaccurate logs due to variances between Pinnacle and TERMs attendance records	13	22%

Finding	Student Support Management Plan Actions were not properly documented – Continued
OCA Recommendation	The OCA recommends that school Principals review BTM procedures and training materials with staff and ensure that BTM procedures for documenting active Student Support Management Plan actions are followed without exception. The training material requires that BTM teams verify attendance and ensure the logs match. As a repeated recommendation, the OCA strongly recommends that management update the policy to mandate uploading all supporting documentation of monitoring plan actions to the electronic system. Currently, the training material requires that they be uploaded into the EMS. Over 80% of schools in a sample did not upload complete documentation of Student Support Management Plan actions into EMS for this audit period but kept the documentation on file at the school. The OCA also recommends that the BTA Department clearly communicate to school-based administrators and BTM team members that uploading the documentation in the EMS is mandatory.
District Staff Response	BTM Department Response See Appendix I District Senior Management Responses See Appendix II for Consolidated Responses from District Senior Management

APPENDIX I: BEHAVIORAL THREAT ASSESSMENT DEPARTMENT RESPONSE

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BROWARD
County Public Schools

Behavioral Threat Management
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Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

January 13, 2025

TO: Ernie Lozano, Chief, Task Assigned
Office of Safety, Security, & Emergency Preparedness

FROM: Kim Punzi-Elabiary, Director
Behavioral Threat Management Department

SUBJECT: **RESPONSE TO BEHAVIOR THREAT MANAGEMENT INTERNAL AUDIT REPORT – 2023 - 2024 BTA Monitoring Plans Audit Q4 (PERIOD February 2024 THROUGH June 2024)**

This correspondence comes as a response to the Office of the Chief Auditor Behavior Threat Management – 2023 – 2024 Monitoring Plans Audit Q4 Audit Report. The Behavioral Threat Management Department is encouraged by the improvements from the prior audit regarding the implementation and review of Student Support Management Plans (previously called Monitoring Plans). The BTM Department will continue to monitor and support schools to ensure fidelity of implementation of Student Support Management Plans (SSMP).

Attribute 2 focused on the accurate documentation of the actions listed in the SSMPs. This attribute had an increase in the fail rate from the prior audit of 13% to 22%. For SSMP documentation, 13 schools had a combination of an incomplete log due to an attendance variance. The BTM Department continually reviewed the correct process for documenting the completion of actions listed in a SSMP during monthly All Chair, Principal and Assistant Principal meetings. All Threat Management presentations and communications shared with schools are memorialized in our Canvas course for review. The district also transitioned in August 2024, from TERMs to Focus which provides a uniform platform for attendance.

Completion Date – August 2024

Attributes 1, 3, & 4 focused on the school-based teams meeting monthly and maintaining documentation of dates, times, team members in attendance, cases discussed, and actions taken. One hundred percent of schools reviewed and updated the SSMPs monthly in compliance with State Rule 6A-1.0019 and Policy 4380. These attributes had a fail rate of 0%. All schools sampled, complied with conducting the BTA Monthly Meeting and maintaining the required documentation.

The findings in this audit validate the work of the BTM Department. The department continues to support the district by remaining compliant with the requirements found in State Rule 6A-1.0019 and Policy 4380 for Student Support

SUBJECT: **RESPONSE TO BEHAVIOR THREAT MANAGEMENT INTERNAL AUDIT REPORT – 2023 - 2024 BTA Monitoring Plans Audit Q4 (PERIOD February 2024 THROUGH June 2024)**

Management Plans. The BTM Department hosts Office Hours and monthly All Chair meetings to review the threat management process, to share best practices, and to review District expectations for threat management. The BTM Department continues to support schools regarding the documentation of actions and is reviewing that schools are uploading the documentation into the Emergency Management Suite (EMS). Members of the BTM Department are visiting schools to provide face to face support to review protocols for the threat management processes and answer any questions the school-based team may have. The BTM Department offers multiple training courses monthly to assist schools with the required team membership. The oversight and support the BTM Department provide schools ensure the fidelity of implementation with threat management processes and procedures. We remain focused on providing continual support and guidance to schools to remain in compliance with all state requirements related to Threat Management.

For additional information, please contact **Kim Punzi-Elabiary, Director, Behavioral Threat Management Department by email at kim.punzi-elabiary@browardschools.com.**

APPENDIX II: CONSOLIDATED DISTRICT SENIOR MANAGEMENT RESPONSES

Office of Safety, Security and Emergency Preparedness
Ernie Lozano, Task Assigned Chief Safety & Security Officer
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301
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The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
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Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

January 14, 2025

TO: Dave G. Rhodes
Chief Auditor

FROM: Ernie Lozano, Task Assigned
Chief Safety & Security Officer
Ernie Lozano (Jan 14, 2025 12:46 EST)

SUBJECT: **RESPONSE TO Q4 FEB 2024 JUNE 2024 BTM AUDIT**

I have reviewed the audit response for the BEHAVIORAL THREAT ASSESSMENT INTERNAL AUDIT REPORT – 2023 - 2024 BTA Monitoring Plans Audit Q4 (PERIOD February 2024 - June 2024) provided by Kim Punzi-Elabiary, Director of Behavioral Threat Management (BTM). I agree with the actions the Behavioral Threat Management Department and the Regional Superintendents have instituted with supporting School-Based Threat Management Teams (SBTMT) in implementing the requirements of the Florida Threat Management Model, including monitoring the logging of the Daily Person/Possession checks.

If you have questions or require additional information, please **call me at 754-321-2655 or email ernie.lozano@browardschools.com**.

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TED D. TOOMER, Ed.D., REGIONAL SUPERINTENDENT
CENTRAL REGIONAL OFFICE

PHONE: 754-321-3000 **FAX:** 754-321-3049 EMAIL: ted.toomer@browardschools.com

January 9, 2025

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ted D. Toomer, Ed.D.
Central Regional Superintendent

SUBJECT: **2023-2024 BEHAVIORAL THREAT MANAGEMENT (BTM) AUDIT OF STUDENT SUPPORT MANAGEMENT PLANS, QUARTER 4**

Please find this communication as a response to the BTM Audit of Student Support Management Plans, Quarter 4. My leadership team and I have reviewed the audit findings and action plans for the identified schools that received audit exceptions. The Central Regional Office will continue to make the this process a priority. The findings, recommendations, and leadership responses will assist in guiding our methodology as we monitor and provide support to our regional schools.

The Central Regional Office Leadership Team will continue to work closely with the BTA Department for guidance and updates on most current policies and procedures. The BTM topic will remain as a standing item on our weekly staff meeting agenda. It has been expanded to include a review of the attributes outlined in these audit findings.

We will continue to conduct regular analysis of school-specific behavior threat assessment procedures and outcomes in schools with staff from the BTM team. If the results of our finding warrants, we are prepared to administer disciplinary actions to school leaders and discuss areas for system and training improvements.

By way of this communication, I express my commitment to the appropriate and timely application of the threat assessment protocols for all schools in Central Region. This audit report has provided tangible data evidence that will aid us in providing the appropriate support to our schools. If you need further information, please do not hesitate to reach out to me.

TT/DA/JB/HD/LN:smr

c: Extended Cabinet Members
Central Regional Leadership Team, Central Regional Office

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DR. JERMAINE V. FLEMING, REGIONAL SUPERINTENDENT
NORTH REGIONAL OFFICE

PHONE: 754-321-3600 **FAX:** 754-321-3630 **EMAIL:** jermaine.fleming@browardschools.com

December 20, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Dr. Jermaine V. Fleming, Regional Superintendent
North Regional Superintendent

SUBJECT: RESPONSE TO STUDENT SUPPORT MANAGEMENT PLANS AUDIT SCHOOL YEAR 2023-2024 QUARTER 4

Please find this communication as a response to the Student Support Management Plans for the 2023-2024 school year, 4th quarter. My leadership team and I reviewed the comprehensive report and the files referring to schools in the North Region. The North Regional Office will continue to make the Student Support Management Plans a priority for our division. The findings, recommendations, and leadership responses from previous school year audits will guide our methodology as we monitor and provide support to our schools.

The Student Support Management Plans topic will remain a standing item on our weekly staff meeting agenda. It has been expanded to include a review of the attributes outlined in these audit findings.

If the result of our findings warrants, we are prepared to administer corrective actions to school leaders and discuss areas for system and training improvements.

By way of this communication, I express my commitment to the appropriate and timely application of the Student Support Management Plans protocols for all the schools in the North Region. This audit report has provided tangible data and evidence that will aid us in providing appropriate support to our schools. The safety and security of our students and community are paramount.

JVF/TL/MWS/MP/RSR:spr

C: Extended Cabinet Members
North Regional Office Leadership Team

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ALAN STRAUSS, SOUTH REGIONAL SUPERINTENDENT, TEACHING & LEARNING
OFFICE OF THE SOUTH REGIONAL SUPERINTENDENT

PHONE: 754-321-3200 **FAX:** 754-321-3216 **EMAIL:** alan.strauss@browardschools.com

DATE: December 20, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Alan Strauss, South Regional Superintendent
Office of the South Regional Superintendent

SUBJECT: **SOUTH REGION RESPONSE - 2023-24 BEHAVIORAL THREAT MANAGEMENT PROCESS AUDIT**

This memo acknowledges the findings and action plans from the Behavioral Threat Management Audit conducted from February 1, 2024, to July 18, 2024. My leadership team and I have diligently reviewed the audit results for the schools with exceptions.

The South Regional directors have met with the identified school principals to review the findings and work with them to ensure these issues do not recur.

The South Region office is committed to prioritizing the Behavioral Threat Assessment process in all schools. The audit's findings, recommendations, and leadership responses will guide our monitoring and support efforts for schools in the region.

We are also dedicated to ongoing analysis of threat assessment procedures and outcomes at each school, supported by the Behavioral Threat Assessment team.

This communication reaffirms my commitment to effective threat assessment protocols across all South Region schools. The audit has provided valuable data to enhance our support efforts.

For further information or clarification, please contact me.

AS:mg

cc: South Regional Leadership Team
Ali Arcese, Director, Office of the Chief Auditor
Raysa Lugo, Senior Auditor, Office of the Chief Auditor
Elena Pritykina, Manager, Operational Audits

Policy 4380

BEHAVIORAL THREAT MANAGEMENT (BTM)

THE SCHOOL BOARD OF BROWARD COUNTY (SBBC), FLORIDA IS COMMITTED TO PROTECTING ITS STUDENTS, EMPLOYEES, AND MEMBERS OF THE COMMUNITY. IT IS ESSENTIAL THAT DISTRICTWIDE VIOLENCE PREVENTION BE IN PLACE TO FOSTER A LEARNING ENVIRONMENT THAT PROMOTES A CULTURE OF SAFETY, RESPECT, TRUST, AND SOCIAL/EMOTIONAL SUPPORT, WHILE ALSO PROTECTING STUDENTS AND STAFF FROM CONDUCT THAT POSES AN ACTUAL OR PERCEIVED THREAT TO SELF OR OTHERS. THE BEHAVIORAL THREAT MANAGEMENT (BTM) POLICY SHOULD BE INTERPRETED AND APPLIED CONSISTENTLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS, AND THE BOARD'S COLLECTIVE-BARGAINING AGREEMENTS. THE POLICY WAS DEVELOPED IN ACCORDANCE WITH THE LEGISLATION ENACTED BY THE STATE OF FLORIDA AND SET FORTH IN STATE RULE 6A-1.0019 – THREAT MANAGEMENT.

THE PURPOSE OF THIS POLICY IS TO SET FORTH REQUIREMENTS RELATING TO THREAT MANAGEMENT, A PROCESS BY WHICH SCHOOL DISTRICTS, K-12 SCHOOLS, CHARTER SCHOOL GOVERNING BOARDS, AND CHARTER SCHOOLS IDENTIFY, ASSESS, MANAGE, AND MONITOR POTENTIAL AND REAL THREATS TO STUDENT SAFETY. THIS POLICY TAKES EFFECT ON JANUARY 1, 2024. SCHOOLS WILL CONTINUE TO IMPLEMENT THE CSTAG MODEL THROUGH DECEMBER 31, 2023.

SECTION I: DEFINITIONS

A. **"Florida Harm Prevention and Threat Management Model"** or **"Florida Model"** means the Florida-specific behavioral threat management process required by Section 1001.212(12), F.S. The Florida Model consists of the Florida Threat Management Manual and the Florida Harm Prevention and Threat Management Instrument ("Instrument"). Under the Florida Model, threats and reports of concerning behavior or concerning communications are categorized as having an unfounded, low, medium, or high level of concern.

B. **"School"** means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under Rule 6A-1.0016, F.A.C., but does not include:

1. Settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;
2. Schools that provide only prekindergarten or adult education;
3. Technical centers under Section 1004.91, F.S. A list of schools meeting this definition will be provided to the School Safety Specialists by December 1, 2023, and annually thereafter by July 1.

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

D. **"School district"** or **"district"** means a Florida school district, the Florida Virtual School (Section 1002.37, F.S.), the Florida School for the Deaf and the Blind (Section 1002.36, F.S.), Developmental Research (Laboratory) Schools (Section 1002.32, F.S.), and charter schools sponsored by a university or Florida College System institution (Section 1002.33(5), F.S.).

E. **"Student Support Management Plan"** or **"SSMP"** means an ongoing intervention and monitoring plan implemented by the school-based threat management team. The SSMP may impose requirements on a student of concern for a defined period of time based on the level of concern. The SSMP is reviewed each month by the School Based Threat Management Team (SBTMT).

F. **"Threat Assessment"** means the identification of individuals exhibiting threatening or other concerning behavior.

G. **"Threat Management"** means the multipart process by which schools identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals, as provided in Section 1006.07(7), F.S.

SECTION II: NOTIFICATIONS

A. Parental notification is required in the following circumstances and must adhere to the timelines set forth in State Rule 6A-1.0019:
1. If the SBTMT Chair determines the report of a concerning behavior or threat is a Low level of concern and summarily closes the case, the Chair or designee must use reasonable efforts to notify the parent or guardian of the student of concern.
2. If the Chair does not summarily close the case and refers it to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns

the preliminary level of concern.

3. If the preliminary level of concern is High, there must be an immediate attempt by the chairperson of the SBTMT to notify the parent/guardian of the student of concern.
4. Parents or guardians must also be notified if the threat management process reveals information about their student's mental, emotional, or physical health or well-being, or results in a change in related services or monitoring, including but not limited to implementation of an SSMP.
5. Once an SSMP is finalized and anytime it is substantively revised, the SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian. The targeted student's parent or guardian should also be informed that an SSMP has been implemented.
6. Where a report of concern includes an identified student target, the Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded. As provided for in the Florida Harm Prevention and Threat Management Manual (Form OSS-001), the unfounded summary disposition should only be used when it is clear and articulable that there is no basis for concern. If there is any doubt, the case should be forwarded to the School Based Threat Management Team for further evaluation and parent notification should occur. Nothing herein prevents the school from notifying parents or guardians if they believe it is in the best interest of the student.

B. "Reasonable effort to notify" means the exercise of reasonable diligence and care to make contact with the student's parent or guardian, typically through the contact information shared by the parent or guardian with the school or school district. The SBTMT Chair or designee must document all attempts to make contact with the parent or guardian.

C. Timelines for required notice may be modified where the SBTMT reasonably believes and documents that such disclosure would result in abuse, abandonment, or neglect, as defined in Section 39.01, F.S.

D. Education records. Threat assessments and records related to threat management are considered education records as defined by the Family Educational Rights and Privacy Act (FERPA) and Sections 1002.22 and 1002.221, Florida Statutes. Policies relating to access, maintenance, and retention of these records must be consistent with Rule 6A-1.0955, F.A.C., Education Records.

SECTION III: DISTRICT THREAT MANAGEMENT COORDINATOR

A. District Threat Management Coordinator (DTMC). The superintendent shall designate a Threat Management Coordinator to oversee threat management at all public K-12 schools, including charter schools sponsored by or under contract with the district.

1. The DTMC must:
   a. Ensure that all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.
   b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools ("Office"); and
   c. Assist School Based Threat Management Teams in the district.
2. The superintendent shall report the name, phone number, and email address of the District Threat Management Coordinator to the Office at FloridaModel@fldoe.org. This information must be reported annually by July 1, and must be updated within one (1) school day if there is a change in the information provided.

SECTION IV: DISTRICT THREAT MANAGEMENT TEAM (DTMT) & SCHOOL BASED THREAT MANAGEMENT TEAMS (SBTMT)

A. **District Threat Management Team (DTMT).** The superintendent shall designate a District Threat Management Team that will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the District Threat Management Coordinator as Chair, persons from school district administration and persons with expertise in counseling, instruction, and law enforcement.

B. **School Based Threat Management Team (SBTMT).** Each school must have an SBTMT comprised of four (4) members, at a minimum, including persons with expertise in counseling, instruction, school administration, and law enforcement. The principal or equivalent administrative head of the school is responsible for appointing team members. The SBTMT must also include a member with personal knowledge of the student of concern who is the subject of threat management. Team members must meet the following requirements:

1. The **counseling team member** must be a school-based mental health services provider that is able to access student mental health records.
2. The **instructional team member** must meet the definition of instructional personnel under Section 1012.01(2)(a)-(d), F.S., or must hold a current Florida Educator Certificate under Section 1012.56, F.S.
3. The **school administrator team member** must meet the definition of administrative personnel found in Section 1012.01(3), F.S. This should not be the school principal, or equivalent, unless they are the only administrator at the school.
4. The **law enforcement team member** must be a sworn law enforcement officer, as defined by Section 943.10(1), F.S., including a School Resource Office, school-safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat management team must have access to local Records Management System information, the Criminal Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat management teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.
    a. A school guardian, as defined under Section 1006.12(3), F.S., or a school security guard, as defined under Section 1006.12(4), F.S., may not serve as the law enforcement member of a threat management team.
5. If none of the team members are familiar with the student of concern, the SBTMT Chair must assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. The person must be instructional or administrative personnel, as defined in Section 1012.01(2) and (3), F.S. Consulting personnel do not have to complete Florida Model training and may not participate in the decision-making process.
6. **Threat Management Chair and Vice Chair.** The principal of each school must appoint a Chair and Vice Chair of the SBTMT. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed or whether it should be reviewed by the full SBTMT.
7. **Instrument.** Each SBTMT and DTMT must use the Florida Model to

assess the behavior of students who may pose a threat of harm to themselves or others and to coordinate intervention and services for such students. All reported threats or concerning behaviors and communications, even those determined to be unfounded, must be documented by the SBTMT in the required electronic platform along with any resultant action, using the Florida Model Instrument. The chairperson must complete the Intake and Disposition Form, assess the concern for factual basis, and decide whether to convene the SBTMT as soon as possible but no later than the next school day from the day the initial report was received by the chairperson.

a. For levels of concern that are preliminarily determined to be low by the SBTMT, in addition to the requirements outlined in the Florida Harm Prevention and Threat Management Manual the following must be completed by an individual that completed the Day 1 Florida Model training-
    1. Initial Interview with student of concern
    2. Initial Interview of student of concern's parent/guardian
    3. Target/Witness interviews
    4. Review of student background information including attendance and academic history

    The teacher/staff questionnaire must be sent to all of the student's current teachers to be completed and returned prior to final disposition meeting. If a teacher is unavailable to complete the form, the team will proceed to make a final level of concern determination without the questionnaire.
b. For levels of concern that are preliminarily determined to be medium by the SBTMT, in addition to the requirements outlined in the Florida Harm Prevention and Threat Management Manual the following must be completed by an individual that completed the Day 1 Florida Model training-
    1. Initial Interview with student of concern
    2. Initial Interview of student of concern's parent/guardian
    3. Target/Witness interviews
    4. Review of student background information including attendance and academic history
    5. Daily Person/Possession Check (remains in place for the duration of the active SSMP)

    The teacher/staff questionnaire must be sent to all of the student's current teachers to be completed and returned prior to final disposition meeting. If a teacher is unavailable to complete the form, the team will proceed to make a final level of concern determination without the questionnaire.

c. For levels of concern that are preliminarily determined to be high by the SBTMT, in addition to the requirements outlined in the Florida Harm Prevention and Threat Management Manual the following must be completed by an individual that completed the Day 1 Florida Model training-
    1. Initial Interview with student of concern
    2. Initial Interview of student of concern's parent/guardian
    3. Target/Witness interviews
    4. Review of student background information including attendance and academic history
    5. Interim Student Support Management Plan (SSMP)
    6. Mental Health Parent/Guardian Interview
    7. Mental Health Student of Concern Interview

    The teacher/staff questionnaire must be sent to all of the student's current teachers to be completed and returned prior to final disposition meeting. If a teacher is unavailable to complete the form, the team will proceed to make a final level of concern determination without the questionnaire.
d. For levels of concern preliminarily determined to be high, the following actions must be implemented and documented in the interim SSMP:
    1. Daily Person/Possession Check (remains in place for the duration of the active SSMP)
    2. No backpack allowed (remains in place for the duration of the active SSMP)
    3. Additional bag(s) (lunch, athletic, etc.) are not allowed unless approved by the school principal (remains in place for the duration of the active SSMP)
e. For levels of concern determined to be high, the following actions must be implemented and documented in the final SSMP:
    1. Daily Person/Possession Check (remains in place for the duration of the active SSMP)
    2. Referral to school-based Collaborative Problem Solving Team
    3. No backpack allowed (remains in place for the duration of the active SSMP)
    4. Additional bag(s) (lunch, athletic, etc.) are not allowed unless approved by the school principal (remains in place for the duration of the active SSMP)

8. **Meetings.** Each SBTMT must meet as often as needed to fulfill its duties of assessing and intervening with students whose behavior

may pose a threat of harm to themselves or others, but no less than monthly.

a. Threat management teams must maintain documentation of their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken.
b. DTMTs must meet as needed to review and consult with SBTMTs and must meet timeframes set forth in the Florida Threat Management Manual.

C. **Referrals to Mental Health Services**. The department of Student Services shall notify all school personnel who have received training pursuant to Section 1012.584(4), F.S., of mental health services, including referrals for self-harm consistent with Section 394.463, F.S., that are available in the school district and the individual to contact if a student needs services. The term "mental health services" includes, but is not limited to, community mental health services, health care providers, and services provided under ss.1006.04.

D. **District Mental Health Coordinator.** The District Mental Health Coordinator will track all students with a high level of concern.

SECTION V: TRAINING

A. All members of SBTMTs and DTMTs must be trained on the Florida Model through training provided by or approved by the Office of Safe Schools, as follows:
   1. All SBTMT and DTMT members must complete basic Florida Model training.
   2. The District Threat Management Coordinator must complete additional training specific to the Coordinator role.
   3. School principals, the Threat Management Chair, and the Vice Chair must complete additional training specific to their respective roles.

B. District and school-level teams must be designated before the start of the school year. Team members who have not previously completed training must complete Florida Model training before the start of the school year. Those appointed to threat management teams after the start of the school year must complete Florida Model training within sixty (60) days of appointment.

C. District and school-level team members who have been fully trained in a previous school year must complete an annual refresher training provided by the Office of Safe Schools within the first sixty (60) days of school.

D. Charter Schools. Charter schools are responsible for establishing SBTMTs and conducting threat assessments as required by Rule 6A-1.0019. DTMCs and DTMTs must oversee and support charter schools sponsored by or under contract with the district to the same extent they do for traditional

public schools.

E. Virtual Schools. Virtual schools are responsible for establishing SBTMTs and conducting threat assessments as required by Rule 6A-1.0019.

SECTION VI: TRANSFER OF RECORDS

A. Upon the student's transfer to a different school, the threat management team of the transferring school will maintain responsibility for the student on an SSMP until responsibility is formally accepted by the receiving school.

B. The transfer of records must occur within 5 school days of receipt of the request for records from the new school or district, or the receipt of the identity of the new school and district of enrollment, whichever occurs first. The records must include, if applicable:

1. Verified reports of serious or recurrent behavior patterns, including any threat assessment report, all corresponding documentation, and any other information required by the Florida-specific behavioral threat assessment instrument pursuant to s. 1001.212(12) which contains the evaluation, intervention, and management of the threat assessment evaluations and intervention services.
2. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by school district or charter school staff, as appropriate.

C. Documentation of unfounded level of concerns must not be transferred unless:

1. The parent of the student the subject of an unfounded level of concern finding requests that the records be maintained in the student's file; or
2. The School Based Threat Management Team made the determination that the unfounded level of concern finding must be retained to ensure the continued safety of the school community or to ensure the well-being of the student.

SECTION VII: ADHERENCE TO FLORIDA DEPARTMENT OF EDUCATION OFFICE OF SAFE SCHOOLS' POLICIES AND PROCEDURES

A. The Superintendent, in conjunction with the District Threat Management Coordinator, principals, assistant principals, chairpersons, vice chairpersons, and members of the SBTMT shall implement the Florida Department of Education Office of Safe School's (OSS) Florida Harm Prevention and Threat Management Instrument and Florida Harm Prevention and Threat Management Manual, hereby incorporated by reference, as may be amended by OSS from time to time, consistent with the policies and procedures of OSS.

SECTION VIII: AUDITS

A. The Chief Auditor will conduct annual audits in compliance with this policy as directed by the School Board and report findings to Audit Committee and the School Board.

Policy Custodian: Office of Safety, Security, and Emergency Preparedness

Authority: 20 U.S.C. §1232g; F.S. §§120. 52(6), 120.54, 120.81(1)(a), 1001.41(1) and (2), 1001.42(28), F.A.C. Rules 6A-1.0018, 6A-1.0019

Laws Implemented:, 34 C.F.R. §99, F.S. §§ 394.463, 1003.25, 1006.04 1006.07(7), 1001.212(12), 1002.22.1002.221, 1012.584 , F.A.C. Rule 6A-1.0955

History:
Amended: 12/12/2023
Amended: 6/13/2023
Amended: 5/17/2022
Adopted: 10/20/2020

Florida Harm Prevention and Threat Management Manual

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must be documented on the Intake and Case Disposition form (Form A). There are four possible dispositions.

Close as Unfounded
To assign a disposition of unfounded, the SBTMT must determine after its information gathering that the threat(s) never occurred, what was said was clearly not a threat, or the incident of concern did not happen or rise to the level of being a threat. In sum, an unfounded threat has no factual basis for the allegation. The reporting person may simply have been mistaken about the concerning behavior. No threat management action is needed when a threat allegation is deemed unfounded. The matter should be documented and the decision to close the matter as unfounded reviewed by the school principal and DTMC. The principal should review the decision to close the case as soon as possible but within two school days and the DTMC should review the case as soon as possible but within two school days after its review by the principal.

Low Level of Concern (With or Without SSMP)
Low levels of concern in a school setting are generally expressions of anger, frustration, fear, or anxiety that are noticeable but do not represent a serious concern. The person may retract the threat or offer an explanation or apology that indicates no future intent to harm. A Low concern level is also where the person does not appear to pose a threat of violence and any underlying issues can be resolved easily. If the level of concern is designated as Low, the SBTMT team may decide to close the matter without any referral to services, refer the student to services without a formal SSMP, or place the student on an SSMP that may include services.

Medium or High Level of Concern (with SSMP)
If the case is not closed as unfounded or determined to be a low level of concern, the team must assign a level of concern of either medium or high. Medium and High levels of concern reflect an intent to harm others. These typically, but not always, include warning behaviors such as planning and preparation, recruitment of accomplices, and acquisition of a weapon. A Medium concern level is where the person does not appear to pose a threat of violence at that time but exhibits behaviors that indicate a continuing intent to harm or a potential for future violence. A High concern level is where the person appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan. If the level of concern is designated as Medium or High, it must result in an SSMP.

Step 10: Review and Referral by the DTMC for Medium and High Levels of Concern
If the SBTMT determines that the level of concern is Medium, the DTMC upon review may refer the case to the DTMT for its consideration. If the SBTMT determines that the level of concern is High, then the DTMC must refer to the DTMT for review. The DTMT must convene to consider the case within two school days of receiving the referral from the DTMC. The DTMT may refer the case back to the SBTMT without providing additional support or oversight or may provide additional and ongoing support to the SBTMT.

All Steps - Required Review by Principal and DTMC: All SBTMT final decisions and recommendations described in the steps above must be reported to the school principal, who must review the team's documents to ensure completeness and fidelity, and the principal will determine whether he or she concurs with the team's decisions. The DTMC must also review SBTMT's decisions. The principal must review the team's decision as soon as possible but within two school days of receipt of the decision of the SBTMT and the DTMC must review the case as soon as possible but within two school days after its review by the principal. If there is disagreement at any level of review about decisions made and the participants cannot come to a consensus, then the matter must be automatically referred to the DTMT and it will make the final decision.

Step 11: Monitoring of the SSMP: The SBTMT is required to meet monthly, assess each SSMP for its effectiveness, and make modifications as appropriate, as described in the section below.

THE STUDENT SUPPORT MANAGEMENT PLAN (SSMP)

The Student Support Management Plan is not punitive or part of a disciplinary process. The SSMP is a student support and management plan that uses direct and indirect interventions to help create an environment less likely to produce violence. The SSMP identifies mandatory action steps that are needed to ensure school safety and responses that can help support the student of concern and make positive outcomes more likely. The action steps selected will comprise the SSMP. The resources and other support the student needs will differ depending on the information gathered during the assessment, including the mental health interviews when applicable and identified protective measures.

Creating the Student Support and Management Plan (SSMP)
The SBTMT should develop the SSMP with input from the student's parent or guardian, including but not limited to information learned during the mental health interviews, if they are conducted. Some actions may need to be taken immediately, while others (*e.g.*, IEP meetings) may need to occur at a later time. The SBTMT will identify in the SSMP any long-term action that requires gradual implementation and continual monitoring. Any disciplinary referrals should be noted in the SSMP for future situational awareness only because the SSMP is not disciplinary in nature. The SBTMT will also identify any protective actions to be taken with potential victims of the threat or any students impacted by the threat or concerning behavior. The SSMP must include a timeline for plan monitoring and completion. The SSMP should contain accountability measures to ensure it is an effective plan.

Some of the possible resources and supports that may comprise the SSMP include, but are not limited to:

- Holding parent/guardian conferences to discuss the SSMP
- Implementing anti-bullying best practices that provide consequences for the aggressor, as well as support for the victim
- Consideration of potential schedule changes
- Assigning a mentor
- Providing mental health and resiliency support
- Consideration regarding extracurricular activities
- Requiring regular meetings with a counselor at school
- Referring the student to outside mental or behavioral health services
- Requiring daily searches
- Requiring social media monitoring
- Requiring a teacher or staff to escort the student throughout the school campus
- Recommending to the appropriate authority removal or expulsion from schools
- Restricting the use of computers or other electronic devices.

The SSMP requirements will be documented on the Intake and Case Disposition form (Form A). The SSMP must be consistent with the following minimum timeframes for SSMP implementation and monitoring:

- Low level of concern: 90 days minimum
- Medium level of concern: 180 days minimum
- High level of concern: One year minimum.

The requirements of an SSMP are established by the SBTMT and must be adaptable to meet the needs of the situation. The specific frequency of contact with the student during the SSMP period will vary based on the need to adequately monitor the student and ensure others' safety. SSMPs should be coordinated with law enforcement

regarding off-campus threat management when appropriate. The SBTMT is required to meet monthly, assess each SSMP for its effectiveness, and make modifications as appropriate. Modifications to the SSMP will be documented on the SBTMT Monitoring Form for Monthly Meeting form (Form H). The monthly assessment, or more frequently as determined by the SBTMT, must occur for the duration of the monitoring period.

School-based and district threat management team members must follow established policies and procedures, consistent with Sections 1006.07(7) and 1012.584, F.S., for referrals to school-based, community, or healthcare providers for mental health services, evaluation, or treatment as part of the SSMP. If an immediate mental health or substance abuse crisis is suspected, school personnel must follow existing policies to engage resources, including, but not limited to, law enforcement officers who have been trained in crisis intervention.

Continuing Review of Student Support Management Plans

At least 30 days before the end of the initial SSMP monitoring period for the assigned level of concern, the SBTMT must consider the matter again and assess whether to close the case upon expiration of the monitoring period or extend the SSMP. If the decision is to extend the SSMP, requirements may be added or deleted and documented on the SBTMT Monitoring Form for Monthly Meeting (Form H).

Any SSMP reassessment may not result in the initial level of concern category being changed to a lower level based on subsequent circumstances; however, the SSMP's requirements may be modified downward as the matter is periodically reviewed. The matter may also be reconsidered at any time based on new or additional information and the level of concern may be increased. If the level of concern is increased, then the SSMP must be modified and documented as appropriate with the new level.

If a student is facing possible assignment to an alternative school, suspension, or expulsion as a consequence of their actions, the school should consider ways in which these can be safely enacted and identify resources that may assist the student during this time. These necessary events may actually exacerbate the pathway to violence and trigger violence, and the school should actively consult with law enforcement because the school-based threat may become a community-based threat. Consultation must be consistent with FERPA and related laws.

SCHOOL BOARD OF BROWARD COUNTY

AUDIT COMMITTEE MEETING

KC WRIGHT ADMINISTRATION CENTER
BOARD ROOM
600 SE 3RD AVENUE
FORT LAUDERDALE, FLORIDA

THURSDAY, JANUARY 16, 2025
9:35 A.M. - 12:33 P.M.

Court Reporter:
Timothy R. Bass, Stenographic Reporter
Bass Reporting Service, Inc.
633 South Andrews Avenue, Suite 200
Fort Lauderdale, FL 33301

COMMITTEE MEMBERS IN ATTENDANCE:

DR. NATHALIE LYNCH-WALSH, Chair
MR. ROBERT MAYERSOHN, Vice Chair
MS. RUTH CARTER-LYNCH
MR. ANTHONY DE MEO, CPA
MS. MARY FERTIG - TEAMS
MR. MATTHEW FRIEDMAN
MR. OLEG GOROKHOVSKY, CPA
MR. ANDREW MEDVIN, CPA
MR. LEW NAYLOR
MR. PETER TURSO

OFFICE OF THE CHIEF AUDITOR STAFF:

MR. DAVE RHODES, Chief Auditor
MS. ALI ARCESE, Audit Director, via Teams
MS. JENNIFER HARPALANI, Assistant Director IT Audits
MS. NAKIA GOULDBOURNE, Acting Manager, Internal Accounts
MS. ELENA PRITYKINA, Task-Assigned Manager, Operations
MR. BRYAN ERHARD, System Support Specialist II
MR. DEREK TILLMAN, Executive Secretary
MS. OCTAVIA ALLEN-HARDAWAY, Clerk Spec C

DISTRICT STAFF:

MS. GERRILYN ARLOTTA, Assistant Director, Accounting & Financial Reporting
MR. OMAR R. SHIM, Director, Capital Budget
MR. JEFFREY WHITNEY, Budget Director
MS. KIM PUNZI-ELABIARY, Director, Behavioral Threat Assessment
JENNIFER ANDREU, Director, Procurement & Warehousing Services

INVITED GUESTS:

MR. TIM BASS, Court Reporter, United Reporting
MR. BEN KINCAID, CPA, CRI

PUBLIC SPEAKERS:

MR. ARMANDO HASSUN, ESQ., Shutts & Bowen, LLP

The following pages are excerpts of the draft minutes of the Audit Committee Meeting of January 16, 2025 that are specifically related to Internal Audit Report – Behavioral Threat Assessment Student Support Management Plan for SY 2023-2024, Q4.

The complete minutes, which include Committee discussion on matters not related to this item, are scheduled for Committee discussion and approval at their next scheduled meeting on February 19, 2025.

DR. LYNCH-WALSH: Any opposed?

(No response.)

DR. LYNCH-WALSH: Okay. Motion carries. Item number 7 is transmitted.

Now we're up to item number 8, the OCA Behavioral Threat Assessment - Student Support Management Plan for School Year 23-24 Q4.

Are there any questions?

I know, Mr. De Meo, yours were for both, essentially.

MR. DE MEO: Correct. Are we saving any money by taking this process inhouse?

MS. ARCESE: Considering you were going to be charged -- I think it was over 300,000, I believe. So I haven't done a cost analysis, but we're producing more reports, more information. We're able to work with the district. In my opinion, we are. But I could do a cost analysis for you, if you'd like?

DR. LYNCH-WALSH: That would be great.

MR. DE MEO: Yeah, that would be. And I know this is not the case but no one has been the recipient of any pressure from anyone about these reports; have they? You would report that to us; right?

MS. ARCESE: I'm sorry, can you repeat your question?

MR. DE MEO: Has any -- has anyone tried to exert any pressure on your team or your team with regard to the behavioral threat management?

MS. ARCESE: Not that I'm aware of; no.

MR. RHODES: And none that I'm aware of either.

MR. DE MEO: Okay. Thank you.

DR. LYNCH-WALSH: Okay. Any --

MR. MAYERSOHN: Motion to transmit.

DR. LYNCH-WALSH: Was your hand up?

MR. FRIEDMAN: Oh, no. Sorry. Sorry.

DR. LYNCH-WALSH: All right.

MR. MAYERSOHN: Motion to transmit.

DR. LYNCH-WALSH: Okay. Mr. Mayersohn has made a motion to transmit item number 8, Behavioral Threat Assessment - Student Support Management Plan for School Year 23-24 Q4.

MR. TURSO: Second.

DR. LYNCH-WALSH: Seconded by Turso. Any further discussion?

(No response.)

DR. LYNCH-WALSH: Hearing none, all in favor?

COMMITTEE MEMBERS: Aye.

DR. LYNCH-WALSH: Any opposed?

(No response.)

DR. LYNCH-WALSH: Okay. Motion carries unanimously. We are now up to item number 9, the Carr Riggs Ingram Caps, Gowns, Announcements and Diplomas Second Follow-Up Forensic Analysis Report. This was a follow-up that we actually requested. I think our timeframe was December, so this is pretty close to that. And we have -- we have a public speaker on this item.

MR. HASSUN: Good morning everyone, members of the audit commission. My name is Armando Hassun, thank you for the opportunity to address you on behalf of Jostens. I'm here as counsel for Jostens. Jostens takes immense pride in their longstanding partnership with Broward County Public Schools and in their role in celebrating the achievements of students across the district.

As reflected in the latest forensic analysis report Jostens has demonstrated consistent compliance with the terms of agreement at Fiscal Year 22-204 in key areas, ensuring transparency, value and high quality service to the district and its students.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	DD. Chief Auditor
DEPARTMENT:	Auditing

Agenda Item Number:	DD-4.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Internal Audit Report - BTM Process for School Year 2023-2024

REQUESTED ACTION:

Receive Internal Audit Report - Behavioral Threat Management Process. Review related Audit Committee Excerpts. District-wide

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome (s)/Returns on Investment, Financial Impact, and Rationale, please see Executive Summary.

EXHIBITS:

- Executive Summary
- BTM Process Audit SY 23-24
- 01-16-25 AC Minute Excerpts

FINANCIAL IMPACT:

The source of funds to perform this audit was 100% of the general fund budget allocation of the Office of the Chief Auditor.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Dave Rhodes	Phone:	754-321-2400
Name:	Ali Arcese	Phone:	754-321-2400

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David G. Rhodes, Chief Auditor

Signature

David G. Rhodes, Chief Auditor

Electronic Signature

Form \$4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:
Dave Rhodes, Chief Auditor
Ali Arcese, Audit Director
Phone: 754-321-2400

EXECUTIVE SUMMARY
Internal Audit Report
Behavioral Threat Management Process for School Year 2023-2024

Board Meeting Date: February 19, 2025

Requested Action
Receive Internal Audit Report of the Behavioral Threat Management Process for School Year 2023-2024.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The District will stay in compliance with Florida Statutes, Administrative Rules, and Behavioral Threat Management (BTM) policy.

If the Board votes "No": The District could fall out of compliance with Florida Statutes, Administrative Rules, and BTM policy.

Background/History
The Office of the Chief Auditor (OCA) performed a compliance audit of the BTM Process for school year 2023-2024, Quarters 3 and 4. The audit focused on documentation of BTM assessments finalized from January 1, 2024, through June 10, 2024, using Florida Harm Prevention and Threat Management ("Florida Model") requirements that came into effect beginning January 1, 2024. The audit scope did not include the review of Student Support Management Plans ("SSMP"), formerly known as Monitoring Plans, as they are covered in a separate OCA internal audit report.

For the period January through June 2024, the requirements related to the process of completing BTM assessments of reported threats and behavioral concerns are outlined in the SBBC Policy 4380, Behavioral Threat Management (BTM), amended on 12/12/2023 ("BTM Policy") and the Department of Education, Office of Safe School's (OSS), Florida Harm Prevention and Threat Management Manual, effective 9/2023 ("Florida Model Manual").

Summary/Explanation
The audit objectives were to determine compliance with the BTM Policy requirements as outlined in the thirty-one (31) attributes that are focused on documentation of the required steps and timelines related to the intake form, initial team meeting, data collection, interviews, analysis of the level of concern, student support plan development, and levels of review.

A sample of 100 BTM assessments was reviewed for all schools, excluding charter schools, from January 2024 through June 2024 – Quarters 3 and 4. Although all threat levels were sampled, the selected samples were chosen with an emphasis on the audit period's high-level threats/behavioral concerns. The sample consisted of 56 High, 27 medium, 14 Low and 3 Unfounded BTM assessments. Each sample was reviewed in detail through the identified attributes.

The OCA determined that, of the 31 attributes, the district and schools met the requirements of 20, additional considerations were noted for 3, and errors were identified for 8 attributes as summarized in the table below:

Attributes		Observation	Rating (1)
Intake Form	Attribute 1	11 of the 100 samples selected were not completed within one (1) school day of the information received by the chair or administrator. The delays in completion ranged between 2 and 6 school days.	High
Preliminary Team Meeting	Attribute 8	1 of the 100 samples selected did not have documentation that the parent/guardian of the student of concern was notified on the same day the SBTMT assigned the preliminary level of concern. The OCA noted that the parent was contacted during the initial interview later in the assessment process.	Low
	Attribute 9	20 of the 100 samples selected did not have documentation of the SBTMT member with personal knowledge of the student of concern in the threat management information system. The OCA noted system limitations for documenting this information. Of the 20 samples that did not comply, 11 were documented before the system workaround was introduced to the BTM chairs. No errors in this area were noted for Quarter 4.	Low
Interim SSMP	Attribute 10	1 of the 83 applicable samples did not have an interim SSMP documented in the system. The OCA noted system issues existed when this sample was documented, and that student was not in attendance during the BTM assessment.	Low
Interviews	Attribute 14	1 of the 97 applicable samples did not have the Initial Interview of Student of Concern's Parent/Guardian form completed.	High
	Attribute 19	1 of the 65 applicable samples did not have the Mental Health Parent/Guardian Interview form completed.	High
Final Team Meeting	Attribute 23	4 of the 100 samples selected did not meet the mandated timeline of two (2) school days after the initial meeting and no extensions were documented in the system. The delays in the final meeting timeline ranged between 3 and 8 school days.	High
BTM Review	Attribute 30	3 of the 100 selected samples were approved by the Principal for the DTMC level review. The OCA noted system controls deficiency existed for this item: the permissions to approve as the DTMC were not disabled for the principals.	Medium

(1) *Two criteria were used to determine the risk rating, which considered the severity and probability of an error or omission occurring—in essence, the likelihood and impact.*

Rating	Description
High	Items are of immediate concern and could cause significant compliance violations if not addressed soon; risk of reoccurrence is high.
Medium	Items should be addressed as soon as possible, as they pose a risk of non-compliance, or the risk of reoccurrence is likely.
Low	Items could escalate into compliance issues but can be corrected during normal business operation; risk of reoccurrence is low.

The additional considerations noted by the OCA were as follows:

Attribute 24	Parent notification of the final level of concern Per the Florida Model Manual, page 23, parent notification must occur twice: when the preliminary level is assigned and when the final disposition is made. The BTM Policy requires only preliminary notification, at a minimum. Due to the inconsistencies in guidance, this attribute was not subject to exceptions for the schools that either met the minimum notification requirement or received an exception for the preliminary level notification.
Attribute 25	Documentation of the BTM in TERMS The OCA noted 7 of 100 samples were not documented in TERMS at the time of completion due to system limitations for the reporting functionality. However, this information is now included in the current student information system after all BTM documents were transferred to Focus.
Attribute 27	Documentation of the date when a copy of the final SSMP was provided to the student of concern's parent/guardian System functionality to document this date was not available on the SSMP form in EdPlan. Schools used various means to document this information: intervention panel in TERMS (transferred to Focus), BTA Notes in EdPlan, BTM team monthly meetings.

District management responded to issues noted during the fieldwork and compiled action plans to address the issues noted and to minimize future re-occurrence. The BTM Department included issues identified in this audit in the Focus platform training for school-based administrators and BTM team chairpersons completed by August 7, 2024, and discussed again in the BTM All-Chair meeting on December 18, 2024. The BTM requirements are continually reviewed by the BTM department during their All-Chair meetings. Threat Management presentations and communications shared with the schools are memorialized in the BTA Canvas course for review.

The Audit Committee reviewed and approved the transmission of this report to the School Board at the January 16, 2025, Audit Committee meeting.

Alignment to 2027 Goals and Guardrails
This item aligns with school-focused outcomes through Guardrail 1 - Safety, which prevents an increase in threatening or unsafe circumstances for students and staff, and Guardrail 5 - Accountability, which includes expectations, evaluation, transparency, and continuous improvement.

Measurable Outcome(s)/Return on Investment/Item Justification
Ensure the procedures and practices address the issues noted in the report while implementing new processes, procedures, and practices.

Financial Impact
The source of funds to perform this audit was the general fund budget allocation of the Office of the Chief Auditor.

OFFICE OF THE CHIEF AUDITOR

INTERNAL AUDIT REPORT

BEHAVIORAL THREAT MANAGEMENT PROCESS

FOR THE SCHOOL YEAR 2023-2024

Established 1915
BROWARD
County Public Schools

To be presented to the:

Audit Committee
On January 16, 2025

The School Board of Broward County, Florida
On February 19, 2025

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

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Established 1915 BROWARD County Public Schools

TRANSMITTAL LETTER

January 16, 2025

Members of the School Board of Broward County, Florida
Members of the School Board Audit Committee
Dr. Howard Hepburn, Superintendent of Schools

In accordance with the School Board of Broward County, Florida ("SBBC" or "District") Audit Plan for the 2023-2024 School/Fiscal Year, the Office of the Chief Auditor ("OCA") conducted a compliance audit of the District's Behavioral Threat Management ("BTM") Process and Procedures for the School Year 2023-24. The compliance audit focused on the required documentation of the BTM assessments finalized during the period January 1, 2024 through June 10, 2024 using Florida Harm Prevention and Threat Management ("Florida Model") requirements effective January 1, 2024.

Our report is organized into the following sections:

Executive Summary	Brief description of the audit subject area, audit scope and methodology, scope limitations, and results
Objectives	Goals for the audit
Background	Summary of the audit subject area and the impact to the District and District personnel responsibilities
Scope and Methodology	Audit scope and approach, significant procedures, OCA's and District Management's responsibilities
Findings	Errors noted during the audit and improvement recommendations related to the audit subject area
Appendices	Supplemental documents

We would like to thank all those who assisted the OCA in this compliance audit.

Respectfully Submitted,

Dave G. Rhodes
Chief Auditor, Office of the Chief Auditor

EXECUTIVE SUMMARY

In accordance with the School Board of Broward County, Florida ("SBBC" or "District") Audit Plan for the 2023-2024 School/Fiscal Year, the Office of the Chief Auditor ("OCA") conducted a compliance audit of the District's Behavioral Threat Management ("BTM") Process and Procedures for the School Year 2023-2024. The audit focused on documentation of BTM assessments finalized from January 1, 2024, through June 10, 2024, using Florida Harm Prevention and Threat Management ("Florida Model") requirements that came into effect beginning January 1, 2024. The scope did not include the review of Student Support Management Plans ("SSMP"), formerly Monitoring Plans, covered in a separate OCA report.

The requirements related to the process of completing BTM assessments of reported threats and behavioral concerns are outlined in the SBBC Policy 4380, Behavioral Threat Management (BTM), amended on 12/12/2023 ("BTM Policy") and the Department of Education Office of Safe School's (OSS) Florida Harm Prevention and Threat Management Manual, effective 9/2023 ("Florida Model Manual").

The district reported 1,275 BTM assessments conducted under the Florida Model requirements from January 2024 through March 2024 – Quarter 3 and 1,052 BTM assessments from April 2024 through June 2024 – Quarter 4. A sample of 100 BTM assessments was reviewed for all schools, excluding charter schools, from January 2024 through June 2024 – Quarters 3 and 4. Although all threat levels were sampled, the selected samples were chosen with an emphasis on the audit period's high-level threats/behavioral concerns. The sample selection methodology is outlined on page 9. Table 1.1 contains an overview of the selected samples by school type and level of concern.

Table 1.1

School Type	High	Medium	Low	Unfounded	Totals
Center	11	1	1	0	**13**
High School	27	13	7	1	**48**
Middle School	10	10	2	1	**23**
Elementary School	8	3	4	1	**16**
Totals	**56**	**27**	**14**	**3**	**100**

Thirty-one (31) attributes were identified after reviewing the BTM Policy and Florida Model Manual. The attributes are focused on documentation of the required steps and timelines related to the intake form, initial team meeting, data collection, interviews, analysis of the level of concern, student support plan development, and levels of review. Detailed listing and references of the attributes tested are outlined in Table 1.2 under the Summary of Results below.

EXECUTIVE SUMMARY – Continued

Summary of Results

The OCA determined that, of the 31 attributes, the schools and the district met the requirements of 20, additional considerations were noted for 3, and errors were identified for 8 attributes. Table 1.2 includes a summary of the findings. This report's "Findings" section includes a detailed listing of the results.

Table 1.2

Attributes			Manual Page Num[1]	Policy 4380[2]	# of Exceptions	% of Samples Failed
Intake and Case Disposition (Team Chair only)	1	Did the SBTMT Chair complete the Intake and Case Disposition form in the threat management information system (TMIS) and assess the concerning behavior **within one (1) school day** the information is received by the Chair or Administrator?	14	IV(B)(7); VII	11	11%
	2	Was law enforcement contacted?	14	IV(B)(7); VII	0	0%
	3	Was the matter reported to the target of the threat's parent/guardian **before the end of the school day** the report was received, when applicable?	23-24	II(A)(6)(B)(C); IV(B)(7); VII	0	0%
	4	If self harm was determined, was the student **immediately** referred to the appropriate entity and referral documented on the Intake form in the TMIS?	15	IV(B)(7); VII	0	0%
	5	Was the determination to close the report of concern by the Chair and the explanation documented in the TMIS, when applicable?	15	IV(B)(7); VII	0	0%
	6	Was the parent/guardian of the student of concern notified **on the same day** as the case for report of concern is closed, when applicable?	23-24	II(A)(1)(B)(C); IV(B)(7); VII	0	0%
Preliminary Team Meeting	7	If referred to full SBTMT, did the team convene **no later than the next school day** from the day the initial report was received by the Chair or Administrator?	16	IV(B)(7); VII	0	0%
	8	Was the parent/guardian of the student of concern notified **on the same day** the SBTMT assigned the **preliminary** level of concern?	23-24	II(A)(2-4)(B)(C); IV(B)(7); VII	1	1%
	9	Was the SBTMT member with personal knowledge of the student of concern identified on the Intake form in the TMIS?	16	VI(B)(5); IV(B)(7); VII	20	20%

EXECUTIVE SUMMARY – Continued

Summary of Results – Continued

Attributes			Manual Page Num[1]	Policy 4380[2]	# of Exceptions	% of Samples Failed
Interim SSMP	**10**	Was the **interim** Student Support Management Plan (SSMP) created and documented in the TMIS?	19, 21-22	IV(B)(7); VII	1	1%
Data Collection	**11**	Was the background information obtained, as available, and documented in the TMIS?	19	IV(B)(7); VII	0	0%
Initial Interviews and Questionnaires (required for preliminary Low, Medium, and High levels of concern)	**12**	Was the Initial Interview of Student of Concern completed?	19	IV(B)(7); VII	0	0%
	13	Was the Initial Interview of Student of Concern completed by an individual with a Day 1 FL Model training?	19	IV(B)(7); VII	0	0%
	14	Was the Initial Interview of Student of Concern's Parent/Guardian completed?	19	IV(B)(7); VII	1	1%
	15	Was the Initial Interview of Student of Concern's Parent/Guardian completed by an individual with a Day 1 FL Model training?	19	IV(B)(7); VII	0	0%
	16	Were the Teacher or Staff Questionnaires completed by all of the student's current teachers?	19	IV(B)(7); VII	0	0%
	17	Was the Witness/Target Interview completed for all persons identified by the SBTMT?	19	IV(B)(7); VII	0	0%
	18	Was the Witness/Target Interview completed by an individual with a Day 1 FL Model training?	19	IV(B)(7); VII	0	0%
Mental Health Interviews (required for High level of concern)	**19**	Was the Mental Health Parent/Guardian Interview completed?	19	IV(B)(7); VII	1	2%
	20	Was the Mental Health Parent/Guardian Interview completed by a mental health professional?	19	IV(B)(7); VII	0	0%
	21	Was the Mental Health Student of Concern Interview completed?	19	IV(B)(7); VII	0	0%
	22	Was the Mental Health Student of Concern Interview completed by a mental health professional?	19	IV(B)(7); VII	0	0%

EXECUTIVE SUMMARY – Continued

Summary of Results – Continued

Attributes			Manual Page Num[1]	Policy 4380[2]	# of Exceptions	% of Samples Failed
Final Team Meeting and Level of Concern	**23**	Did the SBTMT meet **as soon as possible** after all necessary information was acquired, **or within the next two (2) school days** after the initial meeting? If not, was the extension approved as appropriate and documented in the TMIS?	19-20, 27	IV(B)(7); VII	4	4%
	24	Was the parent/guardian of the student of concern notified **on the same day** the SBTMT determined **final** level of concern?	23-24	IV(B)(7); VII	Comment[4]	
	25	Was the completed BTM documented in TERMS?		District[3]	Comment[4]	
Final SSMP (required for final Medium and High levels of concern)	**26**	Was the **final** Student Support Management Plan (SSMP) created and documented in the TMIS?	20, 21-22	IV(B)(7); VII	0	0%
	27	Did the SBTMT Chair/designee document in the TMIS the date when copy of the **final** SSMP was provided to the student of concern's parent/guardian?	23-24	II(A)(5)(B)(C); IV(B)(7); VII	Comment[4]	
	28	Were all the actions identified on the **interim** SSMP in the TMIS implemented?	21	IV(B)(7); VII	0	0%
BTM Review	**29**	Did the Principal review Behavioral Threat Management (BTM) document(s) and approved Chair/SBTMT determination **within two (2) school days** of receiving notification of case closure?	20, 27	IV(B)(7); VII	0	0%
	30	Did the DTMC review the case and approved Chair/SBTMT determination **within two (2) school days** after the review by the Principal?	20, 27	IV(B)(7)(8); VII	3	3%
	31	For High level of concern, did the DTMT convene to consider the case **within two (2) school days** of receiving the referral from the DTMC?	20, 27	IV(B)(7); VII	0	0%

(1) Florida Harm Prevention and Threat Management Manual, Form OSS-001 (September 2023)
(2) SBBC Policy 4380, Behavioral Threat Management (BTM) as amended on 12/12/2023
(3) Requested by the District BTA Department
(4) Comment details are listed in the "Findings" section of the audit report, under Additional Considerations

OBJECTIVES

The purpose of this audit was to determine compliance with the Behavioral Threat Management requirements as per the District's BTM Policy and Florida Model Manual. The period covered was January 1, 2024, through June 10, 2024. Fieldwork was performed from March 2024 through August 2024. Several meetings were held with the district personnel from May 2024 through July 2024 and from October 2024 through December 2024 to discuss system updates and data migration issues and vetting of the report results.

The specific objectives of this audit were to:

- Obtain an understanding of the BTM process, particularly related to assessments of the reported threats and behavioral concerns.
- Obtain an understanding of the District's systems and applications used to complete the BTM assessments, with an emphasis on the systems updates for the Florida Model requirements.
- Review written policy, procedures, established practices, and documentation thereof, and prepare a listing of detailed attributes for review.
- Test a sample of 100 BTM assessments through the prepared attributes for compliance with the District's BTM Policy and Florida Model Manual.
- Determine whether improvements to the procedures and established practices are warranted and provide recommendations to District administration.

BACKGROUND

The BTM process is governed in accordance with the District's Policy 4380. Policy updates are initiated to realign with Florida Statutes and/or if clarifications are warranted. The revision effective from January 2024 through June 2024 was approved on December 12, 2023, and was updated to align with the Florida Model requirements effective January 1, 2024. The amended policy name was changed from the Behavioral Threat Assessment (BTA) to the Behavioral Threat Management (BTM) to align with the new state law. The district's BTA department is responsible for policy updates, training, and support for school-based personnel, as well as reviewing and reporting BTM data.

The District's BTM records were maintained electronically during the audit period using EdPlan software. When a threat or behavior concern was reported, the BTM teams were to follow specific procedures and complete all components of the BTM in the EdPlan system. Diagram 1.1 shows a high-level outline of the BTM process documented in EdPlan during the audit period.

Diagram 1.1



The **BTM Assessments of Reported Threats / Behavioral Concerns** are the subject of review in this audit. The Student Support Management Plan ("SSMP") Implementation and Review segment of the BTA process is covered in separate OCA reports.

The BTM assessment involves:

1. Identification of threatening or concerning behavior and reporting to the School-Based Threat Management Team ("SBTMT") Chair.
2. Determining if the reported claim has a factual basis.
3. Evaluating the reported claim for threat of harm to self, others, or both.
4. Determining if the case should be referred to the full SBTMT.
5. Initial assessment to assign a preliminary level of concern and determine if interim SSMP is necessary.
6. Information gathering through interviews and data collection.
7. Assigning a concern level.
8. If not Unfounded or Low level of concern, evaluate for Medium or High level of concern.
9. Referral to District Threat Management Team ("DTMT") for some Medium, when applicable, and all High levels of concern.
10. Creating final SSMP, when appropriate.

BACKGROUND – Continued

Along with the electronic record in EdPlan, the outcomes of completed BTM assessments were documented in the Total Educational Resource Management System ("TERMS"). TERMS was the system of record for student information during the audit period. The student information includes demographics, health, school assignments, attendance, schedules, grades, test scores, discipline tracking, etc., and is required to be submitted to the State of Florida. TERMS was replaced with Focus, the District's new student information system, at the end of school year 2023-24.

EdPlan Updates and Transition to Focus

The EdPlan vendor updated the system with the new Florida Model requirements after the state introduced the new rules in August 2023. The vendor conducted orientation webinars in December 2023 for District users to provide an overview of the enhancements and new features. In-person training sessions on utilizing the new platform to complete BTM assessments within EdPlan were made available to the District users from January 10 to January 26, 2024.

While school-based BTM teams and Principals were being trained on the new EdPlan platform, the District's BTA department was identifying various issues with system controls and functionality for the BTM modules. The BTA department worked with the vendor to correct the issues and limitations of the system continuously throughout the audit period. The system issues and functionality limitations that affected compliance are discussed in this report's "Findings" section for each impacted attribute.

EdPlan user access across the District was disabled on June 17, 2024, due to the contract's expiration. All BTM forms were migrated from EdPlan to Focus. However, transferring BTM files from EdPlan to Focus was not completed until August 2, 2024. In addition, the BTM data files transferred to Focus did not include content from the BTA Notes, a separate module within EdPlan's BTM platform. The BTA Notes module was dedicated to documenting special circumstances and other additional information not included on the BTM assessment forms for each student. With the assistance of the IT Department, the BTA Notes data was received from the vendor in October 2024 and transferred to Focus by October 31, 2024.

SCOPE AND METHODOLOGY

The OCA determined the period for review of the BTM assessments for the school year 2023-24 to begin from January 1, 2024 because the policy and procedures utilized during the first half of the year were changing to the new state requirements, Florida Model, beginning January 1, 2024. The scope period therefore was January 1, 2024 through June 10, 2024, last day of school in 2023-24 school year. The scope did not include implementation and review of the Student Support Management Plans ("SSMP"), formerly Monitoring Plans. SSMP segment of the BTM process required separate reports as it was continuously audited for the school year 2023-24 using different methodology for selection of the scope periods and samples. In future audits, the OCA will report on the BTM Assessment of Reported Threats/Behavioral Concerns and the Student Support Management Plan Implementation and Review as one audit report.

Fieldwork began in March 2024 with a review of samples from January 2024 through March 2024 – Quarter 3. The samples were selected from a population of BTM assessments finalized in EdPlan, emphasizing High level BTM assessments. At the time of the initial sample selection, the reporting feature in EdPlan did not include new state-required field values '*Low and Closed*' and '*Unfounded (Intake)*" completed by the BTM Chair. Therefore, the initial report on the population of the assessments completed during Quarter 3 included High, Medium, Low, and Unfounded. When the BTA Team acknowledged this omission of records, it was communicated to the vendor, and the reporting issues were corrected in April 2025. The *"Low and Closed*" are included/reported within the Low Threat Level, and the "*Unfounded (Intake)"* are included/reported within the Unfounded Threat Level. The two state-required threat levels will be tested in future audits.

At the time of the initial sample selection, there were a total of 49 High level BTM assessments recoded in EdPlan for Quarter 3. A sample of 35 other levels was randomly selected from the information available to include 16 Medium level, 16 Low level, and 3 Unfounded samples. After selecting and beginning the testing for the 84 samples above, it was found that 11 samples were re-classified as follows: 9 High to Medium and 2 Low to Medium. Therefore, the composition of a sample has changed as follows: 40 High, 27 medium, 14 Low and 3 Unfounded.

An additional sample of 16 High level BTM assessments was selected for the period April 2024 through June 2024 to ascertain whether the system issues and initial findings were corrected/alleviated by the end of school year. Table 1.1 contains an overview of the final sample selections by school type and level of concern.

Table 1.1

School Type	High	Medium	Low	Unfounded	Totals
Center	11	1	1	0	**13**
High School	27	13	7	1	**48**
Middle School	10	10	2	1	**23**
Elementary School	8	3	4	1	**16**
Totals	**56**	**27**	**14**	**3**	**100**

SCOPE AND METHODOLOGY – Continued

The procedures used to satisfy the objectives in this review included the following:

- Reviewed the District's BTM Policy and Florida Model Manual effective during the audit period.
- Met with the BTA department management to obtain an understanding of the procedures, established practices, and sources of the documentation, including updates and changes since the prior audit.
- Completed BTM training and reviewed EdPlan and Focus training aids.
- Reviewed BTM documentation and other relevant information/documentation recorded in the District's electronic systems (EdPlan, TERMS, Focus) for 100 sample BTM assessments to test compliance with the District's BTM policy and procedures. The objectives of the testing were to determine if the required documentation was 1) entered or uploaded into the software, 2) completed within the mandated timeframe, when applicable, and 3) completed by the appropriate staff, when applicable, for the following:
  - Intake and Case Disposition Form
  - Preliminary Team Meeting
  - Interim SSMP, if applicable
  - Data Collection
  - Interviews
  - Final Team Meeting
  - Final SSMP, if applicable
  - BTM Reviews
- Prepared a written report on audit findings and observations. Reviewed the results with the schools and senior management and incorporated management's responses into the audit report.

The review was conducted in accordance with Generally Accepted Government Auditing Standards. The standards require that the audit is planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on the audit objectives. The evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

SCOPE AND METHODOLOGY – Continued

The OCA is responsible for performing the review under Generally Accepted Government Auditing Standards and providing recommendations to improve operations, strengthen internal controls, and comply with the requirements of laws, rules, and regulations in matters selected for review. The administration is responsible for implementing corrective actions and complying with applicable laws, regulations, and School Board policies and procedures.

Audit supervised and reviewed by:

Ali Arcese, Audit Director
Elena Pritykina, Audit Manager

Audit performed by:

Raysa Lugo, Senior Auditor
Jeremiah Carter, Auditor
Blessing Taruza, Auditor

FINDINGS

Finding	Intake and Case Disposition Form
High	The intake and case disposition form is utilized to document the receipt of the threat or other concerning behavior. According to the BTM Policy and Florida Model Manual, the form is required to be completed by a school-based BTM team ("SBTMT") chair. The SBTMT chair must use this form to determine if the reported claim has a factual basis, evaluate the reported claim for the threat of harm to self, others, or both, and determine if the case should be referred to the full SBTMT. The SBTMT chair must complete the intake and case disposition form in the threat management information system and assess the concerning behavior within one (1) school day of the chair or administrator receiving the information. The OCA noted that intake and case disposition forms were completed and documented in EdPlan by the appropriate personnel. However, errors were found in the completion of the intake forms within the mandated timeframe. 11 (or 11%) of the 100 samples selected were not completed within one (1) school day of the information received by the chair or administrator (see Attribute #1 on page 3). A breakdown of this finding by level of concern and school type is as follows: • 7 (or 64%) of 11 samples were high level (*1 Center, 4 High School, 1 Middle School, 1 Elementary School*) • 3 (or 27%) of 11 samples were medium level (*2 High School, 1 Middle School*) • 1 (or 9%) of 11 samples were low level (*1 Middle School*) The delays in completion ranged between 2 and 6 school days. The reasons for the delay were either not documented in the system or were due to the unavailability/refusal of the student, which are not a valid reason to delay the intake form completion. According to the BTA department training, if a student is unavailable or refuses to respond, the chair must complete the intake form within the mandated timeframe based on the available information.
OCA Recommendation	The OCA recommends that school Principals review BTM Policy, Florida Model Manual, and BTM training materials with staff and ensure that BTM procedures for timely completion of the intake and case disposition form are followed without exception.

Finding	Intake and Case Disposition Form – Continued
OCA Recommendation – Continued	The OCA also recommends that the BTA department review BTM procedures for timely completion of the intake and case disposition form with school Principals and BTM team chairs during their scheduled training.
District Staff Response	BTA Department Response See Appendix I District Senior Management Responses See Appendix II for Consolidated Responses from Chief Safety and Security Officer and Regional Superintendents

Finding	Preliminary Team Meeting
Low	When the SBTMT chair refers a behavior/threat matter to the full SBTMT, the team must convene no later than the next school day after the concerning behavior was reported to the chair or administrator, whichever is earlier. During the initial meeting, the SBTMT team must conduct an initial assessment, assign a preliminary level of concern (Low, Medium, or High), notify the student of concern's parent(s), and determine the necessity to implement an interim SSMP. The BTM Policy and Florida Model Manual state that the student of concern's parent must be notified on the same day the SBTMT assigns the preliminary level of concern. In addition, the team must include a member with personal knowledge of the student of concern. If none of the team members are familiar with the student, the SBTMT chair must identify and assign a member of instructional or administrative personnel with personal knowledge of the student's baseline behavior to consult with and provide background information to the threat management team. The OCA noted that preliminary team meetings were conducted within the mandated timeframe. However, errors were noted for 1) parent /guardian notification and 2) documentation of a team member with personal knowledge of the student. **Notification** 1 (or 1%) of the 100 sample selected did not have documentation that the parent/guardian of the student of concern was notified on the same day the SBTMT assigned the preliminary level of concern (see Attribute # 8 on page 3). The OCA noted that the parent was contacted during the initial interview later in the assessment process. • This finding was for a medium level sample (*High School*). **Team Member with a Personal Knowledge of Student** 20 (or 20%) of the 100 samples selected did not have documentation of the SBTMT member with personal knowledge of the student of concern in the threat management information system (see Attribute #9 on page 3).

Finding	Preliminary Team Meeting – Continued
	Team Member with a Personal Knowledge of Student – Continued A breakdown of this finding by level of concern and school type is as follows: • 11 (or 55%) of 20 samples were high level (*5 Center, 4 High School, 1 Middle School, 1 Elementary School*) • 5 (or 25%) of 20 samples were medium level (*4 High School, 1 Middle School*) • 3 (or 15%) of 20 samples were low level (*1 Center, 2 High School*) • 1 (or 5%) of 20 samples was unfounded level (*1 Middle School*) During the review, the OCA noted that the system functionality to document team members' personal knowledge of students was not available in EdPlan. While the vendor was working on implementing this functionality, the workaround was developed and introduced to the SBTMT chairs during their regularly scheduled meeting with the BTA department on February 9, 2024. The team member(s) identified as having the student's personal knowledge should have been entered in the Action Steps and Supports section of the BTM platform in EdPlan and would show on the finalized BTM and SSMP forms. Of the 20 samples that did not comply, 11 were documented prior to February 9, 2024, before the system workaround was introduced to the BTM chairs. The remaining 9 samples that did not comply were for samples documented in Quarter 3 of the audit period. No errors in this area were noted for Quarter 4.
OCA Recommendation	The OCA recommends that school Principals review the BTM Policy, Florida Model Manual, and BTM training materials with staff and ensure that BTM procedures for timely preliminary level notifications and documentation of the team member with personal knowledge of the student are followed without exception. The OCA recommends that the BTA department staff review BTM procedures for preliminary level notifications and documentation of the required team members within the current threat management information system during their scheduled training for school Principals and BTM teams.

Finding	Preliminary Team Meeting – Continued
District Staff Response	BTA Department Response See Appendix I District Senior Management Responses See Appendix II for Consolidated Responses from Chief Safety and Security Officer and Regional Superintendents

Finding	Interim Student Support Management Plan
Low	During the preliminary SBTMT meeting, the BTM team determines whether an interim student support management plan (previously known as the monitoring plan) is appropriate. The Florida Model Manual states that if the preliminary level of concern is Low, an interim SSMP is not required but may be implemented if deemed appropriate by the team. However, if the preliminary determination is Medium or High level, the team must implement an interim SSMP. The interim interventions required by the BTM Policy are daily person/possession checks for both Medium and High levels, and no backpacks are allowed for High level. Interim interventions must remain in place for the duration of the active SSMP until the BTM assessment is finalized and the final plan is developed and initiated. Of the 100 selected samples, 83 were Medium or High level and required Interim SSMP. 1 (or 1%) of the 83 applicable samples did not have an interim SSMP documented in the system (see Attribute # 10 on page 4). • This finding was for a high level sample (*High School*). The OCA noted that this sample was documented on January 9, 2024. The BTA department support staff recorded a note indicating that the department identified system issues with generating Florida Model documents at the time. The system kept generating old forms utilized in the platform before the Florida Model update. Since the interim SSMP is a new requirement, it would not be reflected on the old forms. The school also documented in the BTA Notes that the student was not in attendance during the BTM assessment. However, the team should have documented whether the interim interventions (daily person/possessions checks) were in place should the student return to school while the assessment was being completed.
OCA Recommendation	The OCA recommends that school Principals review BTM procedures and the training materials with staff and ensure that all required forms are completed in the threat management information system. Any issues with completing the required forms should be documented and well evidenced. Any alternative actions should be completed with the help of the BTA department to ensure compliance with the procedures. The OCA recommends that the BTA department develop procedures on documenting circumstances when the required information cannot be entered into the system and review these procedures during scheduled training for school Principals and BTM teams.

Finding	Interim Student Support Management Plan – Continued
District Staff Response	BTA Department Response See Appendix I District Senior Management Responses See Appendix II for Consolidated Responses from Chief Safety and Security Officer and Regional Superintendents

Finding	Interviews
High	Interviews and questionnaires are performed during the assessment phase of the threat management process as part of the detailed information collection on students' background to evaluate more thoroughly the threatening or concerning behavior and determine whether a threat toward others or actionable concerning behavior actually exists. The BTM Policy requires forms to be completed for the interviews with the student of concern (Initial Interview of Student of Concern Form B); people familiar with the student, including parents and guardians (Initial Interview of Student of Concern's Parent/Guardian Form C); witnesses to and the target of the threat (Witness/Target Interview Form D); and all the student's teachers (Teacher Information questionnaire Form E) for preliminary Low, Medium, and High levels of concern. These forms are required to be completed by an individual who completed the Day 1 Florida Model training. In addition, the mental health interview forms for the student of concern and the parent or guardian (Mental Health Parent/Guardian Interview Form F and Mental Health Student of Concern Interview Form G) must be completed for preliminary Medium and High levels of concern. According to the Florida Model Manual, a school-based mental health services provider must complete mental health interviews. Of the 100 selected samples, 97 were Low, Medium, or High level and required initial interview forms. Mental health forms were required for 65 samples: 56 High level samples and 9 Medium level samples that were preliminary High level. The OCA noted that all required background data and interviews were documented in the system except for two (2) instances. **Initial Interview of Student of Concern's Parent/Guardian** 1 (or 1%) of the 97 applicable samples did not have the Initial Interview of Student of Concern's Parent/Guardian form completed (see Attribute # 14 on page 4). • This finding was for a high level sample (*High School*). The OCA could not locate any information in EdPlan BTA notes nor were we able to determine why the interview was not completed for this student.

Finding	Interviews – Continued
	Mental Health Parent/Guardian Interview 1 (or 2%) of the 65 applicable samples did not have the Mental Health Parent/Guardian Interview form completed (see Attribute # 19 on page 4). • This finding was for a high level sample (*High School*). The OCA could not locate any information in EdPlan BTA notes nor could we determine why the form was not completed for this student.
OCA Recommendation	The OCA recommends that school Principals review the BTM Policy, Florida Model Manual, and BTM training materials with staff and ensure that interview forms are completed as required and documented in the threat management information system.
District Staff Response	District Senior Management Responses See Appendix II for Consolidated Responses from Regional Superintendents

Finding	Final Team Meeting
High	According to the BTM Policy and Florida Model Manual, the BTM team must meet as soon as possible after it has acquired all necessary information, but no later than two (2) school days after the preliminary meeting and determine that the case was unfounded or assign a level of concern. Any extension of this timeline must be approved by the school principal or a higher authority and the extension granted may not exceed two (2) school days. Additional extensions must be approved by the District Threat Management Coordinator ("DTMC") and may be granted for a maximum of one (1) school day each and only due to exigent circumstances. All extensions must be documented on the intake and case disposition form. 4 (or 4%) of the 100 samples selected did not meet the mandated timeline of two (2) school days after the initial meeting and no extensions were documented in the system (see Attribute #23 on page 5) A breakdown of this finding by level of concern and school type is as follows: • 1 (or 25%) of 4 samples were high level (*1 High School*) • 2 (or 50%) of 4 samples were medium level (2 *High School*) • 1 (or 25%) of 4 samples were low level (*1 High School*) The delays in the final meeting timeline ranged between 3 and 8 school days.
OCA Recommendation	The OCA recommends that school Principals review the BTM Policy, Florida Model Manual, and BTM training materials with staff and ensure that the final SBTMT meeting occurs as soon as possible after all necessary information is acquired or within the next two (2) school days after the initial meeting. Any extensions must be approved as appropriate and documented in the threat management information system.
District Staff Response	<u>District Senior Management Responses</u> See Appendix II for Consolidated Responses Regional Superintendents

Finding	Behavioral Threat Management Assessment Reviews
Medium	According to the BTM Policy, the finalized BTM assessment must be reported to the school principal, who must review the documents to ensure completeness and fidelity. The principal determines whether he or she concurs with the team's decisions. According to the Florida Model Manual, the principal must review the team's decision as soon as possible but within two (2) school days of receipt of the decision of the SBTMT. The District Threat Management Coordinator ("DTMC") must also review the SBTMT's decisions. The DTMC must review the case as soon as possible but within two (2) school days after its review by the principal. The DTMC must refer all cases with a High level of concern to the District Threat Management Team ("DTMT") for review. The DTMT must convene to consider the case within two (2) school days of receiving the referral from the DTMC. The OCA noted that the schools and the district complied with the required levels of review within the mandated timelines. However, there were instances when the review and approval were not completed by the appropriate personnel. 3 (or 3%) of the 100 selected samples were approved by the Principal for the DTMC level review (see Attribute # 30 on page 5). It was noted that after the principals reviewed and approved the BTM document, the BTM remained in a queue for further review by the DTMC. Principals could also review and approve as the DTMC to remove the BTM from the review queue. The BTA department identified and reported this system control deficiency to the vendor. The BTM team informed the vendor that the permissions to approve as the DTMC were not disabled for the principals in the system. 2 of the 3 instances were High level, which the DTMT reviewed. No errors in this area were noted while testing the samples for Quarter 4.
OCA Recommendation	The OCA recommends that the BTA department periodically review controls and procedures on review and approval permissions in the current management information system and ensure that the appropriate personnel complete each review level.
District Staff Response	BTA Department Response See Appendix I

ADDITIONAL CONSIDERATIONS

Comments	
Attribute # 24	Was the parent/guardian of the student of concern notified on the same day the SBTMT determined final level of concern? Per the Florida Model Manual, page 23, parent notification must occur twice: when the preliminary level is assigned and when the final disposition is made. The BTM Policy requires only preliminary notification, at a minimum. Due to the inconsistencies in guidance, this attribute was not subject to exceptions for the schools that either met the minimum notification requirement or received an exception for the preliminary level notification.
Attribute # 25	Was the completed BTM documented in TERMS? Outcomes of the completed BTM assessments were documented in TERMS by the District's IT department using data reports from the EdPlan vendor. The BTA department provided emails evidencing continuous data discrepancies within the vendor's reports during the audit period. EdPlan's reporting issue feature was not generating reports for newly added state-required levels. This issue was fixed by vendor in April 2024. 7 of 100 samples were not documented in TERMS at the time of completion. However, this information is now included in the current student information system after all BTM documents were transferred to Focus over the summer.
Attribute # 27	Did the SBTMT Chair/designee document in the TMIS (EdPlan) the date when copy of the final SSMP was provided to the student of concern's parent/guardian? System functionality to document this date was not available on the SSMP form in EdPlan. Schools used various means to document this information: interventions panel in TERMS (transferred to Focus), BTA Notes in EdPlan, BTM team monthly meetings.
OCA Recommendation	The OCA recommends that the BTA department review the BTM Policy and Florida Model Manual for notifications requirements and update the BTM procedures to clarify the existent guidance. The OCA also recommends the BTA department to review controls and procedures on the documentation of the date when copy of the final SSMP is provided to the student of concern's parent/guardian and ensure that this information is captured in the current threat management information system.

APPENDIX I: BEHAVIORAL THREAT ASSESSMENT DEPARTMENT RESPONSE

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BROWARD
County Public Schools

Behavioral Threat Management
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Dr. Howard Hepburn
Superintendent of Schools

January 14, 2025

TO: Ernie Lozano, Chief, Task Assigned
Office of Safety, Security, & Emergency Preparedness

FROM: Kim Punzi-Elabiary, Director
Behavioral Threat Management Department

SUBJECT: **District Responses to SY 2023-2024 Florida Model Threat Management Audit**

The SY 2023-2024 Florida Model Behavioral Threat Management Audit covered threat assessments initiated on January 1, 2024, through June 10, 2024. The sample size was 100 threats for this audit (58 high, 27 Medium, 14 low and 3 unfounded).

In August 2023, The State of Florida passed State Rule 6A-1.0019 creating the Florida Model, a new process on Threat Management that all districts must implement effective January 1, 2024. All Broward County Schools identified their school-based team membership and participated in training prior to the transition from Comprehensive School Threat Assessment Guidelines (CSTAG) to the Florida Model. Throughout the period of this audit, the Behavioral Threat Management Department was reviewing finalized Behavioral Threat Assessments and Student Support Management Plans completed in EdPlan.

Below are the district responses for each attribute that had a fail rate greater than 0% on the 2023-2024 Florida Model Behavioral Threat Management Audit conducted from January 1, 2024, through June 10, 2024. The district transitioned from EdPlan to Focus on July 1, 2024. On June 17, 2024, the vendor removed access to the EdPlan system. The BTM Department and the schools did not have access to the EdPlan platform to validate the audit findings.

The BTM Department began conducting mandatory All-Chair meetings with school administrators on a weekly basis to start, and eventually transitioned to biweekly and eventually monthly meetings. The EdPlan vendor in collaboration with the Behavior Theat Management Department hosted a face-to-face training session in January 2024, for 3 consecutive weeks focusing on the functionality of the new platform and the implementation of the process. The Behavioral Threat Management Department is focused on continuous improvement and will continue to work with school leaders to correct the issues identified in this audit and improve processes. The Behavioral

SUBJECT: **District Responses to SY 2023-2024 Florida Model Threat Management Audit**

Threat Management Department is committed to ensuring threat assessments comply with School Board Policy 4380 and Florida Department of Education State Statutes.

Intake and Case Disposition

Attribute 1 –District Response
The performance on this attribute had a fail rate of 11%. The School Based Threat Management Team (SBTMT) Chair must complete the Intake and Case Disposition form in Focus and assess the concerning behavior within one school day from when the information is received by the Chair or Administrator. The Behavior Threat Management Department shared expectations with all principals and assistant principals on Thursday, July 18, 2024, during Leadership week. This requirement is continually reviewed during our All-Chair meetings. All training materials, PowerPoint Presentations and videos are memorialized in the BTM canvas course for review. This specific Attribute was discussed at the last BTM All-Chair meeting held on December 18, 2024.

Completion date – Thursday, July 18, 2024

Preliminary Team Meeting

Attribute 8 District Response
This attribute had a fail rate of 1%. Per state statute, the parent of the student of concern must be notified on the same day the SBTMT assigns the preliminary level of concern. The sample that failed did not document that they notified the parent when the team met to determine the preliminary level of concern. Instead, the SBTMT documented that they notified the parent during the parent interview process, which occurs after the preliminary meeting. School-based teams are repeatedly reminded that the parents must be notified of the Preliminary Level of Concern when the team initially meets. The Florida Model Protocols and the Focus platform have a specific area for noting all required parent contacts. The BTM Department offered training on the Focus Platform prior to the start of the school year to all Principals and Chairs. In addition, a video recording of the training and PowerPoint presentation can be found in the BTM Canvas Course.

Completion date – Wednesday, August 7, 2024

Attribute 9- Documentation of Member with Personal Knowledge District Response
This attribute showed a 20% fail rate. The Florida Model protocols require documentation of the instructional member that has personal knowledge of the student of concern. The EdPlan system did not have the functionality to document this requirement until February 9, 2024. The BTM Department shared work arounds with the SBTMT during the transition period and during the time the vendor couldn't capture the missing information. The Florida Model Protocols and the Focus platform have a specific area to document the instructional member with personal knowledge of the student. The BTM Department offered training on the Focus Platform prior to the start of the school year to all Principals and Chairs. In addition, a video recording of the training and PowerPoint presentation can be found in the BTM Canvas Course.

Completion date – Wednesday, August 7, 2024

Interim SSMP

Attribute 10 – Interim SSMP creation District Response
This attribute had a fail rate of 1%. During a Preliminary Level of Concern meeting, if the SBTMT finds the level to be medium or high, the SBTMT must create an Interim SSMP to put supports in place for the student and ensure safety on their campus. The EdPlan platform transitioned to the Florida Model on January 7, 2024. There was documentation from BTA Support that identified an error with the EdPlan system for the one sample missing an interim SSMP. The system kept generating old forms utilized in the platform before the Florida Model update. Since the Interim SSMP is a new requirement, it would not be reflected on the old forms. The BTM Department offered training on the Focus Platform prior to the start of the school year to all Principals and Chairs. In addition, a video recording of the training and PowerPoint presentation can be found in the BTM Canvas Course.

Completion date – Wednesday, August 7, 2024

Initial Interviews and Questionnaires

Attribute 14- District Response
This attribute had a fail rate of 1%. During the threat management process, all students of concerns and their parents are required to be interviewed. If the student or parent refused to participate, this information is captured on the document before it was finalized. For the sample that failed, the EdPlan system did not contain an initial parent interview. This document was required to finalize the BTA as part of the rule of completion. Since the BTM Office lost access to the system on June 17, 2024, we did not have the ability to locate the missing interview, review the footprints to ensure that the interview was completed, and/or ask the vendor to retrieve the missing interview document. The Focus platform has a dedicated tab specifically for parent interviews that is required to finalize the assessment, it is identical to the Florida Model Protocol. The BTM Department offered training on the Focus Platform prior to the start of the school year to all Principals and Chairs. In addition, a video recording of the training and PowerPoint presentation can be found in the BTM Canvas Course.

Completion date – Wednesday, August 7, 2024

Mental Health Interviews

Attribute 19 District Response
This had a fail rate of 2%. For all high-level threat assessments, a clinical interview is required on both the student of concern and their parent or guardian. For the sample that failed, the EdPlan system did not contain a clinical parent interview. This document was required to finalize the BTA as part of the rule of completion. Since the BTM Office lost access to the system on June 17, 2024, we did not have the ability to locate the missing interview, review the footprints to ensure that the interview was completed, and/or ask the vendor to retrieve the missing interview document. The Focus platform has a dedicated tab specifically for clinical parent interviews that is required to finalize the assessment, it is identical to the Florida Model Protocol. The BTM Department offered training on the Focus Platform prior to the start of the school year to all Principals and Chairs. In addition, a video recording of the training and PowerPoint presentation can be found in the BTM Canvas Course.

Completion date – Wednesday, August 7, 2024

SUBJECT: **District Responses to SY 2023-2024 Florida Model Threat Management Audit**

PAGE: **4 of 4**

Final Team Meeting and Level of Concern

Attribute 23 District Response
This had a fail rate of 4%. The BTM team must meet as soon as possible after it has acquired all necessary information, but no later than two (2) school days after the preliminary meeting and determine that the case is unfounded or assign a level of concern. Additional time may be granted by the principal documenting an extension (no more than 2 days) on the Intake and Disposition form. In addition, the DTMC can also document a one-day extension on the Intake and Disposition Form. The Behavior Threat Management Department shared expectation with all Principals and Assistant principals on Thursday, July 18, 2024, during Leadership week. This requirement is continually reviewed during our All-Chair meetings. The BTM Department offered training on the Focus Platform prior to the start of the school year to all Principals and Chairs. This specific Attribute was discussed at the last BTM All-Chair meeting held on December 18, 2024. All training materials, PowerPoint Presentations and videos are memorialized in the BTM canvas course for review.

Completion date – Wednesday, August 7, 2024

BTM review

Attribute 30 District Response
This attribute had a fail rate of 3%. The finalized BTM assessment must be reported to the school principal, who must review the documents to ensure completeness and fidelity within two (2) school days of receipt of the SBTMT determination. The DTMC must review the case as soon as possible, but within two (2) school days after its review by the principal. The functionality of the EdPlan system allowed for the principal to acknowledge as both the Principal and DTMC. In instances where this occurred, the BTA process was identified as complete in the EdPlan system causing the widget to show the BTA was complete and in compliance. EdPlan was notified of the glitch in the system that allowed Principals to sign as DTMC. Once identified, the DTMC reviewed and made a note of his acknowledgment. The Behavior Threat Management Department shared expectation with all Principals and Assistant principals on Thursday, July 18, 2024, during Leadership week. This requirement is continually reviewed during our All-Chair meetings. The BTM Department offered training on the Focus Platform prior to the start of the school year to all Principals and Chairs. All training materials, PowerPoint Presentations, and videos are memorialized in the BTM canvas course for review.

Completion date – Wednesday, August 7, 2024

APPENDIX II: CONSOLIDATED DISTRICT SENIOR MANAGEMENT RESPONSES

Office of Safety, Security and Emergency Preparedness
Ernie Lozano, Task Assigned Chief Safety & Security Officer
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Dr. Howard Hepburn
Superintendent of Schools

January 14, 2025

TO: Dave G. Rhodes
Chief Auditor

FROM: Ernie Lozano, Task Assigned
Chief Safety & Security Officer
Ernie Lozano (Jan 14, 2025 12:06 EST)

SUBJECT: **BTM AUDIT RESPONSE Q4 THREAT MANAGEMENT MODEL**

I have reviewed the audit response provided by Kim Punzi-Elabiary, Director of the Behavioral Threat Management (BTM) Department, regarding the SY 2023-2024 Florida Model Threat Management Audit. I commend the work of the Behavioral Threat Management Department and the Regional Superintendents in leading the transition into the Florida Threat Management Model. The BTM Department worked with the vendor to update the platform used to document behavioral threat assessments expediently as gaps were identified, including the documentation of individuals with personal knowledge of the student. The department worked side-by-side with schools during the transition from the prior model to the Florida Threat Management Model to ensure the safety of students and staff.

I agree with the action steps provided in the audit response by Kim Punzi-Elabiary. The audit findings validate the work the District is doing to implement the Florida Threat Management Model with fidelity.

BROWARD County Public Schools

MRS. VEDA F. HUDGE
ASSISTANT SUPERINTENDENT, SCHOOL TRANSFORMATION OFFICE

PHONE: 754-321-3800 **EMAIL:** veda.hudge@browardschools.com

DATE: December 19, 2024

TO: Dave Rhodes, Task Assigned Chief
Auditor Office of the Chief Auditor

FROM: Veda F. Hudge, Assistant Superintendent,
School Transformation Office

SUBJECT: RESPONSE TO 2023-2024 BEHAVIORAL THREAT MANAGEMENT PROCESS AUDIT

This correspondence serves to address the 2023-2024 Behavioral Threat Management (BTM) Audit covering period January 1, 2024 – June 10, 2024. Following a thorough review, The School Transformation Office acknowledges the response provided by the school's leadership. Rest assured; we are committed to providing the necessary support to prevent similar occurrences in the future.

The School Transformation Office reaffirms its dedication to prioritizing the BTM process. We will utilize the findings and leadership responses from this school year audit to guide our approach as we monitor and offer ongoing support to schools.

In collaboration with the BTM, we will continue to conduct regular analysis of school-specific behavioral threat assessment procedures and outcomes. Should our findings warrant, we are prepared to administer disciplinary actions to school leaders and engage in discussions concerning systems, procedures and will incorporate trainings for improvements.

The School Transformation Office is committed to the appropriate and timely application of the threat assessment protocols for all schools in the supervision of the School Transformation Office. The audit report has provided us with substantial data that will be influential in enhancing our support.

VFH/JE:cdf

cc: School Transformation Office Leadership Team

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DR. JERMAINE V. FLEMING, REGIONAL SUPERINTENDENT
NORTH REGIONAL OFFICE

PHONE: 754-321-3600 **FAX:** 754-321-3630 **EMAIL:** jermaine.fleming@browardschools.com

December 20, 2024

TO: Dave Rhodes, Chief Auditor (Task Assigned)
Office of the Chief Auditor

FROM: Dr. Jermaine V. Fleming, Regional Superintendent
North Regional Superintendent

SUBJECT: RESPONSE TO BEHAVIORAL THREAT ASSESSMENT AUDIT SCHOOL YEAR 2023-24

Please find this communication as a response to the Behavioral Threat Assessment Audit for the 1/1/2024 – 6/10/2024 period. My leadership team and I reviewed the comprehensive report and the files referring to schools in the North Region. The North Regional Office will continue to make the Behavior Threat Assessment Process a priority for our division. The findings, recommendations, and leadership responses from previous school year audits will guide our methodology as we monitor and provide support to our schools.

The North Regional Office Leadership Team will meet monthly with the Behavioral Threat Assessment Department to discuss trends, findings, and address any relevant corrective actions needed. The Behavior Threat Assessment topic will remain a standing item on our weekly staff meeting agenda. It has been expanded to include a review of the attributes outlined in these audit findings.

We will continue to conduct regular analysis of school-specific behavioral threat assessment procedures and outcomes in schools with staff from the Behavioral Threat Assessment team. If the result of our findings warrants, we are prepared to administer disciplinary actions to school leaders and discuss areas for system and training improvements.

By way of this communication, I express my commitment to the appropriate and timely application of the threat assessment protocols for all the schools in the North Region. This audit report has provided tangible data and evidence that will aid us in providing appropriate support to our schools. The safety and security of our students and community are paramount.

JVF/TL/MWS/MP/RSR:spr

C: Extended Cabinet Members
North Regional Office Leadership Team

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County Public Schools

TED D. TOOMER, Ed.D., REGIONAL SUPERINTENDENT
CENTRAL REGIONAL OFFICE

PHONE: 754-321-3000 **FAX:** 754-321-3049 EMAIL: ted.toomer@browardschools.com

December 16, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Ted D. Toomer, Ed.D.
Regional Superintendent

SUBJECT: **2023-2024 BEHAVIORAL THREAT MANAGEMENT (BTM) PROCESS AUDIT**

Please find this communication as a response to the BTM Audit covering period January 1, 2024 – June 10, 2024. My leadership team and I have reviewed the audit findings and action plans for the identified schools that received audit exceptions. The Central Regional Office will continue to make the BTM process a priority. The findings, recommendations, and leadership responses will assist in guiding our methodology as we monitor and provide support to our regional schools.

The Central Regional Office Leadership Team will continue to work closely with the BTA Department for guidance and updates on most current policies and procedures. The BTM topic will remain as a standing item on our weekly staff meeting agenda. It has been expanded to include a review of the attributes outlined in these audit findings.

We will continue to conduct regular analysis of school-specific behavior threat assessment procedures and outcomes in schools with staff from the BTM team. If the results of our finding warrants, we are prepared to administer disciplinary actions to school leaders and discuss areas for system and training improvements.

By way of this communication, I express my commitment to the appropriate and timely application of the threat assessment protocols for all schools in Central Region. This audit report has provided tangible data evidence that will aid us in providing the appropriate support to our schools. If you need further information, please do not hesitate to reach out to me.

TT/DA/JB/HD/LN:smr

c: Extended Cabinet Members
Central Regional Leadership Team, Central Regional Office

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County Public Schools

ALAN STRAUSS, SOUTH REGIONAL SUPERINTENDENT, TEACHING & LEARNING
OFFICE OF THE SOUTH REGIONAL SUPERINTENDENT

PHONE: 754-321-3200 **FAX:** 754-321-3216 **EMAIL:** alan.strauss@browardschools.com

DATE: December 6, 2024

TO: Dave Rhodes, Chief Auditor
Office of the Chief Auditor

FROM: Alan Strauss, South Regional Superintendent
Office of the South Regional Superintendent

SUBJECT: **2023-2024 BEHAVIORAL THREAT MANAGEMENT PROCESS AUDIT, JANUARY 1, 2024 – JUNE 10, 2024**

This communication acknowledges the findings and action plans resulting from the Behavioral Threat Management Audit for the period of January 1, 2024 – June 10, 2024. My leadership team and I have carefully reviewed the audit results of the schools that received an audit exception.

The South Region office remains committed to prioritizing the Behavioral Threat Assessment process across all schools. The audit's findings, recommendations, and leadership responses will serve as valuable tools to guide our approach in monitoring and providing continued support to our schools in the region.

To ensure continuous improvement, the South Region leadership team will maintain close collaboration with the Behavioral Threat Assessment Department. We will stay updated on the latest policies, procedures, and best practices to strengthen our approach. Additionally, we have expanded our weekly staff meetings to include a standing agenda item dedicated to Behavioral Threat Assessments. This will provide regular review of the attributes outlined in the audit findings.

We are also committed to conducting ongoing analysis of the behavioral threat assessment procedures and outcomes at each school, with support from the Behavioral Threat Assessment team.

Through this communication, I want to reaffirm my commitment to the timely and effective application of threat assessment protocols across all South Region schools. The audit report has provided us with tangible data that will be instrumental in enhancing our support efforts.

Should you require any further information or clarification, please do not hesitate to contact me.

AS:mg

cc: South Regional Leadership Team

Policy 4380

BEHAVIORAL THREAT MANAGEMENT (BTM)

THE SCHOOL BOARD OF BROWARD COUNTY (SBBC), FLORIDA IS COMMITTED TO PROTECTING ITS STUDENTS, EMPLOYEES, AND MEMBERS OF THE COMMUNITY. IT IS ESSENTIAL THAT DISTRICTWIDE VIOLENCE PREVENTION BE IN PLACE TO FOSTER A LEARNING ENVIRONMENT THAT PROMOTES A CULTURE OF SAFETY, RESPECT, TRUST, AND SOCIAL/EMOTIONAL SUPPORT, WHILE ALSO PROTECTING STUDENTS AND STAFF FROM CONDUCT THAT POSES AN ACTUAL OR PERCEIVED THREAT TO SELF OR OTHERS. THE BEHAVIORAL THREAT MANAGEMENT (BTM) POLICY SHOULD BE INTERPRETED AND APPLIED CONSISTENTLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS, AND THE BOARD'S COLLECTIVE-BARGAINING AGREEMENTS. THE POLICY WAS DEVELOPED IN ACCORDANCE WITH THE LEGISLATION ENACTED BY THE STATE OF FLORIDA AND SET FORTH IN STATE RULE 6A-1.0019 – THREAT MANAGEMENT.

THE PURPOSE OF THIS POLICY IS TO SET FORTH REQUIREMENTS RELATING TO THREAT MANAGEMENT, A PROCESS BY WHICH SCHOOL DISTRICTS, K-12 SCHOOLS, CHARTER SCHOOL GOVERNING BOARDS, AND CHARTER SCHOOLS IDENTIFY, ASSESS, MANAGE, AND MONITOR POTENTIAL AND REAL THREATS TO STUDENT SAFETY. THIS POLICY TAKES EFFECT ON JANUARY 1, 2024. SCHOOLS WILL CONTINUE TO IMPLEMENT THE CSTAG MODEL THROUGH DECEMBER 31, 2023.

SECTION I: DEFINITIONS

A. **"Florida Harm Prevention and Threat Management Model"** or **"Florida Model"** means the Florida-specific behavioral threat management process required by Section 1001.212(12), F.S. The Florida Model consists of the Florida Threat Management Manual and the Florida Harm Prevention and Threat Management Instrument ("Instrument"). Under the Florida Model, threats and reports of concerning behavior or concerning communications are categorized as having an unfounded, low, medium, or high level of concern.

B. **"School"** means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under Rule 6A-1.0016, F.A.C., but does not include:

1. Settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;
2. Schools that provide only prekindergarten or adult education;
3. Technical centers under Section 1004.91, F.S. A list of schools meeting this definition will be provided to the School Safety Specialists by December 1, 2023, and annually thereafter by July 1.

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

D. **"School district"** or **"district"** means a Florida school district, the Florida Virtual School (Section 1002.37, F.S.), the Florida School for the Deaf and the Blind (Section 1002.36, F.S.), Developmental Research (Laboratory) Schools (Section 1002.32, F.S.), and charter schools sponsored by a university or Florida College System institution (Section 1002.33(5), F.S.).

E. **"Student Support Management Plan"** or **"SSMP"** means an ongoing intervention and monitoring plan implemented by the school-based threat management team. The SSMP may impose requirements on a student of concern for a defined period of time based on the level of concern. The SSMP is reviewed each month by the School Based Threat Management Team (SBTMT).

F. **"Threat Assessment"** means the identification of individuals exhibiting threatening or other concerning behavior.

G. **"Threat Management"** means the multipart process by which schools identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals, as provided in Section 1006.07(7), F.S.

SECTION II: NOTIFICATIONS

A. Parental notification is required in the following circumstances and must adhere to the timelines set forth in State Rule 6A-1.0019:
1. If the SBTMT Chair determines the report of a concerning behavior or threat is a Low level of concern and summarily closes the case, the Chair or designee must use reasonable efforts to notify the parent or guardian of the student of concern.
2. If the Chair does not summarily close the case and refers it to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns

the preliminary level of concern.

3. If the preliminary level of concern is High, there must be an immediate attempt by the chairperson of the SBTMT to notify the parent/guardian of the student of concern.
4. Parents or guardians must also be notified if the threat management process reveals information about their student's mental, emotional, or physical health or well-being, or results in a change in related services or monitoring, including but not limited to implementation of an SSMP.
5. Once an SSMP is finalized and anytime it is substantively revised, the SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian. The targeted student's parent or guardian should also be informed that an SSMP has been implemented.
6. Where a report of concern includes an identified student target, the Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded. As provided for in the Florida Harm Prevention and Threat Management Manual (Form OSS-001), the unfounded summary disposition should only be used when it is clear and articulable that there is no basis for concern. If there is any doubt, the case should be forwarded to the School Based Threat Management Team for further evaluation and parent notification should occur. Nothing herein prevents the school from notifying parents or guardians if they believe it is in the best interest of the student.

B. "Reasonable effort to notify" means the exercise of reasonable diligence and care to make contact with the student's parent or guardian, typically through the contact information shared by the parent or guardian with the school or school district. The SBTMT Chair or designee must document all attempts to make contact with the parent or guardian.

C. Timelines for required notice may be modified where the SBTMT reasonably believes and documents that such disclosure would result in abuse, abandonment, or neglect, as defined in Section 39.01, F.S.

D. Education records. Threat assessments and records related to threat management are considered education records as defined by the Family Educational Rights and Privacy Act (FERPA) and Sections 1002.22 and 1002.221, Florida Statutes. Policies relating to access, maintenance, and retention of these records must be consistent with Rule 6A-1.0955, F.A.C., Education Records.

SECTION III: DISTRICT THREAT MANAGEMENT COORDINATOR

A. District Threat Management Coordinator (DTMC). The superintendent shall designate a Threat Management Coordinator to oversee threat management at all public K-12 schools, including charter schools sponsored by or under contract with the district.

1. The DTMC must:
   a. Ensure that all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.
   b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools ("Office"); and
   c. Assist School Based Threat Management Teams in the district.
2. The superintendent shall report the name, phone number, and email address of the District Threat Management Coordinator to the Office at FloridaModel@fldoe.org. This information must be reported annually by July 1, and must be updated within one (1) school day if there is a change in the information provided.

SECTION IV: DISTRICT THREAT MANAGEMENT TEAM (DTMT) & SCHOOL BASED THREAT MANAGEMENT TEAMS (SBTMT)

A. **District Threat Management Team (DTMT).** The superintendent shall designate a District Threat Management Team that will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the District Threat Management Coordinator as Chair, persons from school district administration and persons with expertise in counseling, instruction, and law enforcement.

B. **School Based Threat Management Team (SBTMT).** Each school must have an SBTMT comprised of four (4) members, at a minimum, including persons with expertise in counseling, instruction, school administration, and law enforcement. The principal or equivalent administrative head of the school is responsible for appointing team members. The SBTMT must also include a member with personal knowledge of the student of concern who is the subject of threat management. Team members must meet the following requirements:

1. The **counseling team member** must be a school-based mental health services provider that is able to access student mental health records.
2. The **instructional team member** must meet the definition of instructional personnel under Section 1012.01(2)(a)-(d), F.S., or must hold a current Florida Educator Certificate under Section 1012.56, F.S.
3. The **school administrator team member** must meet the definition of administrative personnel found in Section 1012.01(3), F.S. This should not be the school principal, or equivalent, unless they are the only administrator at the school.
4. The **law enforcement team member** must be a sworn law enforcement officer, as defined by Section 943.10(1), F.S., including a School Resource Office, school-safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat management team must have access to local Records Management System information, the Criminal Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat management teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.
    a. A school guardian, as defined under Section 1006.12(3), F.S., or a school security guard, as defined under Section 1006.12(4), F.S., may not serve as the law enforcement member of a threat management team.
5. If none of the team members are familiar with the student of concern, the SBTMT Chair must assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. The person must be instructional or administrative personnel, as defined in Section 1012.01(2) and (3), F.S. Consulting personnel do not have to complete Florida Model training and may not participate in the decision-making process.
6. **Threat Management Chair and Vice Chair.** The principal of each school must appoint a Chair and Vice Chair of the SBTMT. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed or whether it should be reviewed by the full SBTMT.
7. **Instrument.** Each SBTMT and DTMT must use the Florida Model to

assess the behavior of students who may pose a threat of harm to themselves or others and to coordinate intervention and services for such students. All reported threats or concerning behaviors and communications, even those determined to be unfounded, must be documented by the SBTMT in the required electronic platform along with any resultant action, using the Florida Model Instrument. The chairperson must complete the Intake and Disposition Form, assess the concern for factual basis, and decide whether to convene the SBTMT as soon as possible but no later than the next school day from the day the initial report was received by the chairperson.

a. For levels of concern that are preliminarily determined to be low by the SBTMT, in addition to the requirements outlined in the Florida Harm Prevention and Threat Management Manual the following must be completed by an individual that completed the Day 1 Florida Model training-
    1. Initial Interview with student of concern
    2. Initial Interview of student of concern's parent/guardian
    3. Target/Witness interviews
    4. Review of student background information including attendance and academic history

    The teacher/staff questionnaire must be sent to all of the student's current teachers to be completed and returned prior to final disposition meeting. If a teacher is unavailable to complete the form, the team will proceed to make a final level of concern determination without the questionnaire.
b. For levels of concern that are preliminarily determined to be medium by the SBTMT, in addition to the requirements outlined in the Florida Harm Prevention and Threat Management Manual the following must be completed by an individual that completed the Day 1 Florida Model training-
    1. Initial Interview with student of concern
    2. Initial Interview of student of concern's parent/guardian
    3. Target/Witness interviews
    4. Review of student background information including attendance and academic history
    5. Daily Person/Possession Check (remains in place for the duration of the active SSMP)

    The teacher/staff questionnaire must be sent to all of the student's current teachers to be completed and returned prior to final disposition meeting. If a teacher is unavailable to complete the form, the team will proceed to make a final level of concern determination without the questionnaire.

c. For levels of concern that are preliminarily determined to be high by the SBTMT, in addition to the requirements outlined in the Florida Harm Prevention and Threat Management Manual the following must be completed by an individual that completed the Day 1 Florida Model training-
    1. Initial Interview with student of concern
    2. Initial Interview of student of concern's parent/guardian
    3. Target/Witness interviews
    4. Review of student background information including attendance and academic history
    5. Interim Student Support Management Plan (SSMP)
    6. Mental Health Parent/Guardian Interview
    7. Mental Health Student of Concern Interview

    The teacher/staff questionnaire must be sent to all of the student's current teachers to be completed and returned prior to final disposition meeting. If a teacher is unavailable to complete the form, the team will proceed to make a final level of concern determination without the questionnaire.
d. For levels of concern preliminarily determined to be high, the following actions must be implemented and documented in the interim SSMP:
    1. Daily Person/Possession Check (remains in place for the duration of the active SSMP)
    2. No backpack allowed (remains in place for the duration of the active SSMP)
    3. Additional bag(s) (lunch, athletic, etc.) are not allowed unless approved by the school principal (remains in place for the duration of the active SSMP)
e. For levels of concern determined to be high, the following actions must be implemented and documented in the final SSMP:
    1. Daily Person/Possession Check (remains in place for the duration of the active SSMP)
    2. Referral to school-based Collaborative Problem Solving Team
    3. No backpack allowed (remains in place for the duration of the active SSMP)
    4. Additional bag(s) (lunch, athletic, etc.) are not allowed unless approved by the school principal (remains in place for the duration of the active SSMP)

8. **Meetings.** Each SBTMT must meet as often as needed to fulfill its duties of assessing and intervening with students whose behavior

may pose a threat of harm to themselves or others, but no less than monthly.

a. Threat management teams must maintain documentation of their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken.
b. DTMTs must meet as needed to review and consult with SBTMTs and must meet timeframes set forth in the Florida Threat Management Manual.

C. **Referrals to Mental Health Services**. The department of Student Services shall notify all school personnel who have received training pursuant to Section 1012.584(4), F.S., of mental health services, including referrals for self-harm consistent with Section 394.463, F.S., that are available in the school district and the individual to contact if a student needs services. The term "mental health services" includes, but is not limited to, community mental health services, health care providers, and services provided under ss.1006.04.

D. **District Mental Health Coordinator.** The District Mental Health Coordinator will track all students with a high level of concern.

SECTION V: TRAINING

A. All members of SBTMTs and DTMTs must be trained on the Florida Model through training provided by or approved by the Office of Safe Schools, as follows:
   1. All SBTMT and DTMT members must complete basic Florida Model training.
   2. The District Threat Management Coordinator must complete additional training specific to the Coordinator role.
   3. School principals, the Threat Management Chair, and the Vice Chair must complete additional training specific to their respective roles.

B. District and school-level teams must be designated before the start of the school year. Team members who have not previously completed training must complete Florida Model training before the start of the school year. Those appointed to threat management teams after the start of the school year must complete Florida Model training within sixty (60) days of appointment.

C. District and school-level team members who have been fully trained in a previous school year must complete an annual refresher training provided by the Office of Safe Schools within the first sixty (60) days of school.

D. Charter Schools. Charter schools are responsible for establishing SBTMTs and conducting threat assessments as required by Rule 6A-1.0019. DTMCs and DTMTs must oversee and support charter schools sponsored by or under contract with the district to the same extent they do for traditional

public schools.

E. Virtual Schools. Virtual schools are responsible for establishing SBTMTs and conducting threat assessments as required by Rule 6A-1.0019.

SECTION VI: TRANSFER OF RECORDS

A. Upon the student's transfer to a different school, the threat management team of the transferring school will maintain responsibility for the student on an SSMP until responsibility is formally accepted by the receiving school.

B. The transfer of records must occur within 5 school days of receipt of the request for records from the new school or district, or the receipt of the identity of the new school and district of enrollment, whichever occurs first. The records must include, if applicable:

1. Verified reports of serious or recurrent behavior patterns, including any threat assessment report, all corresponding documentation, and any other information required by the Florida-specific behavioral threat assessment instrument pursuant to s. 1001.212(12) which contains the evaluation, intervention, and management of the threat assessment evaluations and intervention services.
2. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by school district or charter school staff, as appropriate.

C. Documentation of unfounded level of concerns must not be transferred unless:

1. The parent of the student the subject of an unfounded level of concern finding requests that the records be maintained in the student's file; or
2. The School Based Threat Management Team made the determination that the unfounded level of concern finding must be retained to ensure the continued safety of the school community or to ensure the well-being of the student.

SECTION VII: ADHERENCE TO FLORIDA DEPARTMENT OF EDUCATION OFFICE OF SAFE SCHOOLS' POLICIES AND PROCEDURES

A. The Superintendent, in conjunction with the District Threat Management Coordinator, principals, assistant principals, chairpersons, vice chairpersons, and members of the SBTMT shall implement the Florida Department of Education Office of Safe School's (OSS) Florida Harm Prevention and Threat Management Instrument and Florida Harm Prevention and Threat Management Manual, hereby incorporated by reference, as may be amended by OSS from time to time, consistent with the policies and procedures of OSS.

SECTION VIII: AUDITS

A. The Chief Auditor will conduct annual audits in compliance with this policy as directed by the School Board and report findings to Audit Committee and the School Board.

Policy Custodian: Office of Safety, Security, and Emergency Preparedness

Authority: 20 U.S.C. §1232g; F.S. §§120. 52(6), 120.54, 120.81(1)(a), 1001.41(1) and (2), 1001.42(28), F.A.C. Rules 6A-1.0018, 6A-1.0019

Laws Implemented:, 34 C.F.R. §99, F.S. §§ 394.463, 1003.25, 1006.04 1006.07(7), 1001.212(12), 1002.22.1002.221, 1012.584 , F.A.C. Rule 6A-1.0955

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Florida Harm Prevention and Threat Management Manual

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INTRODUCTION

In 2023, the legislature amended Section 1001.212(12), F.S. to task the Department of Education's Office of Safe Schools with developing a statewide behavioral threat management operational process, a Florida-specific behavioral threat assessment instrument, and a threat management portal. The threat management process, as described in this manual, is designed to identify, assess, manage, and monitor threats to schools, school staff, and students.

The goal of all school safety efforts is to *prevent* violence or harm to members of the school community. Threat management uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes. The process applies a non-punitive assessment to distinguish between innocuous and serious situations. The aim of the threat management process is to intervene at the earliest stage to provide assistance to students and to alter or disrupt concerning behavior for the benefit of the student and school.

DEFINITIONS

1. **Concerning Behavior:** An observable behavior that elicits concern in others regarding the safety of an individual or those around them. Important to determining whether behavior is concerning is whether it deviates from the person's baseline behavior. Some concerning behavior for one person may be "normal" behavior for another person. Concerning behavior is a spectrum that can include lower-level concerns, such as unusual interests in violent topics, conflicts or grievances between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities), and prohibited behaviors that are objectively concerning and should trigger an immediate response, such as threats, weapons violations, and other aggressive or violent behaviors.

2. **Concerning Communication:** Unusual, bizarre, threatening, or violent communications made by an individual or group. Concerning communications may include explicit threats or allude to violent intentions; violence as a means to solve a problem; justification of violent acts; unusual interest in weapons; personal grievances; or other inappropriate interests. Concerning communications may be expressed verbally, visually, in writing, electronically, or through other means. Concerning communications may be considered threatening, even if they do not involve a direct and explicit threat of violence. Concerning communications may also allude to hopelessness or suicide.

3. **Education Records:** Any records or documents, including information derived from those records or documents, that are directly related to a student and are maintained by an educational agency or institution, or by a party acting for the agency or institution. 34 C.F.R. s. 99.3. In most cases, this includes student health and mental health records maintained by an educational agency or institution. Law enforcement unit records, as defined by 34 C.F.R. ss. 99.3 and 99.8, are not considered education records.

4. **Imminent Threat:** An imminent threat exists when a situation, including the person's prohibited objective behavior, poses a clear and immediate threat of serious violence toward self or others that requires containment and immediate action to protect an identified or identifiable target.

5. **Individuals with Disabilities Education Act (IDEA):** The IDEA is a federal law that makes an appropriate, free public education available to eligible children with disabilities and ensures that special education and related services are provided to those children.

6. **Individualized Education Plan (IEP):** A written plan for each child eligible under the IDEA that governs how the district will educate that student. The parents, student (if appropriate) and a team of educators and professionals, known as the IEP team, develop the IEP, which details education and related services the student will receive and outlines required modifications, accommodations and behavioral interventions.

7. **Level of Concern:** The classification of an individual is based on their presenting risk and needs and balanced against protective factors. Levels of concern (also called threat levels) are classified as Low, Medium, or High:

    a. **Low Level of Concern:** A Low level of concern designation is appropriate where a person poses a threat of violence or exhibits other concerning behavior that is minimal and it appears that any underlying issues can be resolved easily. This level means the concern for future violence toward another person is low. There may nonetheless be significant concerns about the person but at that time, the concern for violence toward another is at the low end of the spectrum.

    b. **Medium Level of Concern:** A Medium level of concern designation is appropriate where the

person does not appear to pose an immediate threat of violence, but the person exhibits behaviors that indicate a potential intent to harm or exhibits other concerning behavior that requires intervention. This level suggests that violence toward another may occur, and although the situation is not urgent, violence cannot be ruled out. The threat management team may not have complete or completely accurate information to guide the outcome of the assessment.

c. **High Level of Concern:** A High level of concern designation is appropriate where the person poses a threat of violence, exhibits behaviors that indicate both a continuing intent to harm and an effort to acquire the capacity to carry out a plan, and may also exhibit other concerning behavior that requires immediate intervention and protective measures for the target. This level suggests the student of concern is reaching a critical point on the pathway to violence from which they perceive it may be difficult to turn back. A High level of concern requires immediate and continuing attention from threat management resources to ensure violence does not occur.

8. **Manifestation Determination:** When a student receiving special education services is being considered for a change in placement due to a behavioral issue, including a threat to others, the IEP team must determine whether the IEP was being implemented correctly at the time of the behavior, and whether the behavior was a manifestation of the student's disability. A manifestation means that the behavior had a direct and substantial relation to the disability.

9. **Student of Concern:** Any student reported to the Chair, Vice Chair, SBTMT or DTMT who exhibits any behavior or communication that may constitute a threat or concern regarding school safety.

10. **Student Support Management Plan (SSMP):** The Student Support Management Plan (SSMP) uses direct and indirect interventions to help create an environment less likely to produce violence. The SSMP is implemented by the threat management team imposing requirements on the student. Under the SSMP, a student of concern may be required to refrain from certain conduct or may be required to engage in certain actions that are designed to prevent harm to others. The SSMP is established for a specified period based on the level of concern and is reviewed each month by the School-Based Threat Management Team (SBTMT).

11. **Threat:** A threat is communication or behavior indicating that an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. A threat includes communication or behavior characteristic of a person who is on the pathway to violence. The threat may be expressed or communicated behaviorally, orally, visually, in writing, electronically, or through any other means. Communication or behavior is considered a threat regardless of whether it is observed by or communicated to the target of the threat, or to a third party, and regardless of whether the target of the threat is aware of the threat.

    A threat is not a communication or behavior that is an obvious joke or unequivocally known by the observer to be innocuous. The school personnel's personal knowledge of the person making the statement or exhibiting the behavior, as well as the person's age and history of exhibiting such behaviors or making such statements, are factors that should be considered in determining whether the communication or behavior constitutes an actual threat.

12. **Threat Assessment Protocols:** Threat assessment protocols are used to assess concerning behavior and threats. Threat assessment protocols are a series of documents, also referred to as a "threat assessment instrument," comprised of an intake and disposition form; student of concern questionnaire; parent/guardian questionnaire; witness/target of violence questionnaire; teacher survey; and mental health assessments used to help evaluate whether behaviors or communications indicate that a student poses a

risk of harm and what services are appropriate to mitigate that risk. The threat assessment process results in comprehensive information gathering from multidisciplinary sources, including law enforcement, mental health, and school records.

13. **Threat Management:** The threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Upon a determination that a risk of violence exists, the threat management process then results in determining the level of concern and appropriate management of the person posing the concern to mitigate the risk of harm and remove them from the pathway to violence. The SSMP is part of the threat management process. The threat management process is ongoing and ends only when the threat management team deems it appropriate under the circumstances, or responsibility is transferred to another threat management team.

    a. **Threat management is not a means to profile the next school shooter.** There is no profile of a school shooter or student attacker. The threat management process focuses on behavior-based prevention, not a prediction. Because a student has been the subject of threat management, does not automatically mean the student is a potential shooter or attacker; it simply means that a threat or concerning behavior (whether minor or serious) was reported and evaluated through the threat management process.

    b. **Threat management is not an emergency or crisis response.** If there is an indication that violence is imminent, such as when a person is at school with a gun or other weapon, school staff must take immediate action by notifying law enforcement and following the school's emergency response plans.

    c. **Threat management is not a disciplinary process.** School policy and procedures regarding discipline and referrals to law enforcement should be followed regardless of the threat assessment's outcome. Someone other than the threat management team will decide whether school discipline is appropriate. Information learned during the threat management process may be used in disciplinary or criminal proceedings, when appropriate.

    d. **The initial threat evaluation process may consider whether behavior constitutes a threat of self-harm because it is established that threats of self-harm may be a precursor to harm toward others.** However, threat management is not to be used for suicide or self-harm assessment, services, or a mental health related safety plan. In cases where a threat to harm others may be accompanied by a threat to harm oneself, threat management should only address the harm toward others and the threat management team should coordinate with those providing self-harm intervention services.

14. **Unfounded Determination:** An unfounded determination means that there is not a sufficient factual basis to support the allegation, or it can be determined that the threats were never made; what was said was clearly not a threat; or the incident/behavior of concern did not happen or rise to the level of posing a threat or concern of harm to the school community. The reporting person may simply have been mistaken about the behavior or based upon known facts about the situation, behavior, and context, no risk of violence exists. This unfounded summary disposition should only be used when it is clear and articulable that there is no basis for concern. The case should be advanced to the next step for further evaluation if there is any doubt.

THREAT MANAGEMENT ROLES AND RESPONSIBILITIES

Every school district is responsible for ensuring the integrity of the threat management process during the school year, including summer school, including assignment of the following roles and responsibilities:

District Threat Management Coordinator (DTMC): A person in each school district designated by the superintendent, or lead administrator where there is no superintendent, to oversee the district's harm prevention and threat management program. The threat management coordinator is the direct liaison between the school district and the Department of Education's statewide threat management coordinator. Pursuant to Rule 6A-1.0019, F.A.C., the DTMC is responsible for ensuring the fidelity of the district's threat management program, which includes ensuring that all school threat management team personnel are appropriately trained. The DTMC also serves on the District Threat Management Team.

District Threat Management Team (DTMT): Rule 6A-1.0019, F.A.C., and the Florida Model require each district superintendent, or lead administrator where there is no superintendent, to establish a District Threat Management Team, which is a multidisciplinary team that will receive referrals from the SBTMTs and assess serious situations. The DTMT must include the District Threat Management Coordinator, persons from school district administration and persons with expertise in counseling, instruction, and law enforcement. The district threat management coordinator must Chair the DTMT. The DTMT may assist the SBTMTs in providing on-going effective threat management, or after assessing the matter, the DTMT may refer the case back to the SBTMT for it to manage. The DTMT will also support the charter schools sponsored by or under contract with their school district.

School-Based Threat Management Team (SBTMT): Section 1006.07(7), F.S., and Rule 6A-1.0019, F.A.C., require each school (as defined in rule) to have a School-Based Threat Management Team. The SBTMT is a multidisciplinary team at the school level and is comprised of at least four members with expertise in counseling; school instruction; law enforcement; and a school administrator. The SBTMT must also include a member with personal knowledge of the student of concern that is being evaluated by the team. Additional members of the team may be assigned by the school principal, or equivalent, as long as these four required roles are filled. Required team members must meet the following:

- **Counseling:** The counseling team member must be a school-based mental health services provider that is able to access student mental health records. This person must be a school psychologist certified under Rule 6A-4.0311, F.A.C., a school social worker certified under Rule 6A-4.035, F.A.C., a school counselor certified under Rule 6A-4.0181, F.A.C., or a mental health professional licensed under Chapter 490 or 491, F.S., who is employed or contracted by a district to provide mental health services in schools.

- **Instruction:** The instruction team member must be a person who meets the definition of instructional personnel under Section 1012.01(2)(a)-(d), F.S., or someone who holds a current Florida Educator Certificate under Section 1012.56, F.S.

- **Administration:** The administrator team member must be a person who meets the definition of administrative personnel under Section 1012.01(3), F.S. This should not be the school principal, or equivalent, unless they are the only administrator at the school, because the principal has administrative oversight of the SBTMT.

- **Law Enforcement:** The law enforcement team member must be a sworn law enforcement officer, as defined by Section 943.10(1), F.S., including a School Resource Officer, school-safety officer, or

other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat management team must have access to local Records Management System information, the Criminal Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat management teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.

  - A school guardian, as defined under Section 1006.12(3), F.S., or a school security guard, as defined under Section 1006.12(4), F.S., may not serve as the law enforcement member of a threat management team. However, because of their role and need for situational awareness, school guardians and security guards may observe the SBTMT meetings and process and consult with the team.

  - Because all SBTMT members must be trained in the threat management process, calling a patrol officer who has not been trained in threat management to serve *ad hoc* as the law enforcement member of an SBTMT meeting is not permitted. Charter schools will likely have to meet with the sheriff or police chief to have a law enforcement officer designated for their school who will serve on the SBTMT.

- **Personal Knowledge:** If none of the designated threat management team members are familiar with the student of concern being assessed, the Threat Management Chair must assign a member of the school's instructional or administrative personnel, as defined in Section 1012.01(2) and (3), F.S., who is familiar with the student being evaluated to consult with and provide background information to the threat management team. Consulting personnel do not have to complete Florida Model training and may not participate in the decision-making process. Consulting personnel are assigned on a case-by-case basis.

Threat Management Chair and Vice-Chair: The principal, or lead administrator, of each school is required to appoint a Chair and Vice-Chair of the SBTMT. The Vice-Chair performs the Chair's duties in the Chair's absence. The SBTMT Chair is the point person at each school for threat management and receives initial reports of all threats and concerning behavior that may result in harm toward self or others (although imminent threats must always be first reported directly to law enforcement). The SBTMT Chair is responsible for assessing and triaging each reported threat or concern and determining whether it has a factual basis and whether the matter should be summarily closed or reviewed by the entire SBTMT.

THEORY OF THREAT MANAGEMENT AND ANALYSIS OF CONCERNING BEHAVIOR

Best Practices and Research in Threat Management

Threat management is a proactive approach to preventing violence and other unwanted outcomes, and the procedures outlined in this manual incorporate best practice guidelines in the prevention of violence and threat management. Much of the research that establishes threat management best practices was conducted by the U.S. Secret Service's (USSS) National Threat Assessment Center (NTAC) and the FBI's Behavioral Threat Assessment Center (BTAC). Collectively, resources produced by NTAC and BTAC provide research-based guidance for school threat management teams in the identification and reporting of threatening and concerning behavior, the assessment processes, and case management.

It is important to recognize that threat management is not punitive but that a student's underlying conduct may violate laws or school district regulations. When a student violates laws or regulations it may be appropriate, or required in some cases, that punitive action occur. However, any punitive action for underlying misconduct must be distinct from and not associated with the threat management process.

AN IMMINENT THREAT TO LIFE OR PHYSICAL SAFETY MUST IMMEDIATELY BE REPORTED TO LAW ENFORCEMENT.

Reporting and Identifying Concerning Behavior

All threats or reports of concerning behavior should be taken seriously and thoroughly reviewed to determine their merit and the level of concern. Threats made anonymously and through electronic communication must be assessed no differently than those made in-person or where the reporting party is identified. It is critically important to gather as much information as possible to understand what is happening with a student of concern. Research on best practices suggests the following as critical to successful threat management:

- The continuum of identifiable indicators of violent intent, or warning behaviors, should be well defined and broadly known to all students, parents and school personnel. This set of indicators is often referred to as the *pathway to violence* (which is explained below). Early recognition of the warning signs is essential to successful intervention.

- Reporting mechanisms should be known by all students, parents, and staff, easy to understand and use, and offer a variety of means to report threats, including anonymous reporting.

- The school community should feel confident that reports will be taken seriously and handled appropriately.

- Building rapport can facilitate information-gathering efforts. Threat management team members should demonstrate their goal is to support students who may be struggling, while ensuring that the student and school are safe. When teams have established this rapport, parents or guardians may be more likely to share their own concerns, and the student may be forthcoming about frustrations, needs, goals, or plans.

- Reports made, information gathered, and intervention strategies taken should be documented in a shared electronic information system where available.

- Regular training for all stakeholders should take place, including staff, administrators, students, parents, guardians, and law enforcement personnel.

Pathway to Violence
Most people learn to process and cope with negative experiences through healthy responses. However, individuals most at risk for perpetrating targeted violence do not possess healthy coping skills. Instead, they tend to obsess over injustices and are unable to withstand rejections or triggering events. The more stressors and triggers that exist in a person's life, the more difficult it becomes to cope and the greater the chance the person may enter the pathway to violence. A stressor can be anything that causes tension or anxiety for a student, such as:

- Bullying
- School or work-related failure or disappointment
- An unhappy home environment
- Social isolation
- Peer rejection
- Sudden change in peer group
- Self-isolation
- Financial distress (primarily family related)
- Relationship issues
- Material or status losses in family, peer, intimate, occupational and self-image settings; and
- Potential future events, such as divorce (parents), terminal illnesses, chronic pain and health issues.

Research suggests that an individual on the pathway to violence tends to cover a series of steps; however, the pathway to violence is not identical for everyone. The process may be linear or steps may be co-mingled. Time spent at each step may vary. Most often, deeply held grievances are the first step on the pathway to violence. Motivators can include:

- Need for revenge for a perceived injury or other grievance
- Quest for justice (as subjectively defined by the individual)
- Desire for notoriety or recognition
- Desire to solve a problem perceived to be unbearable, and
- Desire to kill or be killed.

The steps on the pathway to violence may include:

- Grievance *(i.e.*, personal grievance or humiliation based upon real or imagined injustices)
- Ideation (*i.e.*, idea that violence is an acceptable, or the only, means to achieve justice)
- Research and planning (*i.e.*, when, how, where, etc.)
- Preparation *(i.e.*, equipment, skills, resources)
- Probing (*i.e.,* testing the plan in some fashion),and
- Breach and attack (*i.e.*, circumvention of security measures at the target location and engaging in a preplanned or opportunistic attack).

Threat Factors and Warning Behaviors
Research has established that offenders may not make specific or direct outward threats toward their targets, but they do display identifiable indicators of violent intent prior to perpetrating an attack. Therefore, the lack of a specific threat should not drive the decision whether there is a possibility of harm to another person. While an expression of intent to inflict harm is an obvious identifier, a person on the pathway to violence may be identified by the presence of threat factors, along with other subtle concerning warning behaviors which need further exploration. Threats and these additional factors or behaviors enhance the probability that someone may be on the pathway to violence.

Threat factors may include, but are not limited to:

- **A history of violence** (*i.e.*, history of past violence to include violence towards animals, childhood exposure to violence, past violence against or resistance to law enforcement);
- **Health/mental health factors** *(i.e.*, substance use, personality disturbance, severe mental illness, history of attempting suicide or inflicting self-harm);
- **Access to weapons** *(i.e.*, access, familiarity, or fascination with firearms, stabbing instruments, or explosives);
- **Problematic behavioral history** *(i.e.*, history of stalking, harassing, threatening behavior, worrisome online behavior, or non-compliant behavior); and
- **Lack of social/environmental positive supports** *(i.e.*, unhealthy support system, isolation, instability, demonstrated lack of effective coping mechanisms).

Predicting the occurrence or timing of a violent act is impossible; however, warning behaviors demand particular attention in gauging whether an act of violence may occur. Warning behaviors are changes in behavioral patterns that suggest an increased concern for violence. These can also help to assess the potential for imminent violence. While not required before commencing the threat management process, action should be taken when prohibited behavior occurs or a behavior is exhibited by a student of concern that causes fear in others, regardless of whether the behavior is listed below. The presence of one or more warning behaviors may indicate the need for threat management because the person is on the pathway to violence. At the same time, there may be innocuous explanations for these behaviors. Knowledge of the student's baseline behavior is important in determining the significance of any indicator.

Warning behaviors may include, but are not limited to:

- Student of concern engages in research, planning, or preparation *(e.g.*, researching/obtaining weapons, selecting potential targets, conducting a rehearsal, engaging in an attack);
- Fixation warning behaviors such as an increasing preoccupation with a person or cause;
- Fascination with violence or weapons, military, or law enforcement paraphernalia, suggesting a warrior mentality and a desire to copycat previous attackers;
- Acts of aggression committed for the first time to test one's ability, such as animal cruelty, assault, firearm discharge, arson, vandalism, or rehearsed violence with inanimate objects;
- Leaked information to a third-party regarding thoughts, characterized by overt threats or by indirect expressions, can provide clues regarding an individual's thoughts, feelings, or an intention to harm someone;
- Implicit or explicit communications of a desire to do harm or kill;
- An approach or attempt to gain proximity to an intended target through trespassing, stalking, burglaries, or other criminal mischief, as escalation, pre-attack surveillance, or a final act of preparation;

- A burst of energy in would-be offenders, such as frequent trips, errands, purchases, or communications, has been noted to occur in the hours, days, or weeks prior to a targeted violence incident;

- End of life planning or terminal behaviors that may indicate last resort thinking and a plan to end one's life in the near future;

- Other last resort behaviors can include communications or actions indicating increasing desperation or distress, such as indicating that time is running out, exhibiting drastic changes in appearance, or a sudden onset of reckless behaviors;

- Sudden cessations of medications or other substance use or sudden withdrawal from typical life patterns or obligations can signal that a person is making final preparations for an attack; and

- Giving away personal belongings;

Protective Factors
Protective factors may prevent or inhibit a student of concern from thinking about or carrying out an act of violence. Threat management teams should consider the following protective factors when deciding whether a person poses a concern and assigning a level of concern:

- Pursuit of non-violent, legally and socially sanctioned methods of conflict resolution;
- Sense of humor;
- Positive, realistic future short and long-term goals;
- Persons, things, or circumstances of sufficient value to the person that reduce the likelihood of violence;
- Supportive family (*e.g.*, provides healthy structure/supervision);
- Healthy social supports (*e.g.*, positive influences, religious affiliations, community group or club);
- Positive coping mechanisms (*e.g.*, exercise, healthy interests, hobbies);
- Access and receptiveness to assistance *(e.g.*, mental health, financial, medical);

Considerations for Threat or Level of Concern Determination
Threat assessment is always necessary when a report is received because there is no demographic profile for a violent offender. Threat management teams must consider the totality of threat factors, warning and concerning behaviors, stressors, precipitating events, and protective factors present in a student of concern's life. Once the team has gathered all available information, they can begin to assess whether a threat or other concerning behavior is present and if so, determine the level of concern. **There is no "crystal ball" and threat management teams must simply use the best information available to make the best possible decisions.**

The threat management process involves first determining whether there is merit to the claim and if so, the threat management team will then determine the level of concern and what action is necessary to ensure school safety. Human judgment, applied to the totality of circumstances surrounding the threat or concerning behavior must drive the threat management team's ultimate decision regarding the level of concern. The level of concern that a student poses can change over time due to the evolving nature of concerning behaviors, surrounding circumstances, and attempted interventions.

Also know that behavioral changes may occur in the student of concern when he or she becomes aware of the threat management process. Behavioral changes may include deception, hiding behaviors, acceleration of their plan, or increased feelings of persecution.

Sometimes the behavior that initiated the threat management process results in suspension or expulsion from school. When this is contemplated or occurs, teams and school administrators should consider how it might affect their ability to monitor the student. Removing a student from school does not eliminate the threat to the school or the community at-large and can exacerbate the situation. Best practices for effective threat management includes developing strategies to stay connected to the suspended or expelled student to determine whether the student's situation is improving or if the behaviors of concern are escalating so that they can respond appropriately.

Barriers to Threat Management Process Engagement

There are barriers that may hinder the effectiveness of the threat management process, particularly when analyzing indicators of potential violence. Some of these barriers can include: a lack of robust knowledge regarding threat management policies and procedures; fatigue and desensitization of SBTMTs due to the volume of cases being assessed, especially very minor incidents; limitations on open communication among involved entities; and limited or misinformation regarding the impact of mental health factors. To help overcome some of these barriers, effective policies, team structure, training, and open communication are all needed. A school culture of shared responsibility that empowers people who witness warning behaviors to come forward to report their concerns is necessary for an effective threat management process. A culture of shared responsibility is created by environments that foster positive connections among all persons. Safe school climates, which encourage positive, trusting relationships among classmates and their teachers, and break down "codes of silence" are a crucial component of preventing targeted violence at schools.

STANDARDIZED THREAT MANAGEMENT OPERATIONAL PROCESS

This section outlines the essential framework for threat management teams to conduct school-based threat assessments and manage threats or address other concerning behavior in Florida schools.

Reporting Responsibility for Members of the School Community
Where an imminent threat to life or physical safety exists, school personnel must immediately report the matter to law enforcement.

Each school district must provide multiple avenues for information affecting school safety to be easily conveyed and received. The FortifyFL anonymous reporting app and various other options are provided so that potential threats can be easily reported. School personnel are responsible for knowing the reporting options in their districts.

If you see something, say something. Effective threat management relies on all school employees, volunteers, and service providers reporting any threat or concerning behavior. All students, parents, guardians and caregivers are *strongly encouraged* to report any threat or concerning behavior.

Reports of concerns that may represent a threat to the community, school, or self must be routed to the Chair of each school's SBTMT for intake, initial evaluation, and an initial merit determination. The Chair must be well identified to everyone on each school campus.

The school-based threat management process involves:

1. Identification of threatening or concerning behavior and reporting to the SBTMT Chair;
2. Determining if the reported claim has a factual basis;
3. Evaluating the reported claim for threat of harm to self, others, or both;
4. Determining if the case should be referred to the full SBTMT;
5. Initial assessment to assign a preliminary level of concern and determine if interim SSMP is necessary;
6. Information gathering through interviews and data collection;
7. Assigning a concern level
8. If not unfounded or low level of concern, evaluating for Medium or High level of concern;
9. Referral to DTMT for some Medium cases and all High levels of concern;
10. Creating SSMP, when appropriate; and
11. Continual monitoring of the student during the SSMP period and continual evaluation of the SSMP to ensure it is effective;

Step 1: Report- Concerns are Reported to Chair
Concerning communications or behavior may be personally received or observed by school personnel, or personnel may receive reports from others. Regardless of the source, school personnel must immediately report any behavior or communications that may constitute a threat or concern regarding school safety to the SBTMT Chair. Before or after school hours, school personnel should immediately report the situation to law enforcement for evaluation if appropriate, and report it to the Chair as soon as possible but no later than immediately upon returning to school on the next school day. There should be no unnecessary delay reporting a threat or other concerning behavior. If a school administrator receives the information before the SBTMT Chair, the time for the chair of the SBTMT to review the report and complete the Intake and Case Disposition form begins at that time. The Chair must use the Intake and Case Disposition form (Form A) to document the receipt of the threat or other concerning behavior.

Step 2: Initial Chair Determination- Is There a Factual Basis?
The chair will initially evaluate the report to determine whether there appears to be a factual basis for the assertions that warrant further review. This determination must be completed in time for the SBTMT to meet the following school day if necessary. Unless the student or parent refuses, the Chair should interview the student of concern in all cases when making this determination. If the student or their parents or guardian refuse to allow the student to be interviewed, then the refusal must be documented. This initial interview to make a factual basis preliminary determination does not require use of the Student Interview form (Form B).

2A. Summary Closure and Unfounded Allegations
If the Chair determines that there is not a sufficient factual basis to support the allegation, the Chair may summarily close the matter as unfounded, as defined in this rule.

This disposition is appropriate only when it is clear there is no factual basis; the case should be advanced to the next step if there is any doubt. When using this summary disposition, the Chair must complete the Intake and Case Disposition form (Form A) and enter it in the threat management information system as soon as possible, but within one school day of receiving the report of concerning behavior. The principal must review the decision to close the case as soon as possible but within two school days and the district threat management coordinator must review the case as soon as possible but within two school days after its review by the principal.

Step 3: Type of Harm Determination- Self-Harm, Harm Toward Others, or Both
If the Chair determines there is a factual basis for the reported threat or concerning behavior or decides that there is not enough information to summarily close the case as unfounded, the next step is to determine whether the concern is one of self-harm, harm toward others, or both. If the threat or concerning behavior contains a threat of self-harm, it must be immediately referred to the appropriate entity to conduct a self-harm assessment. There must never be any delay in reporting a threat of self-harm to the appropriate entity that can assess the threat and provide protective services.

3A: Refer and Close: If the threat is self-harm only, with no other indicators of concern regarding potential harm toward others, then no further action is required by the Chair other than to appropriately document the referral on the Intake and Case Disposition form and summarily close the matter. For this summary disposition, the closure by SBTMT Chair and the review by the school principal and district threat management coordinator must be documented in the threat management information system. The principal should review the decision to close the case as soon as possible but within two school days and the district threat management coordinator should review the case as soon as possible but within two school days after its review by the principal.

Step 4: SBTMT Referral Decision- Is review by full SBTMT Appropriate and Necessary?
In making the determination whether to refer the matter to the SBTMT, the Chair should consider all relevant factors, including: the nature of the threatening or concerning behavior; circumstances surrounding the behavior; the person's age and ability to carry out a harmful act; the person's known baseline behavior; and the person's history, or lack thereof, regarding similar concerning communications or behaviors, special needs manifestations, or other behaviors as reflected in school records. If the threat of self-harm includes a potential risk of harm toward another person, or the matter is solely a risk of harm toward another person, and the Chair does not close as low-level (see below), then the Chair must refer to the SBTMT.

4A: Low Level Closure: If the Chair determines that the matter does not warrant review by the SBTMT and it should be summarily closed, then the Chair must assign the case a low level of concern. The Chair may refer the student for services, as appropriate, that are not part of an SSMP. The Chair should document the case on the Intake and Case Disposition form (Form A), including the reasons for not referring it to the SBTMT and if there was a referral to services, identify which services. The Chair should then close the matter and the decision to close the matter will be reviewed by the school principal and district threat management coordinator. The principal

should review the decision to close the case as soon as possible but within two school days and the district threat management coordinator should review the case as soon as possible but within two school days after its review by the principal. The Chair should also refer the matter for review under the student code of conduct or other disciplinary process as appropriate regardless of whether the matter is referred to the threat management team. Whether the matter is referred to the threat management team has no impact on whether it is a School Environmental Safety Incident Reporting (SESIR) reportable event.

Step 5: Preliminary SBTMT Meeting- SBTMT Assigns a Preliminary Level of Concern
If the Chair refers the matter to the SBTMT, the team must convene no later than the next school day after the concerning behavior was reported to the Chair or administrator, whichever was earlier. The Chair must determine whether an SBTMT member has personal knowledge of the student of concern and if not, identify a member of instructional or administrative personnel with personal knowledge of the student to consult with the SBTMT.

At this initial meeting, the SBTMT must conduct an initial assessment, assign a preliminary level of concern (Low, Medium, or High), and determine the necessity to implement an interim SSMP. In assigning a level of concern, it is important to recognize that concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may need intervention or increased supports to prevent the situation from progressing into a more serious situation. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention. The Florida Model assigns a Low, Medium, or High level of concern to each concerning behavior or threat reported to the threat management team that cannot be summarily closed as unfounded.

What follows are factors to consider when determining level of concern:

Low Level of Concern: A low level of concern designation is appropriate where a person poses a threat of violence or exhibits other concerning behavior that is minimal, and it appears that any underlying issues can be resolved easily. Factors to consider in designating a low level of concern are:

- A communication has been received or reported that causes some concern about potential for violence; however, it may be confusing, unrealistic, or improbable (e.g., "I will plant a nuclear bomb at work.") or makes no allusion to violence at all.

- A clear grievance may not be stated or implied. If the student seems to have developed a grievance, it may not be to the level where violence appears likely in addressing it.

- The threat or other behavior may serve as venting rather than actually warning of future violence.

- Even though the student may have made a threat, it may appear through their actions and communications that they appear to be seeking a peaceful resolution of an issue.

- The communication or reporting person may not provide details to establish credibility or viability of the threat.

- The communication may reference information that is inaccurate about the target, suggesting a lack of inside knowledge.

- The student is highly unlikely to have access to the means or the potential target to carry out the threat.

- The communication is vague, indirect, or suggests a lack of commitment to follow through on a threat.

- The method of delivery is indirect (e.g., a mailed or emailed letter versus a hand-delivered communication to the target).

- Acting out violently may not currently be an acceptable means for them to achieve justice; this may be influenced by moral codes, spiritual/religious beliefs, a fear of legal sanctions, or other reasons.

- There does not appear to be a pressing timeframe/deadline for resolution of the student's grievance.

- The student may have exhibited few or no warning behaviors.

- The student may not have a significant number of risk factors, and there are protective factors (e.g., parental support, counseling, peer relationships) in place that mitigate the risk of violence.

Medium Level of Concern: A Medium level of concern designation is appropriate where the student does not appear to pose an immediate threat of violence, but the student exhibits behaviors that indicate a potential intent to harm or exhibits other concerning behavior that requires intervention. Factors to consider in designating a Medium level of concern are:

- The student has a defined grievance and seems to be considering violence as an option for resolution or as a means to achieve justice.

- There may be no sense of urgency in the communication; the student may still be pursuing peaceful alternatives to resolving their grievance. If a deadline is given, it may allow time for the threat assessment team to respond and find a resolution to the grievance.

- The student may not have decided about whether to act out violently (e.g., "I don't want to hurt them, but no one is helping me.")

- The student may have surpassed some of the low level of concern factors, or there is an absence of significant protective factors (e.g., parental support, peer relationships).

- Others may have articulable concerns about the student acting-out violently.

- The student may exhibit a cluster of warning behaviors, potentially combining both expression and action.

- The student may be engaged in the research and planning phase of a possible attack (e.g., information gathering and basic research pertaining to a target).

- The student may have an increased number of stressors or risk factors (e.g., acting out violently, disappointment/failure, a paranoid personality disorder, substance abuse, or instability in employment and relationships). At this point in time, these factors may or may not be appropriately managed by the student or those around the student.

- There may be significant information lacking from the investigation about the student, the potential victim, the context of the threat, or other substantial aspects, which make pinpointing a level of concern

difficult. Critical factors which could impact the assessment one way or another are missing.

High Level of Concern: A High level of concern designation is appropriate where the student poses a threat of violence, exhibits behaviors that indicate both a continuing intent to harm and an effort to acquire the capacity to carry out a plan, and may also exhibit other concerning behavior that requires immediate intervention and protective measures for the target. Factors to consider in designating a High level of concern are:

- The communication may reflect an increase in intensity or severity in the tone and content— particularly in a series of communications, as well as the student's use of multiple methods of delivery (e.g., in-person, telephone, social media, mail, electronic, etc.).

- The language of the threat or other concerning behavior appears less emotionally driven and more action-oriented, suggesting that the student is operating in a predatory manner, as opposed to an emotional, reactive, or impulsive mode. The student has the means and ability to carry out the threat.

- The student conducted research on the target and has inside, personal, or background information on potential victims. It strongly suggests the student has knowledge necessary to approach and attack.

- The communication may indicate directions are being received from a higher power or that the student is experiencing delusions that encourage violent action.

- The communication may be directed and fixated on a cause or a person. There is a terminal theme to the communication, as if the relationship between the communicator and the target will soon be over.

- The student may convey that action may be taken to end the grievance and achieve resolution.

- The student may feel violence is the only available method of achieving justice or appears willing to accept all negative consequences resulting from violence.

- Highly concerning communications do not generally name the precise time, place, or target in advance. However, communications may reference a timeframe/deadline or suggest the student is losing patience.

- The student appears to have begun preparing or finalizing plans for a violent act. Such preparations may include weapons acquisition or training/practice that are out of character for the individual and an escalation from their norm. Evidence suggests the student may increase their focus and time spent on research and planning (e.g., surveillance, suspicious investigating, or approaches to the target location.)

- The student may have virtually or actually rehearsed the attack as a means to ensure they have both the ability and the internal will to commit violence.

- The student exhibits highly concerning warning behaviors. Suicidal/homicidal ideation is likely present.

- The student may exhibit a combination of serious mental illness, substance abuse or dependence, a history of violence or family of origin violence exposure, or other risk factors.

- The student of concern may desire recognition and fame and believe that violence can help achieve this.

- Stressors in the student's life appear to be escalating and the student's ability to cope appears diminished.

5A: SBTMT Determines Whether an Interim SSMP is Appropriate
If the preliminary level of concern is low the SBTMT may implement an interim SSMP. If the preliminary determination is Medium or High, then it must implement an interim SSMP. *(Note: If a change in placement is part of the SSMP and the student has an Individualized Educational Plan (IEP), a determination must be made whether the IEP was being implemented correctly at the time of the behavior, and whether the behavior was a manifestation of the student's disability. A manifestation means that the behavior had a direct and substantial relation to the disability. The SBTMT must consult with the appropriate authority within the district to make this determination if the student has an IEP. It is not the SBTMT's role to make an IEP manifestation determination).*

After the initial meeting and required preliminary determinations, the SBTMT will then begin the assessment phase of the threat management process by using the threat management instrument. If the school does not have an automated system, then paper forms will be completed and forwarded through the district's established process.

Step 6: Collect Information and Conduct Interviews
The SBTMT will obtain background information from school records, law enforcement records, and mental health providers, as available, to evaluate more thoroughly the threatening or concerning behavior and determine whether a threat toward others or actionable concerning behavior actually exists.

Note: The questions on all interview forms or questionnaires are intended to help guide the interview process but should not be read verbatim and are not a script; interviewers must use their best judgement and knowledge of the situation to ask appropriate questions and should document additional information learned.

This detailed information collection should include questionnaires and interviews with the student of concern (Initial Interview of Student of Concern Form B); people familiar with the student, including parents and guardians (Parent/Guardian Interview Form C); witnesses to and the target of the threat (Witness/Target Interview Form D); and all the student's teachers (Teacher Information questionnaire Form E). There should also be a review of formal academic, disciplinary, and law enforcement records, and social media postings. It is recommended that the school have an established process with the county sheriff or other police agencies through which the threat management team receives a comprehensive background report regarding the student of concern. Information regarding threat factors, concerning behaviors, and protective factors should be analyzed in the context of the student of concern's age and development to determine the credibility and seriousness of the threat.

As deemed appropriate for cases with a preliminary High or Medium level of concern, a school-based mental health services provider may complete mental health interview forms of the student of concern, as well as the parent or guardian (Parent/Guardian Mental Health Interview Form F and Student of Concern Mental Health Interview Form G). The purpose of the mental health interview is to help the SBTMT determine appropriate services that may benefit the student as part of the SSMP when applicable. If the mental health professional conducting these interviews is not a member of the SBTMT, it may be helpful for an SBTMT member or other school administrator to be present.

Steps 7-9: SBTMT Final Disposition and Level of Concern
Distinguishing the appropriate concern level is critical because it will determine the response to the reported threat or concern. The SBTMT must meet as soon as possible after it has acquired all necessary information, but no later than two school days after the preliminary meeting and determine that the case was unfounded or assign a level of concern. Any extension of this timeline must be approved by the school principal or higher authority and the extension granted may not exceed two school days. Additional extensions must be approved by the DTMC and may be granted for a maximum of one school day each and only due to exigent circumstances. All extensions

must be documented on the Intake and Case Disposition form (Form A). There are four possible dispositions.

Close as Unfounded
To assign a disposition of unfounded, the SBTMT must determine after its information gathering that the threat(s) never occurred, what was said was clearly not a threat, or the incident of concern did not happen or rise to the level of being a threat. In sum, an unfounded threat has no factual basis for the allegation. The reporting person may simply have been mistaken about the concerning behavior. No threat management action is needed when a threat allegation is deemed unfounded. The matter should be documented and the decision to close the matter as unfounded reviewed by the school principal and DTMC. The principal should review the decision to close the case as soon as possible but within two school days and the DTMC should review the case as soon as possible but within two school days after its review by the principal.

Low Level of Concern (With or Without SSMP)
Low levels of concern in a school setting are generally expressions of anger, frustration, fear, or anxiety that are noticeable but do not represent a serious concern. The person may retract the threat or offer an explanation or apology that indicates no future intent to harm. A Low concern level is also where the person does not appear to pose a threat of violence and any underlying issues can be resolved easily. If the level of concern is designated as Low, the SBTMT team may decide to close the matter without any referral to services, refer the student to services without a formal SSMP, or place the student on an SSMP that may include services.

Medium or High Level of Concern (with SSMP)
If the case is not closed as unfounded or determined to be a low level of concern, the team must assign a level of concern of either medium or high. Medium and High levels of concern reflect an intent to harm others. These typically, but not always, include warning behaviors such as planning and preparation, recruitment of accomplices, and acquisition of a weapon. A Medium concern level is where the person does not appear to pose a threat of violence at that time but exhibits behaviors that indicate a continuing intent to harm or a potential for future violence. A High concern level is where the person appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan. If the level of concern is designated as Medium or High, it must result in an SSMP.

Step 10: Review and Referral by the DTMC for Medium and High Levels of Concern
If the SBTMT determines that the level of concern is Medium, the DTMC upon review may refer the case to the DTMT for its consideration. If the SBTMT determines that the level of concern is High, then the DTMC must refer to the DTMT for review. The DTMT must convene to consider the case within two school days of receiving the referral from the DTMC. The DTMT may refer the case back to the SBTMT without providing additional support or oversight or may provide additional and ongoing support to the SBTMT.

All Steps - Required Review by Principal and DTMC: All SBTMT final decisions and recommendations described in the steps above must be reported to the school principal, who must review the team's documents to ensure completeness and fidelity, and the principal will determine whether he or she concurs with the team's decisions. The DTMC must also review SBTMT's decisions. The principal must review the team's decision as soon as possible but within two school days of receipt of the decision of the SBTMT and the DTMC must review the case as soon as possible but within two school days after its review by the principal. If there is disagreement at any level of review about decisions made and the participants cannot come to a consensus, then the matter must be automatically referred to the DTMT and it will make the final decision.

Step 11: Monitoring of the SSMP: The SBTMT is required to meet monthly, assess each SSMP for its effectiveness, and make modifications as appropriate, as described in the section below.

THE STUDENT SUPPORT MANAGEMENT PLAN (SSMP)

The Student Support Management Plan is not punitive or part of a disciplinary process. The SSMP is a student support and management plan that uses direct and indirect interventions to help create an environment less likely to produce violence. The SSMP identifies mandatory action steps that are needed to ensure school safety and responses that can help support the student of concern and make positive outcomes more likely. The action steps selected will comprise the SSMP. The resources and other support the student needs will differ depending on the information gathered during the assessment, including the mental health interviews when applicable and identified protective measures.

Creating the Student Support and Management Plan (SSMP)
The SBTMT should develop the SSMP with input from the student's parent or guardian, including but not limited to information learned during the mental health interviews, if they are conducted. Some actions may need to be taken immediately, while others (*e.g.*, IEP meetings) may need to occur at a later time. The SBTMT will identify in the SSMP any long-term action that requires gradual implementation and continual monitoring. Any disciplinary referrals should be noted in the SSMP for future situational awareness only because the SSMP is not disciplinary in nature. The SBTMT will also identify any protective actions to be taken with potential victims of the threat or any students impacted by the threat or concerning behavior. The SSMP must include a timeline for plan monitoring and completion. The SSMP should contain accountability measures to ensure it is an effective plan.

Some of the possible resources and supports that may comprise the SSMP include, but are not limited to:

- Holding parent/guardian conferences to discuss the SSMP
- Implementing anti-bullying best practices that provide consequences for the aggressor, as well as support for the victim
- Consideration of potential schedule changes
- Assigning a mentor
- Providing mental health and resiliency support
- Consideration regarding extracurricular activities
- Requiring regular meetings with a counselor at school
- Referring the student to outside mental or behavioral health services
- Requiring daily searches
- Requiring social media monitoring
- Requiring a teacher or staff to escort the student throughout the school campus
- Recommending to the appropriate authority removal or expulsion from schools
- Restricting the use of computers or other electronic devices.

The SSMP requirements will be documented on the Intake and Case Disposition form (Form A). The SSMP must be consistent with the following minimum timeframes for SSMP implementation and monitoring:

- Low level of concern: 90 days minimum
- Medium level of concern: 180 days minimum
- High level of concern: One year minimum.

The requirements of an SSMP are established by the SBTMT and must be adaptable to meet the needs of the situation. The specific frequency of contact with the student during the SSMP period will vary based on the need to adequately monitor the student and ensure others' safety. SSMPs should be coordinated with law enforcement

regarding off-campus threat management when appropriate. The SBTMT is required to meet monthly, assess each SSMP for its effectiveness, and make modifications as appropriate. Modifications to the SSMP will be documented on the SBTMT Monitoring Form for Monthly Meeting form (Form H). The monthly assessment, or more frequently as determined by the SBTMT, must occur for the duration of the monitoring period.

School-based and district threat management team members must follow established policies and procedures, consistent with Sections 1006.07(7) and 1012.584, F.S., for referrals to school-based, community, or healthcare providers for mental health services, evaluation, or treatment as part of the SSMP. If an immediate mental health or substance abuse crisis is suspected, school personnel must follow existing policies to engage resources, including, but not limited to, law enforcement officers who have been trained in crisis intervention.

Continuing Review of Student Support Management Plans

At least 30 days before the end of the initial SSMP monitoring period for the assigned level of concern, the SBTMT must consider the matter again and assess whether to close the case upon expiration of the monitoring period or extend the SSMP. If the decision is to extend the SSMP, requirements may be added or deleted and documented on the SBTMT Monitoring Form for Monthly Meeting (Form H).

Any SSMP reassessment may not result in the initial level of concern category being changed to a lower level based on subsequent circumstances; however, the SSMP's requirements may be modified downward as the matter is periodically reviewed. The matter may also be reconsidered at any time based on new or additional information and the level of concern may be increased. If the level of concern is increased, then the SSMP must be modified and documented as appropriate with the new level.

If a student is facing possible assignment to an alternative school, suspension, or expulsion as a consequence of their actions, the school should consider ways in which these can be safely enacted and identify resources that may assist the student during this time. These necessary events may actually exacerbate the pathway to violence and trigger violence, and the school should actively consult with law enforcement because the school-based threat may become a community-based threat. Consultation must be consistent with FERPA and related laws.

PARENTAL NOTIFICATION

There are multiple laws and rules that address requirements for parental notification, including Sections 1002.20, 1001.42(8), 1006.07(7), and 1014.04, F.S. This part of the manual, however, is limited to the parental notification requirements for threat management. The importance of parental notice cannot be overstated in the threat management process. Explaining the purpose of threat management and the concerning behavior to a parent or guardian provides them with the opportunity to support the student and provides an opportunity for the school community to enlist the support of a parent in threat management process itself. Because parental involvement in threat management can improve outcomes, the SBTMT should consider involving parents and guardians throughout the process.

The minimum notification requirements are set forth below.

- **Where a report of concern includes an identified student target, the Chair must make a reasonable effort to notify the parent of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded.**

- If the Chair of the SBTMT determines that the reported behavior is low level of concern and summarily closes the report, (Step 2A) the Chair or his designee must use reasonable efforts to notify the parent or guardian of the student of concern on the same day as the report is closed.

- If the Chair does not summarily close the case and refers it to the SBTMT, reasonable efforts must be made to notify the student of concern's parent on the same day the SBTMT assigns the preliminary level of concern. (Step 5)

- If the level of concern is High (preliminary or final disposition), the Chair or his designee must notify the superintendent or his designee to ensure that the notice requirements of Section 1006.07(7)(e), F.S., are met. This section provides as follows:

  > Upon a preliminary determination that a student poses a threat of violence or physical harm to himself or herself or others, a threat management team shall immediately report its determination to the superintendent or his or her designee. The superintendent or his or her designee or the charter school administrator or his or her designee shall immediately attempt to notify the student's parent or legal guardian. Nothing in this subsection precludes school district or charter school governing board personnel from acting immediately to address an imminent threat.

- Parents or guardians must also be notified if the threat management process reveals information about their student's mental, emotional, or physical health or well-being, or results in a change in related services or monitoring, including but not limited to implementation of an SSMP.

- Reasonable efforts must be made to notify the student of concern's parents or guardians on the same day the SBTMT concludes final disposition (Steps 7-9).

- Once an SSMP is finalized and anytime it is substantively revised, the SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian. The targeted student's parent or guardian should also be informed that an SSMP has been implemented.

The timelines for notice may be modified where the team reasonably believes and documents that disclosure by the time designated above would result in abuse, abandonment, or neglect, as defined in Section 39.01, F.S.

“A reasonable effort to notify” a parent or guardian means the exercise of reasonable diligence and care to make contact with the student’s parent or guardian, typically through the contact information shared by the parent or guardian with the school or school district. The SBTMT Chair or designee must document all attempts to make contact with the parent or guardian on Form A.

THREAT MANAGEMENT CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

When threat management is necessary it must be conducted for all students regardless of whether they have a disability. Threat management must always be based on an individualized assessment that is based on current information and should not be based on generalizations or stereotypes about the effects of a particular disability. Threat management teams should direct their attention to symptoms and behaviors, rather than formal diagnoses, to assess a concern for violence. In addition, behaviors exhibited by a student with a disability need to be evaluated in the context of that student's known baseline of behavior.

Issues involving students with disabilities and threat management are fact-specific and should be discussed with your local legal counsel. A summary of federal regulations implementing I.D.E.A. follows:

- **Removal for less than 10 days:** School personnel may remove a student with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or may suspend the student for not more than 10 consecutive school days (to the extent those consequences are also applied to students without disabilities). Students with disabilities may be subject to removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct. 34 C.F.R. s. 300.530(b)(1).

- **Change in placement:** If a student with a disability is removed from his or her current placement for 10 school days in the same school year, it is considered a change in placement. 34 C.F.R. 300.536. During any subsequent days of removal, the local education agency (LEA) must provide services as required under 34 C.F.R. s. 300.530(d).

    - Services may be required when a student with a disability is removed from his or her current placement for less than 10 school days, if those services are also provided to a student without a disability that is similarly removed. 34 C.F.R. s. 300.530(d)(3).

- **Manifestation determination:** Within 10 school days of a change in placement of a student with a disability based on a violation of the code of student conduct, the LEA, parent and other members of the IEP team must review all relevant information and must determine:

    - If the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or
    - If the conduct in question was the direct result of a failure to implement the student's IEP, and if so, take steps to remedy the issue. 34 C.F.R. s. 300.530(e).

- **If the behavior is determined to be a manifestation of the student's disability:** The IEP team is required to conduct a functional behavioral assessment and implement a behavioral intervention plan, or if one is already in place, the plan must be reviewed and modified as needed to address the behavior. The parent and LEA may agree to a change in placement as part of the modification to the behavioral intervention plan. 34 C.F.R. 300.530(f).

- **If the behavior is determined not to be a manifestation of the student's disability:** Disciplinary procedures may be applied in a same manner as they would to students without disabilities, except that students with disabilities must continue to receive educational services. 34 C.F.R. 300.530(c)-(d). The IEP team may also consider whether the student's IEP needs to be revised. A change in placement is also

permitted with parental consent.

- **Alternative placements are allowed for 45 days in certain circumstances:** If the threat assessment team and school administration determine that it is not safe for a student to remain in his or her current placement, IDEA allows for a temporary alternative placement of up to 45 school days, even where the behavior in question was determined to be a manifestation of the student's disability. A temporary alternative placement is available only if the student:

    - Carries a weapon to or possesses a weapon at school, on school premises or at a school function;
    - Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises or at a school function; or
    - Inflicted serious bodily injury on another person while at school, on school premises or at a school function. 34 C.F.R. 300.530(g).

- **The 45-day alternative placement can be ordered or extended by a hearing officer:** If an LEA believes that maintaining the current placement of a student with a disability is substantially likely to result in injury to the student or others, the LEA may request a hearing, where a hearing officer will determine whether the student should be returned to their previous placement (if removal was improper or that the behavior at issue was a manifestation of the student's disability) or can order a change in placement for up to 45 days. 34 C.F.R. s. 300.532(a)-(b).

    - These procedures may be repeated, if the LEA believes returning the student to the original placement is substantially likely to result in injury to self or others. 34 C.F.R. s. 300.532(b)(3).

Best Practices for Interviewing Students with Disabilities

The threat management process may be intimidating for students, and there are additional considerations that should be part of the process when working with a student with a disability to make them feel comfortable and obtain accurate information. These best practices can be used in all student interactions, but may be particularly effective with students with special needs:

- Utilize adults who are familiar with the student's unique needs and levels of functioning.
- Stay calm, supportive, and ask the student what would make them feel most comfortable.
- Consider the student's sensory needs. It may be easier for the student to function in a quiet, small environment with soft lighting and without distractions.
- Ensure the environment is quiet, comfortable, and conducive to productive dialogue. Be patient and allow the person to respond without interrupting or finishing their sentence for them.
- Speak directly to the student and not to an individual who may be providing assistance, such as a paraprofessional, tutor, or sign-language interpreter. Respect the student's preferred manner of communication and allow for sufficient processing time.
- Rephrase, rather than repeat, sentences that the student does not understand.
- Gauge the pace, complexity, and vocabulary of your speech according to theirs.
- Phrase questions in a neutral way to elicit accurate information. Students with disabilities may be anxious to please and may tell you what they think you want to hear. To verify responses, try repeating each question in a different way.
- Provide the plan for the interview prior to beginning, if appropriate under the circumstances, to include concrete steps for the process, and offer the opportunity to ask clarifying questions.
- Consider that the student may engage in some behaviors that may be interpreted as non-compliant but may be a product of the student's disability. Work with the IEP team or others who know the student well to utilize strategies that typically work to gain their cooperation.

REQUIRED THREAT MANAGEMENT TIMELINES

For ease of reference, some of the threat management timelines are set forth below. Please be aware that additional timelines are found in the section entitled "Standardized Threat Management Operational Process."

Some of the timelines refer to a school day; a school day is measured beginning with the next school day after the day of the event or triggering action. As an example, if the matter is closed on a Tuesday, the principal must review it within two school days of closure. Wednesday is day one and Thursday is day two.

1. School personnel MUST **immediately** report any behavior or communications that may constitute a threat to school safety to the Chair of the SBTMT.

2. The Chair of the SBTMT must review a report of concerning behavior and complete the Intake and Case Disposition form to determine if the matter should be referred to the SBTMT. This determination must be completed in time for the SBTMT to meet the following school day if necessary. If a school administrator receives the report of concerning information before the SBTMT Chair, the time for the Chair of the SBTMT to review the report and complete the Intake and Case Disposition form begins at the time the administrator receives the report.

    a. If the Chair of the SBTMT determines that the report of concerning behavior can be closed without referral to the SBTMT, the principal should review the decision to close the case **as soon as possible but within two school days of receiving notification of case closure** and the district threat management coordinator should review the case **as soon as possible but within two school days** after its review by the principal.

    b. If the Chair of the SBTMT determines that the report of concerning behavior has a factual basis, but the threat is related to self-harm only, the Chair must immediately refer the student to the appropriate entity to conduct a self-harm assessment and close the case. The principal must review the case as soon as possible but within two school days of receiving notification of case closure and the DTMC must review the case as soon as possible but within two school days after the review by the principal

3. If the Chair of the SBTMT refers the matter to the threat management team because it appears to constitute a threat of harm toward another person, the team MUST convene for an initial meeting **no later than the next school day** from the day the initial report was received by the Chair or administrator.—to assign a preliminary level of concern and consider implementing an interim SSMP.

4. The SBTMT must meet a second time **as soon as possible** after it has acquired all necessary information, **or within two school days** after the initial team meeting, whichever is earlier.

5. An extension of the requirement that the SBTMT meet a second time within two school days to consider the matter MUST be approved by the school principal or higher authority and the **extension may be granted for a maximum of two school days**. After the initial extension, the time can be extended in one day increments based upon exigent circumstances.

6. If the SBTMT determines that the threat level is High, the case must automatically be referred to the DTMT for review. DTMT must convene to consider the case **within two school days** of receiving the referral from the SBTMT.

MAINTENANCE OF RECORDS AND INFORMATION SHARING

Documentation and Maintenance of Threat Management Records

All threats, concerning behaviors or concerning communications reported to the SBTMT Chair must be documented using the Intake and Disposition form (Form A). Interview forms, staff questionnaires, and the SSMP review form should be used as needed during each case being assessed but are not required in every instance.

Completed threat management instrument forms (Forms A-H) and any related documentation are considered "Category B" records under Rule 6A-1.0955, F.A.C. Records that fall under Category B are subject to periodic review and may be removed from a student's records when the information is no longer useful, and at a minimum must be maintained for 3 school years. This determination should be made with the threat management team. Factors to consider in determining whether threat assessments are still useful include, but are not limited to, the concern level assigned, whether there are ongoing concerns, an open SSMP, and whether the records demonstrate serious or recurrent behavior patterns. In many cases, there are documented behaviors and histories of assessments and interventions in a student's record beyond three years that provide vital information to safety and mental health professionals. Consult with your SBTMT Chair and school administration for guidance on how these records should be maintained in accordance with your district's regulations, DOE rules and the State records retention schedule.

Record and Information Sharing

Pursuant to Section 1006.07(7), F.S., school threat management records, including threat assessment reports, all corresponding documentation, and the completed threat management instrument forms required by Rule 6A-1.0019, F.A.C., are considered education records. In most cases, student health and mental records maintained by a K-12 school are also considered education records (*see additional guidance on this issue* below). Access to and disclosure of education records is governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations (20 U.S.C. s. 1232g, 34 C.F.R. Part 99), related state laws (Sections 1002.22, 1002.221, and 1002.222, F.S.), Rule 6A-1.0955, F.A.C., and district or school policy. FERPA provides parents and eligible students (those who are 18 or attending postsecondary institutions at any age) the right to inspect and review education records, to control or limit certain disclosures of information contained therein, and to challenge information contained in those records. Because threat assessments and related threat management records meet the definition of education records, parents can review these records upon request.

While disclosure of education records generally requires written consent, there are several exceptions set forth in the FERPA regulations that detail when records and information may be shared without consent. Commonly used exceptions relevant to the threat management process are the disclosure of directory information, disclosure to school officials, and disclosure related to a health or safety emergency. Specific guidance from the U.S. Department of Education can be found at the links provided or by contacting the Office of Safe Schools at FloridaModel@fldoe.org:

- Guidance: FERPA and Student Health Records
- Guidance: School Resource Officers, School Law Enforcement Units, and FERPA
- Guidance: FERPA and Disclosures Related to Emergencies and Disasters

Questions regarding access to and disclosure of records by the threat management team are often fact-specific and should be discussed with local legal counsel. Such discussions should involve careful review of any interagency agreements that may be in place to allow the SBTMT or DTMT access to records, including but not limited to the district and individual user access agreements for the Florida School Safety Portal. Generally, if records are shared the names and identifying information of students other than the student of concern must be redacted, consistent with FERPA and district policies. School administrators must ensure compliance with all

Florida law and FERPA requirements. Consult with your school administration or legal advisor for guidance on compliance with public record requests.

School Administration must provide applicable education records to threat management teams during the threat management process and this dissemination is broader than the FERPA health and safety exception cited above. In general, members of the threat management teams will meet the definition of a "school official" under FERPA, which will allow them to access needed information to carry out their duties without consent. Further, under Florida law all members of the SBTMT and DTMT, including school administrators and teachers, may have access to criminal history record information from law enforcement officers. No member of the threat management team may disclose or use such information beyond the threat management process, unless another exception permitting such disclosure is present. Florida law also provides that all state and local agencies and programs (*e.g.,* DOE, DJJ, DOH, etc.) may share with each other, and the threat management teams, records or information that are confidential if the records are reasonably necessary to ensure access to appropriate services for the students and to ensure safety of the student and others. Because record sharing between agencies may involve compliance with other state and federal laws or regulations, or interagency agreements, it is best to consult your local counsel or administration on such matters.

Transferring Student Records

Section 1003.25, F.S., and Rule 6A-1.0955, F.A.C., establish certain requirements for maintaining and transferring records of students who transfer from school-to-school and district-to-district, including threat management records. The law requires that student records be transferred within five school days of receipt of the request for records from the new school or district, or receipt of the identity of the new school and district of enrollment, whichever occurs first. Student records must contain verified reports of serious or recurrent behavior patterns, including threat assessments and intervention services, and psychological evaluations, including therapeutic treatment plans and therapy progress notes created or maintained by school staff.

Transferring these records as soon as possible is important so that the receiving school can assume threat management responsibility for the student. It is required under Section 1006.07(7), F.S., that the threat management team of the transferring school maintain responsibility for the student on an SSMP until responsibility is formally accepted by the receiving school.

SCHOOL BOARD OF BROWARD COUNTY

AUDIT COMMITTEE MEETING

KC WRIGHT ADMINISTRATION CENTER
BOARD ROOM
600 SE 3RD AVENUE
FORT LAUDERDALE, FLORIDA

THURSDAY, JANUARY 16, 2025
9:35 A.M. - 12:33 P.M.

Court Reporter:
Timothy R. Bass, Stenographic Reporter
Bass Reporting Service, Inc.
633 South Andrews Avenue, Suite 200
Fort Lauderdale, FL 33301

COMMITTEE MEMBERS IN ATTENDANCE:

DR. NATHALIE LYNCH-WALSH, Chair
MR. ROBERT MAYERSOHN, Vice Chair
MS. RUTH CARTER-LYNCH
MR. ANTHONY DE MEO, CPA
MS. MARY FERTIG - TEAMS
MR. MATTHEW FRIEDMAN
MR. OLEG GOROKHOVSKY, CPA
MR. ANDREW MEDVIN, CPA
MR. LEW NAYLOR
MR. PETER TURSO

OFFICE OF THE CHIEF AUDITOR STAFF:

MR. DAVE RHODES, Chief Auditor
MS. ALI ARCESE, Audit Director, via Teams
MS. JENNIFER HARPALANI, Assistant Director IT Audits
MS. NAKIA GOULDBOURNE, Acting Manager, Internal Accounts
MS. ELENA PRITYKINA, Task-Assigned Manager, Operations
MR. BRYAN ERHARD, System Support Specialist II
MR. DEREK TILLMAN, Executive Secretary
MS. OCTAVIA ALLEN-HARDAWAY, Clerk Spec C

DISTRICT STAFF:

MS. GERRILYN ARLOTTA, Assistant Director, Accounting & Financial Reporting
MR. OMAR R. SHIM, Director, Capital Budget
MR. JEFFREY WHITNEY, Budget Director
MS. KIM PUNZI-ELABIARY, Director, Behavioral Threat Assessment
JENNIFER ANDREU, Director, Procurement & Warehousing Services

INVITED GUESTS:

MR. TIM BASS, Court Reporter, United Reporting
MR. BEN KINCAID, CPA, CRI

PUBLIC SPEAKERS:

MR. ARMANDO HASSUN, ESQ., Shutts & Bowen, LLP

The following pages are excerpts of the draft minutes of the Audit Committee Meeting of January 16, 2025 that are specifically related to Internal Audit Report – Behavioral Threat Management Process for School Year 23-24.

The complete minutes, which include Committee discussion on matters not related to this item, are scheduled for Committee discussion and approval at their next scheduled meeting on February 13, 2025.

MS. ARCESE: Good morning. So first report, let's make sure I -- Item Number 7, Behavioral Threat Assessment Process for School Year 23-24, I believe I had mentioned that we would be bringing this item forward. These are the attributes that were discussed at length regarding the process. As you can see, there are 31 attributes that were tested. One, two, I think there are six findings that we identified, some at different levels. Some are high, some are low, some are medium, or one medium. Management's responses have been included. And I can take any questions that there may be regarding this process.

DR. LYNCH-WALSH: Does anyone have any questions on the first -- on this audit? I'm realizing that if I'm sharing my screen I'm going to have to get on Teams. Actually, if I'm sharing -- yeah, what -- oh, hold on, let's not -- so they switched to that. And we are recording on Teams, as well; right? Just to make sure.

MR. ERHARD: Yes.

DR. LYNCH-WALSH: All right. So anyone questions on this first audit?

Oh, Mr. De Meo?

MR. DE MEO: Yeah, just a few general.

Who is the coordinator for this program?

MS. ARCESE: The director is Kim Punzi. She's right behind us. Oh, right beside me. Sorry.

MR. DE MEO: I thought the superintendent was to appoint a coordinator.

MS. PUNZI-ELABIARY: Yes, I have been appointed and trained as the district threat management coordinator. I was trained at the same time as Mr. Lozano. We were trained together. I was his backup.

MR. DE MEO: Thank you.

MS. PUNZI-ELABIARY: You're welcome.

MR. DE MEO: How was the sample determined?

MS. ARCESE: So I believe that is on page 9 of the report. And I will defer to Ms. Pritykina since she was the one who has the intricate details on how that sample size was determined.

MS. PRITYKINA: Yes, hello, Elena Pritykina, manager, audit manager of the Office of the Chief Auditor. So we ran the sample originally for the quarter 3 period from January 1st including, and through March 31st. And we ran the sample based

on the important available data available at the time. The important features at the time did not include certain low-level assessments. So the sample was ran from the high, medium, lower and unfounded assessments in the report. Also, at the time when we ran the report, since the system was new and different from the way it was done in the last audit, the report was returned with a lot of duplicative items for each student because there is preliminary level assessments involved and then the final level. So we have to run all the assessments -- all the student IDs with the high level assessments first in order to identify all the high levels as was required, requested by the board and the audit committee. And after the review we were determining if some of them changed to a lower level after the assessment was completed. So, therefore, as we explain on page 9 at the time of quarter 3 we had a little bit of higher number of high levels and after the review they were changed to -- we were concerned that they changed to medium. So we did run the whole -- we tried to base our sample based on high level and then we had -- we selected 35 all different levels randomly from the available

information.

After we completed the review for quarter 3 the -- as one system was going away and we were trying to make a quick assessment whether the -- any areas that we identified with system issues were alleviated and therefore we ran a sample of 16 from the high level only for the quarter 4.

MR. DE MEO: Thank you. So I -- I -- I thought I read there were 147 high level assessments, but I don't see the total reported assessments, which would be the population from which we select the samples; is that right? I mean, were there 300, a thousand? It says a thousand 52 BTM assessments, but what were the total for the -- for that period? I guess it was six months, third and fourth quarter, what were the total threat assessments?

MS. ARCESE: So I believe the answer to that is the first -- the 1,275 first number was through March and then as time went on we knew that there were some delays and so we continued to pull to add to the sample size. Because we knew that there was a delay, we wanted to make sure that we were covering the entire third and fourth quarter. And so we don't have a

breakdown, I don't believe, of all of those samples.

MR. DE MEO: Well, is the total 1,052 plus 1,275 or is it -- I'm not clear what the total number of threats were.

MS. PRITYKINA: Okay. So on page 2 we listed the total number for the quarter 3 was a total of 1,275 assessments of all levels and for quarter 2 there was a total of 1,052 assessments for all levels.

MR. DE MEO: So those two would be added to get the total?

MS. PRITYKINA: Yeah.

MR. DE MEO: Okay. I thought in previous meetings we had decided as a committee that we were going to select for inspection 100 percent of the high level threats. Is that -- did we change that?

MS. ARCESE: Do you have the number of how many high level between quarter 3 and quarter 4 total?

MR. DE MEO: It says 147.

MS. PRITYKINA: Well, we have, I did list the total number of high for quarter 3, but I did omit the total number for quarter 4, I'm sorry.

So I can -- I'll look it up this week. Then we -- yes, we did pull all the high levels for quarter 3. It's just with the quarter 4 we weren't able to do the same level of assessments for all high levels, again, because the system was -- the system became unavailable on June 17th. So before the system became unavailable we wanted to get all the information from there. And the only way to do that was just to use a smaller sample. Because we would have the conversion process, all the data just was moved to Focus but it took time, and we just wanted to continue that assessment at least at some level.

MR. DE MEO: Okay. So I thought I read there were 147 high level assessments.

MS. PRITYKINA: Oh, this was for the period -- this was a different audit. We pulled samples differently for that one. So this was for the period from February through June. So it was a little bit difficult to reconcile between the two audits because we had used a different way how we pulled the information, different periods.

MR. DE MEO: So is it our intention to examine 100 percent of the high levels going

forward?

MS. ARCESE: It is. I just know that there are times where there could be spikes in the process which would delay us; the amount of work that it takes to vet through the information. As you saw in our recommendation there's a lot of documents that are still not uploaded into the system. That slows the process down for us and we are constantly requesting that documents be provided. So we would love to do 100 percent so as long as the documents are made available to us and we are able to turn these reports around quicker. But until that's a mandated requirement we depend on the schools to provide us that information and there are times where there are delays.

MR. DE MEO: You know, perhaps from a reporting and auditing standpoint, something to consider, if the documents aren't available, I would consider that an exception. And specifically note why, you know, get the reason why they weren't available and move on.

Two other quick questions about the testing.

MS. ARCESE: Sure.

MR. DE MEO: I couldn't find so I'm asking,

was there any testing around, and I realize it might be difficult, any testing around whether or not the categorization as high, medium or low was appropriate based on the information.

MS. ARCESE: So I will defer to you.

MS. PRITYKINA: We actually do not have an expertise for this. This is -- the behavioral threat assessment department is evaluating and Kim can speak to that. This is a part of the process required by the state. Each threat management assessment level is -- of high is evaluate -- must be evaluated by the behavioral threat management team, district level threat management team, and medium levels and some other levels could be also interpreted between the reviewers. So this process is built in, the reviews are built in, and these reviews are done by trained professionals who have expertise in this area.

DR. LYNCH-WALSH: I just want to get clarity on what you're asking.

Are you asking if there -- if there's a criteria for high, medium and low, are they auditing to ensure that if they're categorized as high, medium and low that they're meeting the

criteria?

MR. DE MEO: Well, it's subjective. Yeah. No, I'm aware that there are prescribed, you know, there's definitions for each category. I just thought maybe it might be something for us to look at to see if the classification seems reasonable.

In other words, you know, these kids, you know, if you're working at a school level with the kids and you might know the kid's not a bad kid but got into some trouble, you know, human nature you might want to minimize that problem and categorize it as something less than high or less than medium. And although those good intentions are -- are something, you know, that may or may not be appropriate, it really has no place in classifying the threat. So I just thought from the standpoint -- I appreciate what you're saying that we have a team comprised of the four disciplines that the law requires to look at these things. I just thought maybe it would be something to look at maybe just from a reasonableness -- in other words, if there was violence involved and it's unfounded, you know, that's kind of -- right? That's not going to

fly. That doesn't pass the smell test. I wouldn't expect you all to be law enforcement or mental health experts, but something as obvious as that, you know, should kind of be caught. So I would ask you to consider that.

Last -- last thing, last question, and this applies to both reports, very difficult, how do we determine completeness? In other words, how do we -- how do we know that every event under our policy and the law that should have been reported was in fact reported? Is there any -- you know, I can't think of a way to determine completeness other than to randomly look at --

MS. PRITYKINA: Per law everybody is responsible for reporting any concerning behaviors. But how can we ensure that everybody who saw the concerning behavior actually reported it, I don't see the way how we can audit that. So --

MR. RHODES: Madam Chair?

DR. LYNCH-WALSH: Yeah.

MR. RHODES: We're operating under a slightly different model today and we don't have Ms. Fertig on the big screen but she apparently has her hand up.

DR. LYNCH-WALSH: Okay. She'll be after Mr. Mayersohn.

MR. DE MEO: So I would ask you to consider, and I don't have any good ideas about that, but just consider the completeness. Maybe there's some record or some inquiries, occasionally, that could be made to make sure that everything that should have been reported was reported. I don't know if there's a way to do that.

That's all I have.

MS. ARCESE: Thank you.

DR. LYNCH-WALSH: There are times where the parents at the school know that things occurred and it's documented -- you know, well, the kids aren't supposed to have phones and that's one of the reasons we're taking them away, but someone may have sent an email, you know, it may be on social media. But that, obviously, is not feasible to go combing through all of that to see if somebody reported something that didn't show up at the other end.

MS. ARCESE: The only thing I would encourage is that if someone has any information for us we do have the hotline set up and they can call our hotline for that type of information and we'll

vet through those scenarios if that is the case and they feel that something was not treated correctly. We can follow suit through that.

DR. LYNCH-WALSH: Mr. Mayersohn and then Ms. Fertig.

MR. MAYERSOHN: So -- so a couple of things. The behavioral threat assessment was, I guess, evolved from the Marjory Stoneman Douglas Safety Committee and then morphed into the Office of Safe Schools from the state. And I know some of the issues that they had was the disparity between different counties. So, you know, initially when this threat assessment came through the reports of let's say Osceola County were very low with, you know, X amount of numbers of documented threat assessments and then something like Miami-Dade was also very low with the number of threat assessments, yet Orange County may have been high with even less. So it was trying to figure out where the disparity was.

So to your point, Mr. De Meo, I would ask for guidance from the Office of Safe Schools, especially regarding the high, medium and low; are there different qualifying factors? Do they do, you know, periodic audits just from, you

know, another perspective? Not to say that anything that we do is not forthright, but I think just taking a look at that may give us another layer to ensure that, you know, we're doing something with fidelity. So that would be my recommendation.

The other thing, just looking at this, and, you know, and I appreciate the office of the chief auditor providing responses in the sense of, you know, for the principals, recommends that school principals review the policy, if management, you know, again, document it in the same way we do Internal Funds and Property and Inventory, something where there's a documented, whether it's a quarterly review or a biannual review, so if there are exceptions and somebody says, well, we reviewed that with staff, well, when did you review it with staff? You know, whether it's training or whatever it is, something that the principal or staff can respond and say, yes, we are required to review or retrain every six months, whatever it may be, and follow-up with that so we get another layer of the validity of it.

MR. RHODES: If I -- if I could follow up

with that, I think that what I just heard you say was, this is something that management should be doing before we can actually verify. I think that I can -- I can pass along this information once we get a determination from the Office of Safe Schools so I can have some data and some criteria to report back to the superintendent and ask if it might be possible that what you just described could happen at a management level, then we could start to work in audit steps to verify that that's happening. Because we wouldn't have the authority to ask or to require them to develop any kind of a quarterly report or semiannual report, but certainly the superintendent and the folks that oversee the BTA would be able to, so we can talk to them about that.

MR. MAYERSOHN: Yeah, just so, again, very similar with what we do with Internal Funds, every, you know, quarter you're supposed to review the property and inventory or review training methodology.

MR. DE MEO: Are you -- are you saying that we'd like some record of how management -- that management did, in fact, review it?

MR. MAYERSOHN: Yeah, something that there's accountability. You're giving the recommendation that says the principals should review. Where does that go?

MR. DE MEO: Yeah. I mean it should go to the highest level; right?

MR. MAYERSOHN: Well, wherever. I mean, the principal ends up saying, yes, we had a training on Thursday, January, you know, 22nd, whatever -- I don't even know if that's a Thursday, but whatever day it is, we've had the training, it's documented, so when there may be an issue, yes, we reviewed, you know.

MR. RHODES: If I may, we do have someone here from management that would like to address some of these comments that you're making.

MR. MAYERSOHN: Sure.

DR. LYNCH-WALSH: And I would also like to remind the group that there's a policy -- this was something else that I think we're going to have to shun until February, Policy 1003, Follow-Up on Audit Recommendation, I have the blue line copy on my screen right now. So there is a process and a policy regarding follow-up and I'll be reading that while the person -- who's

responding? Oh, you would like to respond. Okay. Go ahead.

MS. PUNZI-ELABIARY: Thank you. So my team -- personally, myself, my manager and my team meet with chairs monthly, the last Wednesday of every month. Those meetings are recorded. We retrain. And this month we're actually retraining on the audit exceptions that are -- that were identified in this audit. But we retrained in August. The state issued a refresher training for anyone that was trained before July 1, 2024, and that had to be completed by October, I believe it was 11th, of 2024. My team is rolling out to schools doing team training customer service initiatives. So we do retrain. Everything that we share we have in a Canvas course for anyone to review.

I guess to address the concern about the high, medium and low, so every high level threat has to be reviewed by the district teams and we do take into account the behavior of the student. So let's say the student was arrested for making a social media threat but the student may have no discipline history, academics is 3.0 GPA, teachers report no behavior concerns, we do take

that into consideration. So if the school based team levels it as a high, we may, depending on behavior and whatever's identified in the records review, we typically lower the level of concern. So there are instances where the school based team feels that the BTA level should be high but the district team feels that that -- we're not in agreement and vice versa. So we've had instances where the school based team may have leveled it as medium but we bring it -- I make that determination, bring it to the team, I feel it's a high, the team is in agreement, and then it becomes a high level of concern. So it works both ways.

DR. LYNCH-WALSH: Okay. Can I go to Mary?

MR. MAYERSOHN: I'm good.

DR. LYNCH-WALSH: You're good? Okay.

MR. MAYERSOHN: By the way, just for the record, he's asking more questions than I am.

DR. LYNCH-WALSH: That is true. Yes, Mr. De Meo.

MR. DE MEO: To follow up on Mr. Mayersohn's focus I think of his question is, and who sees these reports, what level -- who sees these reports, these audit reports, and the threat

assessment reports?

MS. PUNZI-ELABIARY: So the threat assessments are in Focus. So the school based team has access. So that means your administrators, mental health professionals.

MR. DE MEO: No, beyond the school based.

MS. PUNZI-ELABIARY: Beyond the school based? The district team, we have not had to provide threat assessment -- well, let me correct myself. There was one threat assessment that we did have to provide to the state. When the students transfer we have to provide those documents to the receiving school.

MR. DE MEO: I'm not being clear. I'm sorry to interrupt you.

Does the superintendent see these reports? Does the board member -- do the board members see these reports? Does the chief of staff see these reports? Who sees these reports?

MS. ARCESE: The audit report or the BTA?

MR. DE MEO: Both. Both. Who sees these reports?

MS. PUNZI-ELABIARY: So the audit reports the superintendent sees, chief of safety & security, the school board sees. The actual threat

assessment documents are not seen by the board. I have yet to share one with the board. I share information with the superintendent and Chief Lozano and they meet biweekly. And quarterly data numbers are provided.

DR. LYNCH-WALSH: So just to tie up this --

MS. PUNZI-ELABIARY: The cabinet. Sorry.

DR. LYNCH-WALSH: -- this particular loose end, the reason I mentioned the Policy 1003, and when we talk about this, which I have it under agenda planning because I think we're going to need a special meeting, these were the short ones that Cowart & Cowart went over, but there are things in there that are cause for concern.

However, this isn't one of them. Within 60 days following issuance of the audit report the head of the organizational unit reviewed will furnish a progress report on the action taken on each recommendation in the audit report to the superintendent with a copy to the office of the chief auditor.

I'm going to go out on a limb and say that never happens.

The progress report shall contain, it says will currently, for each accepted recommendation

on which action has been completed, a brief description of the action taken. For each accepted recommendation on which further action is necessary, a brief description of the action plan and the established target date for completion. For each rejected recommendation, and that becomes problematic when they're compliance related. For each rejected recommendation a statement of the specific reasons why the recommendation is not to be adopted and a description of any alternative course of actions that have been taken or considered. Recommendations which have not been implemented or considered open recommendations, progress reports shall be submitted quarterly until action on any open recommendation is completed.

So who's monitoring this piece to ensure that this is happening?

MR. RHODES: Currently, the way that we obtain the information that you just described is through the actual follow-up process. And, as you mentioned, there is not a routine reporting on the status of these items to the office of the chief auditor.

DR. LYNCH-WALSH: So I would -- I -- I know we have to go to Mary, but I think this needs to be sort of a motion and you guys need to be tracking whether you've gotten responses or not. And I'm not saying this was ever done. I've been on here since 2015, some people have been on longer. I don't know that even Pat Riley had a track mechanism. So -- but, clearly, it's necessary and this has been in place, this policy, since it was adopted in 1981 and has not been amended since 1985. So -- but it exists.

Sorry. Ms. Fertig, I know you've been waiting.

MS. FERTIG: Thanks, Nathalie. I just, real quickly, on the finding on the taken case disposition, I know a lot of these are probably more complicated, but I would think that somebody would be reviewing every single case to make sure that it was done in a timely fashion. You had seven high school high level, for example, that did not comply with timeframe. How hard is it to look at every high level threat in a -- in a -- you know, at a review and I don't know what levels this would occur, but reviewing what the school did, I don't think it should be that hard

to determine whether they were done in a timely manner or not. And if you're not reviewing them in a timely manner, that's a real concern.

So my question is, is it possible to put something in there just to make sure that every high level threat -- well, every threat, but I would just particularly say every high level threat is reviewed in a timely manner?

MR. RHODES: We could probably develop steps to make a quick determination as to whether or not that's happened and then do the deeper dive looking at all the other attributes and a sample of those. Because right now between resources, and, again, some of the availability of documentation, it either delays or prohibits us from being able to do the full 100 percent review.

MS. FERTIG: And, Dave, I wasn't speaking so much about the audit committee, but I would think in this process that automatically if something is not done within the one day that it's supposed to be done on these high level threats there would be a list of those and some kind of plan in place to cure the problem. I don't know why we have to wait for an audit to find out that 11

percent of the samples, and it could be higher if you looked at them all, were not done within the timeframe specified.

MR. RHODES: And to Mr. De Meo's earlier point is that there could be motivation in different situations for management to give a pass because of the things that you described. And I don't know that we could rely on that information, but we still could establish some audit steps to ensure that we look at 100 percent of the highs just to determine if they were timely reported, even though we wouldn't go through the details that we would of all the others that we'll be looking at in these two reports today. That's something that we could talk about. But at the moment I think that that's what our resources would allow us to do if it's the will of this committee to have that kind of information available audited as opposed to simply in a management report.

MS. FERTIG: Yeah, and I would also say that at a management level if they're not being done, are they -- what are you doing at a management level if you find these reports are not being done within 24 hours?

DR. LYNCH-WALSH: Okay. Anything else? Because then I have Matt ready to go.

MS. FERTIG: I just wanted to add, Nathalie, that Teams is a much better format. Not only are you getting the recording, but the audio is wonderful.

DR. LYNCH-WALSH: Oh, good. Yeah, I'm trying to get on Teams.

MS. ARCESE: Do you want an answer to that question?

MR. DE MEO: Can we get an answer?

DR. LYNCH-WALSH: Oh, sorry. I was distracted trying to get on Teams. Yes, go ahead, and then Matt.

MS. PUNZI-ELABIARY: Okay. So I have 11 -- sorry, 10 people that work with me going through the threat assessments. So they're not deemed high until the team meets. So the chair can't necessarily identify a high level concern without referring to the full team. The delay could be where the state or there may be a delay in the notification to the chair and that delays the process or it's a court ordered BTA for an arrest that the school was not aware of. So we try to catch them. But by the time they are entered

that's when my team starts unless we are notified via Teams, because we have a Teams channel that we watch and advise a BTA is required, for this incident a BTA is required and you need to do the intake form. So when we're aware, those are typically in compliance as far as entered within 24 hours. But if my team is not aware and we're working off of the intake form or the event being open in Focus, currently, that's where at that point it's already delayed. So then it's a conversation with the chair, this should have been -- and the principal, that this was not entered and it's out of compliance and we document all of that when we speak to the school.

DR. LYNCH-WALSH: Mary, does that answer your question?

MS. FERTIG: Well, actually, it raises another one. If that's the case, if you've got documentation of all of them, is the number of incidents where this has happened greater than the 11 percent of the samples?

MS. PUNZI-ELABIARY: Yes.

MS. FERTIG: Thank you. All right. So we need to look at how to resolve that. Thank you.

DR. LYNCH-WALSH: Okay. Mr. Friedman?

MR. FRIEDMAN: So, you know, obviously, manpower is of concern with how to go over the threat assessments, but, you know, I think looking at the high threat assessments is a good, you know, start, but keep in mind earlier you had mentioned that some of the mid level ones had then been upgraded to high ones, so we can't necessarily ignore those. You know, there needs to be focus on those, too, because they could be miscalculated and put on a lower level when really they should be at a higher level. So, you know, just something to consider as well.

MS. PUNZI-ELABIARY: So to that point, I will add that the district team as we review our BTA data we have identified other students that may not have a high or a medium, they may have multiple low level and we discuss that as the district team and provide support. So I have on my district team we have mental health professionals, we have law enforcement officers, we have educators. So we do watch those. I just, you know, we are required by state rule to go through every high, but we definitely cover more than just the highs when we meet.

MS. PRITYKINA: This is actually -- we didn't

do that in our report. As I explained earlier, when we pulled the reporting we go with all the high levels and then if they change to the medium we did actually identify that in the last audit. Because we pulled the data after the fact, so we have all the information in the data.

MR. FRIEDMAN: Right. No, I was just saying like in terms of if there are highs that went to mediums, there are mediums that actually should be highs, as well, so the vice versa of those.

MS. PRITYKINA: Okay. Got it.

DR. LYNCH-WALSH: Okay. There we go, Mr. Medvin?

MR. MEDVIN: A brief question. I notice that there's a couple references where there were some difficulties in obtaining some of the information due to changes in the system. My question is, has that all been resolved so at this point the access to all the information and reports is much more efficient?

MS. ARCESE: So keep in mind this is EdPlan. So EdPlan is no longer. So the issues of getting -- we worked with the IT department who was tasked to work with the vendor. When he realized that there was information missing or

not provided to us from some sort of data dump they provided us originally we went back to the IT department and requested more information. There were delays in trying to get that information, but we did get it. There are still, like some of the things that we depended on were like date and timestamps by certain members of the district within EdPlan that wasn't initially provided, but we did have enough information. Luckily, we did start before EdPlan went down so a lot of the attributes that required that concentration and understanding, what took place was done prior to the system going down. But the BTA notes were the biggest component that we had been missing. We requested it, they provided it eventually, and now it is also available to schools as well as it's now uploaded in Focus. So IT was very instrumental in helping us get that information.

MR. MEDVIN: So going forward the next audit is going to be a lot easier.

MS. ARCESE: No, because now we have Focus. So now we have to understand how Focus was built and what attributes -- there is just going to be a whole new process. And this is what happens

when they are changing software; right? So we have to now look at what Focus's availabilities are, what data is available, what date and timestamps, who perform those tasks, because that's also very important to understand, who within that team performed this task. And so it's going to definitely take us time. So that's why I say there's, if we had the documentation readily available -- as of right now it's not a requirement that they be uploaded, it's recommended. So we are hoping that that becomes a requirement so that we're not having to continuously request documents and we could help this process by being able to get through some of these things a lot quicker. So those are just areas of concerns that I know we're walking into as we start pulling data for the next audit.

We are delayed. I don't know if the audit committee's aware, but we did lose two of our auditors in this area at the very beginning of this process. So we had to pull other resources from the office to help us complete these two audits. We have now filled those positions. We have been training. As you know, it takes time, especially with this program it takes time for

them to get trained, understand what they're doing, guide them through a lot of these processes. But we're getting there and we're trying to get those reports out for this fiscal year to the audit committee as quickly as possible.

MR. MEDVIN: Thank you.

DR. LYNCH-WALSH: Okay. So thank you.

I had that as a question and now I'm glad we got clarity that we're talking about the EdPlan to Focus migration. Because that's going to be a problem for a while.

All right. So if there's no other comments on number 7, I need a motion to transmit Behavioral Threat Assessment Process for School Year 23-24.

MR. MAYERSOHN: So moved.

DR. LYNCH-WALSH: Moved by Mayersohn.

MR. MEDVIN: Second.

DR. LYNCH-WALSH: Second by Medvin.

Any further discussion?

(No response.)

DR. LYNCH-WALSH: Hearing none, all in favor, aye?

COMMITTEE MEMBERS: Aye.

DR. LYNCH-WALSH: Any opposed?

(No response.)

DR. LYNCH-WALSH: Okay. Motion carries. Item number 7 is transmitted.

Now we're up to item number 8, the OCA Behavioral Threat Assessment - Student Support Management Plan for School Year 23-24 Q4.

Are there any questions?

I know, Mr. De Meo, yours were for both, essentially.

MR. DE MEO: Correct. Are we saving any money by taking this process inhouse?

MS. ARCESE: Considering you were going to be charged -- I think it was over 300,000, I believe. So I haven't done a cost analysis, but we're producing more reports, more information. We're able to work with the district. In my opinion, we are. But I could do a cost analysis for you, if you'd like?

DR. LYNCH-WALSH: That would be great.

MR. DE MEO: Yeah, that would be. And I know this is not the case but no one has been the recipient of any pressure from anyone about these reports; have they? You would report that to us; right?

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	FF. Financial Management
DEPARTMENT:	Grants Administration

Agenda Item Number:	FF-1.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Grant Applications - Pre & Post-Submission

REQUESTED ACTION:

Approve the submission of the following grant applications. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

Executive Summaries

FINANCIAL IMPACT:

The positive financial impact is $597,974.50.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

College and Career Readiness/Acceleration **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Romaneir Johnson	Phone:	754-321-1990
Name:	Dr. Angela R. Fulton	Phone:	754-321-2100

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Romaneir Johnson, Chief Financial Officer

Signature

Romaneir Johnson, Chief Financial Officer Jan. 29, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission Florida Department of Education Early Childhood Music Education Incentive Program Grant

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Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission Florida Department of Education Early Childhood Music Education Incentive Program Grant.

District-zone Impact: District-wide

If the Board Votes "Yes": If this grant is approved, the District will receive $240,124.50 in funding to assist participating schools in implementing comprehensive music education programs for students in kindergarten through grade 2.

If the Board votes "No": If this grant is not approved, the District will lose the opportunity to receive $240,124.50 in funding to assist participating schools in implementing comprehensive music education programs for students in kindergarten through grade 2.

Background/History
The purpose of the Early Childhood Music Education Incentive Program is to assist participating school districts in implementing and supporting comprehensive music education programs for students in kindergarten through grade 2, including professional development for music teachers and the purchase of instruments and supplies. All elementary schools that met the eligibility requirements were able to apply. The following participating elementary schools have been awarded grant funding:

BCPS Elementary Schools		BCPS Charter Schools
Charles Drew	Pines Lakes	Central Charter School
Davie	Silver Palms	Imagine Weston
Fox Trail	Stephen Foster	Summit Charter Academy
Nob Hill	Sunshine	
North Andrews Gardens	Tedder	
	West Hollywood	

The Florida Department of Education Early Childhood Music Education Incentive Program Grant is a discretionary and non-competitive grant for the 2024-2025 school year. The Applied Learning Department has been awarded $240,124.50 in funding ($181,076.50 allocated to the District and $59,048 allocated to charter schools). This grant will be managed by the department. For more information, please contact Susan Cantrick, Director of Applied Learning.

Alignment to 2027 Goals and Guardrails
Guardrail 3: School Support

Page 2: EXECUTIVE SUMMARY: Recommendation to Approve the Post-Submission Florida Department of Education Early Childhood Music Education Incentive Program Grant

Measurable Outcome(s)/Return on Investment

The District will receive funding to assist participating schools in implementing comprehensive music education programs for students in kindergarten through grade 2. Benefits of being selected for this program include teacher professional development, professional organization memberships, classroom music equipment and supplies.

Financial Impact

The positive financial impact is $240,124.50. The source of funds is the Florida Department of Education. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission Florida Department of Education: Title IX, Part A (TIXPA) - Education of Homeless Children and Youth Project (EHCY) Application

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission Florida Department of Education: Title IX, Part A (TIXPA) - Education of Homeless Children and Youth Project (EHCY) application.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": If this grant application is approved, the District will receive $163,350 in funding for homeless student's education and support services.

If the Board votes "No": If this grant application is not approved, the District will lose the opportunity to receive $163,350 in funding for homeless student's education and support services.

Background/History
TIXPA grant funds are supplemental in nature and shall be used to ensure school stability by removing barriers that prevent students experiencing homelessness from enrolling, attending, and achieving academic success. Funds shall be used "to ensure that homeless students have equal access to the same free, appropriate public education, including preschool education, as provided to other students, and to provide other support services that meet the specific needs of such students" as defined by Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). Resources and services include school uniforms, backpacks, and school supplies, coordination of out-of-boundary District school bus transportation (to remain at the school of origin), free school meals, and access to after-school enrichment opportunities.

The Florida Department of Education: Title IX, Part A (TIXPA) - Education of Homeless Children and Youth Project (EHCY) is a competitive and new grant for the 2024-2025 school year. The Student Services Department has been awarded $163,350 in funding. The grant will be managed by the department and will include public and charter schools (PreK-12) districtwide. For more information, please contact Marisa Sotelo, Director of Student Services.

Alignment to 2027 Goals and Guardrails
Goal 4: College and Career Readiness; Guardrail 5: Wellness Support

Measurable Outcome(s)/Return on Investment
The goals outlined within three areas of focus in the TIXPA-EHCY grant application are: by June 30, 2025, the Homeless Student Identification Rate (HSIR) will be 5.5% of the Free and Reduced lunch student enrollment count; the Homeless Student Attendance Rate

(HSAR) will be 90% or greater; and the Homeless Student Promotion Rate (HSPR) will be 94% or greater.

Financial Impact
The positive financial impact is $163,350. The source of funds is the Florida Department of Education. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission National Oceanic and Atmospheric Administration Gulf of Mexico Bay Watershed Education and Training Grant

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Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission National Oceanic and Atmospheric Administration Gulf of Mexico Bay Watershed Education and Training Grant.

District-zone Impact: District-wide

If the Board Votes "Yes": If this grant application is approved, the District will receive $100,000 in funding for the Youth in Action for Climate Resilience Program.

If the Board votes "No": If this grant is not approved, the District will lose the opportunity to receive $100,000 in funding for the Youth in Action for Climate Resilience Program.

Background/History
The Youth in Action for Climate Resilience Program focuses on empowering sixth grade students to address the impact of climate on the Everglades and Florida Bay. Through immersive, meaningful watershed educational experiences for students and their teachers, and collaboration with experts, students gain firsthand knowledge of environmental challenges and the interconnectedness between human activities, climate, and ecosystem health. Students will create and showcase action projects that address environmental issues identified during their investigations. This program fosters a sense of stewardship and cultivates future leaders who are committed to protecting and preserving the Florida Everglades for future generations.

The National Oceanic and Atmospheric Administration Gulf of Mexico Bay Watershed Education and Training Grant is a new and competitive grant for the 2024-2025 school year. The Applied Learning Department has been awarded $100,000 in funding. This grant will be managed by the department. For more information, please contact Susan Cantrick, Director of Applied Learning.

Alignment to 2027 Goals and Guardrails
Goal 3: Science Proficiency

Measurable Outcome(s)/Return on Investment
By December 31, 2026, participating students will demonstrate increased awareness and knowledge of environmental issues through inquiry and investigation of the Everglades, Florida Bay, and climate.

Financial Impact
The positive financial impact is $100,000. The source of funds is the National Oceanic and Atmospheric Administration grant. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission Community Foundation of Broward Grant through Close Up Foundation

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission Community Foundation of Broward Grant through Close Up Foundation.

District-zone Impact: District-wide

If the Board Votes "Yes": If this grant is approved, the District will receive $51,000 in in-kind contributions to support eligible students in participation of the Close Up Washington, D.C. program at no-cost.

If the Board votes "No": If this grant is not approved, the District will lose the opportunity to receive $51,000 in in-kind contributions to support eligible students in participation of the Close Up Washington, D.C. program at no-cost.

Background/History
Close Up Foundation was awarded funds from the Community Foundation of Broward to cover travel expenses for 30 Broward County Public Schools student leaders to participate in an immersive Washington, D.C. program. Eligible students are those who participated in the Rally to Tally for New Floridians and Broward Youth Policy Summit Expo. The Close Up Washington DC Program's immersive experience will provide students with a unique opportunity to witness firsthand the inner workings of our national government, building upon the foundational knowledge and experiences gained at the state and local levels. The experience also offers students the chance to engage in meaningful discourse with peers from across the country on issues that are pertinent to their communities. By exposing these student leaders to new opportunities and a well-rounded curriculum, this program will serve to strengthen students' ELA skills and encourage increased academic achievement.

The Community Foundation of Broward Focus Area Grant is a new and competitive grant for the 2024-2025 school year. Through the Close Up Foundation, the Bilingual/ESOL Department has been awarded $51,000 in in-kind contributions for program and transportation fees for 30 students to travel to Washington D.C. This grant will be managed by the department. For more information, please contact Victoria Saldala, Director of Bilingual/ ESOL Department.

Alignment to 2027 Goals and Guardrails
Goal 4: College & Career Readiness; Guardrail 3: School Support

Measurable Outcome(s)/Return on Investment
1. 50% of student participants will demonstrate an improvement in reading scores and general literacy achievement as evidenced by the state assessment.

2. 50% of students who participate in the Close Up in-person Washington, DC program will participate in at least one civic engagement activity post-trip.
3. 80% of program participants will increase demonstrate increased comprehension of how the U.S. government works, their attitudes toward civic engagement, and their understanding of how individuals can play a role in impacting policy outcomes as evidenced by a pre/post survey.

Financial Impact

The positive financial impact is $51,000 in in-kind contributions. The source of funds is Community Foundation of Broward through Close Up Foundation. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission NFL Foundation Player Matching Grant

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission NFL Foundation Player Matching Grant.

District-zone Impact: District 1

If the Board Votes "Yes": If this grant application is approved, Hallandale High School will receive $5,000 in funding to support the school's football team.

If the Board votes "No": If this grant application is not approved, Hallandale High School will lose the opportunity to receive $5,000 in funding to support the school's football team.

Background/History
The NFL Foundation Player Matching Grant provides schools and youth football programs with funding supported by the contributions of current NFL players or Legends (former players). This grant aims to enhance players' commitment to youth and high school football by ensuring these programs have the equipment and resources needed for safe gameplay. The awarded grant funds will be used to support Hallandale High School's football team.

The NFL Foundation Player Matching Grant is a new grant for the 2024-2025 school year. This grant is open to current and former NFL players who contribute financially to nonprofit organizations or schools and youth football organizations. Hallandale High School has been awarded $5,000 in funding. This grant will be managed by the school. For more information, please contact Paula Peters, Principal of Hallandale High School.

Alignment to 2027 Goals and Guardrails
Guardrail 3: School Support

Measurable Outcome(s)/Return on Investment
With the additional funding, Hallandale High School's football program will enhance player safety, boost participation, and support overall team development.

Financial Impact
The positive financial impact is $5,000. The source of funds is NFL Foundation. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission ORC Family Foundation, Inc. School Grant

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission ORC Family Foundation, Inc. School Grant.

District-zone Impact: District 1

If the Board Votes "Yes": If this grant application is approved, Attucks Middle School will receive $5,000 in funding to support the school's student engagement and activities.

If the Board votes "No": If this grant is not approved, Attucks Middle School will lose the opportunity to receive $5,000 in funding to support the school's student engagement and activities.

Background/History
Grant funds will be used to support student engagement and activities through incentives for grades, attendance, and behavior.

The ORC Family Foundation, Inc. School Grant is a new and competitive grant for the 2024-2025 school year. Attucks Middle School has been awarded $5,000 in funding. This grant will be managed by the school. For more information, please contact Cassandra Adderley, Principal of Attucks Middle School.

Alignment to 2027 Goals and Guardrails
Guardrail 5: Wellness Support

Measurable Outcome(s)/Return on Investment
Attucks Middle School will increase student math and reading proficiency through student and teacher incentives.

Financial Impact
The positive financial impact is $5,000. The source of funds is ORC Family Foundation, Inc. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission ORC Family Foundation, Inc. School Grant

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission ORC Family Foundation, Inc. School Grant.

District-zone Impact: District 1

If the Board Votes "Yes": If this grant application is approved, Collins Elementary School will receive $5,000 in funding to support student and teacher appreciation.

If the Board votes "No": If this grant is not approved, Collins Elementary School will lose the opportunity to receive $5,000 in funding to support student and teacher appreciation.

Background/History
Grant funds will support the school's annual academic awards banquet that celebrates students in the areas of academics and citizenship. Grant funds will also be used to recognize teachers during Teacher Appreciation week and other events.

The ORC Family Foundation, Inc. School Grant is a new and competitive grant for the 2024-2025 school year. Collins Elementary School has been awarded $5,000 in funding. This grant will be managed by the school. For more information, please contact Dr. Tracy Jackson, Principal of Collins Elementary School.

Alignment to 2027 Goals and Guardrails
Guardrail 5: Wellness Support

Measurable Outcome(s)/Return on Investment
Students and staff demonstrate increased motivation and commitment to the school as their achievements are celebrated through special events and recognitions.

Financial Impact
The positive financial impact is $5,000. The source of funds is ORC Family Foundation, Inc. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission ORC Family Foundation, Inc. School Grant

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission ORC Family Foundation, Inc. School Grant.

District-zone Impact: District 1

If the Board Votes "Yes": If this grant application is approved, Dania Elementary School will receive $5,000 in funding to support the school's student engagement and activities.

If the Board votes "No": If this grant is not approved, Dania Elementary School will lose the opportunity to receive $5,000 in funding to support the school's student engagement and activities.

Background/History
Grant funds will be used to support student engagement and activities by providing incentive prizes for staff and students. The initiative includes programs focused on reading, math, and science, as well as end-of-year celebrations, family nights, quarterly academic events, anti-bullying campaigns, and afterschool clubs.

The ORC Family Foundation, Inc. School Grant is a new and competitive grant for the 2024-2025 school year. Dania Elementary School has been awarded $5,000 in funding. This grant will be managed by the school. For more information, please contact Michael Billins, Principal of Dania Elementary School.

Alignment to 2027 Goals and Guardrails
Guardrail 5: Wellness Support

Measurable Outcome(s)/Return on Investment
Dania Elementary School will increase student academic achievement through student and teacher incentives.

Financial Impact
The positive financial impact is $5,000. The source of funds is ORC Family Foundation, Inc. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission ORC Family Foundation, Inc. School Grant

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission ORC Family Foundation, Inc. School Grant.

District-zone Impact: District 1

If the Board Votes "Yes": If this grant application is approved, Hollywood Hills High School will receive $5,000 in funding to increase teacher and student access to classroom technology.

If the Board votes "No": If this grant is not approved, Hollywood Hills High School will lose the opportunity to receive $5,000 in funding to increase teacher and student access to classroom technology.

Background/History
Grant funds will be used for the purchase of new Promethean panels that will allow teachers to offer instruction in interactive and creative ways.

The ORC Family Foundation, Inc. School Grant is a new and competitive grant for the 2024-2025 school year. Hollywood Hills High School has been awarded $5,000 in funding. This grant will be managed by the school. For more information, please contact Daniel Most, Principal of Hollywood Hills High School.

Alignment to 2027 Goals and Guardrails
Guardrail 3: School Support

Measurable Outcome(s)/Return on Investment
Increase student academic achievement through technology that enhances teaching and learning experiences.

Financial Impact
The positive financial impact is $5,000. The source of funds is ORC Family Foundation, Inc. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission ORC Family Foundation, Inc. School Grant

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission ORC Family Foundation, Inc. School Grant.

District-zone Impact: District 1

If the Board Votes "Yes": If this grant application is approved, Mary M. Bethune Elementary School will receive $5,000 in funding to support the school's mentoring program and increase family engagement.

If the Board votes "No": If this grant is not approved, Mary M. Bethune Elementary School will lose the opportunity to receive $5,000 in funding to support the school's mentoring program and increase family engagement.

Background/History
Grant funds will be used to support Bethune Elementary School's student mentoring programs. Specifically, funds will support student mentoring activities, parent engagement, and to provide students and teachers with incentives for student academics, student behavior, and teacher/faculty appreciation.

The ORC Family Foundation, Inc. School Grant is a new and competitive grant for the 2024-2025 school year. Mary M. Bethune Elementary School has been awarded $5,000 in funding. This grant will be managed by the school. For more information, please contact Latosha Williams, Principal of Mary M. Bethune Elementary School.

Alignment to 2027 Goals and Guardrails
Guardrail 5: Wellness Support

Measurable Outcome(s)/Return on Investment
Mary M. Bethune Elementary School will increase the support provided to students to improve and develop their mindfulness and life skills through student mentoring, family engagement, and academic/behavioral incentives.

Financial Impact
The positive financial impact is $5,000. The source of funds is ORC Family Foundation, Inc. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission ORC Family Foundation, Inc. School Grant

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission ORC Family Foundation, Inc. School Grant.

District-zone Impact: District 1

If the Board Votes "Yes": If this grant application is approved, Oakridge Elementary School will receive $5,000 in funding to support the school's student engagement and activities.

If the Board votes "No": If this grant is not approved, Oakridge Elementary School will lose the opportunity to receive $5,000 in funding to support the school's student engagement and activities.

Background/History
Grant funds will be used to support student engagement and activities through incentives for grades, attendance, and behavior.

The ORC Family Foundation, Inc. School Grant is a new and competitive grant for the 2024-2025 school year. Oakridge Elementary School has been awarded $5,000 in funding. This grant will be managed by the school. For more information, please contact Te'Anka Pinder, Principal of Oakridge Elementary School.

Alignment to 2027 Goals and Guardrails
Guardrail 5: Wellness Support

Measurable Outcome(s)/Return on Investment
Oakridge Elementary School will increase student academic achievement through student and teacher incentives.

Financial Impact
The positive financial impact is $5,000. The source of funds is ORC Family Foundation, Inc. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission Wells Fargo & Florida Literacy Coalition - Financial Literacy Grant Application

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission Wells Fargo & Florida Literacy Coalition - Financial Literacy Grant application.

District-zone Impact: District 7

If the Board Votes "Yes": If this grant application is approved, Atlantic Technical College & High School will receive $5,000 in funding to support the school's Financial Literacy Program.

If the Board votes "No": If this grant application is not approved, Atlantic Technical College & High School will lose the opportunity to receive $5,000 in funding to support the school's Financial Literacy Program.

Background/History
The Financial Literacy Program at Atlantic Technical College & High School will build important skills for low-income students by strengthening the financial education component of the adult English as Second Language literacy program. This will be accomplished by integrating a financial literacy curriculum; implementing student project-based learning activities aimed at increasing financial knowledge while building English language skills; and providing one-on-one career development support.

The Wells Fargo & Florida Literacy Coalition - Financial Literacy Grant is a new and competitive grant for the 2024-2025 school year. Government-based agencies that provide adult basic education/literacy, ESOL and/or family literacy instruction in Florida are eligible to apply. Atlantic Technical College & High School has been awarded $5,000 in funding. This grant will be managed by the school. For more information, please contact Neeta Rancourt, Principal of Atlantic Technical College & High School.

Alignment to 2027 Goals and Guardrails
Goal 4: College and Career Readiness; Guardrail 3: School Support

Measurable Outcome(s)/Return on Investment
Enhancing students' financial knowledge in areas such as credit, banking services, taxes, and basic money management significantly increases their likelihood of achieving the following: saving more effectively, purchasing homes, funding education, and improving overall financial well-being.

Financial Impact
The positive financial impact is $5,000. The source of funds is Wells Fargo through the Florida Literacy Coalition. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission ConnectSafely Safer Internet Day Grant Application

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission ConnectSafely Safer Internet Day Grant application.

District-zone Impact: District 6

If the Board Votes "Yes": If this grant application is approved, Country Isles Elementary School will receive $1,000 in funding to raise awareness of internet safety to parents and students.

If the Board votes "No": If this grant application is not approved, Country Isles Elementary School will lose the opportunity to receive $1,000 in funding to raise awareness of internet safety to parents and students.

Background/History
Grant funds will support the school's Safer Internet Day event by providing parents with essential resources to understand and manage their children's online experiences. This comprehensive approach ensures that parents have the knowledge and tools they need to foster a safer and healthier online environment for their children.

The ConnectSafely Safer Internet Day Grant is a new grant for the 2024-2025 school year. All K-12 educators are eligible to apply for this grant. Country Isles Elementary School has been awarded $1,000 in funding. This grant will be managed by the school. For more information, please contact Mindy Morgan, Principal of Country Isles Elementary School.

Alignment to 2027 Goals and Guardrails
Guardrail 1: Safety

Measurable Outcome(s)/Return on Investment
Provide families information on how to use technology responsibly, respectfully, critically and creatively during the Internet Safety Day event.

Financial Impact
The positive financial impact is $1,000. The source of funds is ConnectSafely. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission Everglades Foundation – Champion School Grant

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission Everglades Foundation – Champion School Grant.

District-Zone Impact: District 3

Impact if the Board Voted Yes or No

If the Board votes "Yes": If this grant is approved, New River Middle School will receive a total of $1,000 in funding for a school-wide Everglades education program.

If the Board votes "No": If this grant is not approved, New River Middle School will lose a total of $1,000 in funding for a school-wide Everglades education program.

Background/History
The K-12 Everglades Champion Schools Program through the Everglades Foundation is an exciting interdisciplinary program that annually showcases and recognizes Florida schools that demonstrate exceptional Everglades literacy efforts and initiatives. Schools with existing Everglades Champion Programs were eligible to apply. New River Middle School's Eco-Environmental Club has received a grant to cover transportation costs for an educational field trip to Dr. Von D. Mizell-Eula Johnson State Park. As participants in the Everglades Champion Schools program, these students are actively engaged in a project highlighting the vital role of mangroves in sustaining living shorelines. During this field experience, students will have the opportunity to learn and study the importance of the mangrove ecosystem.

The Everglades Foundation – Champion School Grant is a new and competitive grant for the 2024-2025 school year. New River Middle School has been awarded $1,000 in funding. The grant will be managed by the school. For more information, please contact Lezondra Harris, Principal of New River Middle School.

Alignment to 2027 Goals and Guardrails
Goal 3: Science Proficiency

Measurable Outcome(s)/Return on Investment
Students will make important classroom to "real-world" connections through access to visual/hands-on learning opportunities.

Financial Impact
The positive financial impact is $1,000. The source of the funding is The Everglades Foundation. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission Walmart Local Community Grant

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission Walmart Local Community Grant.

District-Zone Impact: District 2

Impact if the Board Voted Yes or No

If the Board votes "Yes": If this grant is approved, Whispering Pines Educational Center will receive $1,000 in funding to support the school's wellness program.

If the Board votes "No": If this grant is not approved, Whispering Pines Educational Center will lose $1,000 in funding to support the school's wellness program .

Background/History
Awarded grant funds will support the "Get Active!" program, providing students with the opportunity to participate in their favorite sports.

The Walmart Local Community Grant is a new and competitive grant. Whispering Pines Educational Center has been awarded $1,000 in funding for the 2024-2025 school year. All schools that fit the donor's funding criteria are eligible to apply. The grant will be managed by the school. For more information, please contact Jerelle Robinson-Owens, (Task-Assigned) Principal of Whispering Pines Educational Center.

Alignment to 2027 Goals and Guardrails
Guardrail 5: Wellness Support

Measurable Outcome(s)/Return on Investment
The Emotional & Behavioral students will actively participate in at least one sport of their choice, demonstrating increased engagement and physical activity levels.

Financial Impact
The positive financial impact is $1,000. The source of funds is Walmart. There is no additional financial impact to the District.

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve the Post-Submission Florida Bicycle Association's BikeSafetyQuiz Grant Application

Board Meeting Date: February 19, 2025

Requested Action
Approve the post-submission Florida Bicycle Association's BikeSafetyQuiz Grant application.

District-zone Impact: District 1

If the Board Votes "Yes": If this grant application is approved, Hollywood Hills High School will receive $500 in funding to support student bicycle safety.

If the Board votes "No": If this grant application is not approved, Hollywood Hills High School will lose the opportunity to receive $500 in funding to support student bicycle safety.

Background/History
To enhance roadway safety and reduce traffic-related injuries, high schools and elementary schools across Florida are encouraged to use a free online lesson provided by the Florida Bicycle Association. Designed for young drivers and children who ride bicycles, this lesson aims to promote safety across the Sunshine State. The program, which is in its pilot phase, is funded by a grant from the Florida Department of Transportation. This grant directs federal highway safety funds into statewide and local projects, and it offers schools a reimbursement of up to $500 for incentives to students and staff for time spent assigning and utilizing the free, online Florida Bicycle Safety Quiz.

The Florida Bicycle Association's BikeSafetyQuiz Grant is a new grant for the 2024-2025 school year. All Florida high schools and elementary schools are eligible to apply for this grant. Hollywood Hills High School has been awarded $500 in funding. This grant will be managed by the school. For more information, please contact Daniel Most, Principal of Hollywood Hills High School.

Alignment to 2027 Goals and Guardrails
Guardrail 1: Safety

Measurable Outcome(s)/Return on Investment
Students will gain a better understanding of safe driving practices and develop a positive attitude toward cyclists, all while being empowered with the knowledge to keep themselves safe.

Financial Impact
The positive financial impact is $500. The source of funds is Florida Bicycle Association. There is no additional financial impact to the District.

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	FF. Financial Management
DEPARTMENT:	Accounting & Financial Reporting

Agenda Item Number:	FF-2.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Annual Comprehensive Financial Report for the year ended June 30, 2024 ADDED

REQUESTED ACTION:

Approve the audited Annual Comprehensive Financial Report for the year ended June 30, 2024.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- ACFR 2024
- Memorandum Forthcoming

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Romaneir Johnson	Phone:	754-321-1990
Name:	Gerrilyn Arlotta	Phone:	754-321-2270

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Romaneir Johnson, Chief Financial Officer

Signature

Romaneir Johnson, Chief Financial Officer Feb. 14, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Romaneir Johnson
Title: Chief Financial Officer
Phone: 754-321-1990

EXECUTIVE SUMMARY

Annual Comprehensive Financial Report for the year ended June 30, 2024

Board Meeting Date: February 19, 2025

Requested Action:

Approve the audited Annual Comprehensive Financial Report for the year ended June 30, 2024.

District-zone Impact: District-wide.

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The District will follow Florida Statutes 1010.30, F.S.

If the Board votes "No": The District will be out of compliance with Florida Statutes 1010.30, F.S.

Background/History:

The audited Annual Comprehensive Financial Report (ACFR) is prepared in accordance with Generally Accepted Accounting Principles. The ACFR will be submitted to both the Association of School Business Officials International (ASBO) and the Government Finance Officers Association (GFOA) for consideration of the Certificate of Excellence and the Certificate of Achievement for Excellence in Financial Reporting awards. In order to be awarded these respective Certificates, the District must publish an easily readable and efficiently organized report.

Alignment to 2027 Goals and Guardrails:

Business Operations.

Measurable Outcome(s)/Return on Investment:

To comply with statutory requirements per Florida Statutes 1010.30, F.S.

Financial Impact:

There is no financial impact to the District.





Established 1915
BROWARD
County Public Schools

2024

ANNUAL COMPREHENSIVE FINANCIAL REPORT

For the Fiscal Year
Ended June 30, 2024

The School Board of Broward County, Florida

600 Southeast Third Avenue • Fort Lauderdale, FL 33301

browardschools.com

Educating Today's Students to Succeed in Tomorrow's World

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ANNUAL COMPREHENSIVE FINANCIAL REPORT

The School Board of Broward County, Florida

For the Fiscal Year Ended June 30, 2024

Issued by:
Dr. Howard Hepburn, Superintendent of Schools
Romaneir D. Johnson, Chief Financial Officer

***Prepared by*:**
Accounting and Financial Reporting

600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ANNUAL COMPREHENSIVE FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

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Broward County Public Schools

Introductory Section

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
600 Southeast Third Avenue • Fort Lauderdale, Florida 33301 • Office: 754-321-2600 • Fax: 754-321-2701

Dr. Howard Hepburn
Superintendent of Schools

The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

January 31, 2025



Dr. Howard Hepburn
Superintendent of Schools

Members of the School Board and Citizens of Broward County:

We are pleased to present the Annual Comprehensive Financial Report (ACFR) of The School Board of Broward County, Florida, (the District or Broward County Public Schools) for the fiscal year ended June 30, 2024. These financial statements are presented to conform with the Generally Accepted Accounting Principles (GAAP) in the United States as applied to governmental units. The Florida Statutes require that the District publish, within nine months of the close of each fiscal year, a complete set of audited financial statements. The U.S. Securities and Exchange Commission (SEC) also requires a legal undertaking on the part of governmental debt issuers to provide annual audited financial information. The ACFR is published to fulfill these requirements. In addition to meeting legal requirements, this report is intended to provide informative and relevant financial information for the residents of Broward County, School Board Members (the Board), investors, creditors, and other concerned readers. We believe that the information, as presented, is accurate in all material aspects; that it is designed to present fairly the financial position and changes in the financial position of the District; and that all disclosures necessary to enable the reader to gain an adequate understanding of the District's financial condition have been included. The responsibility for the preparation of the accompanying financial statements and other information contained in this ACFR rests with the District's management.

The District's management is responsible for the establishment and maintenance of a comprehensive internal control framework to ensure compliance with applicable laws and District policies. The District's internal control framework also ensures that financial transactions are properly recorded and documented to provide reliable information for the preparation of the District's financial statements in accordance with GAAP. Since the cost of internal controls should not outweigh their benefits, the District's internal control framework has been designed to provide reasonable, rather than absolute, assurance that the financial statements will be free from material misstatement.

State statutes allow an outside independent audit of school districts by a firm of certified public accountants in lieu of an audit by the State of Florida Auditor General, under certain conditions. The accounting firm of MSL, P.A. was selected by the Board to perform the audit function. In keeping with the minority business enterprise program established by the Board, MSL, P.A. was assisted by S. Davis & Associates, P.A., Certified Public Accountants. The independent auditor concluded that there was a reasonable basis for rendering an unmodified opinion on the District's financial statements for the year ended June 30, 2024. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP require that management provide a narrative introduction, overview, and analysis to accompany the basic financial statement in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement MD&A and should be read in conjunction with it. The District's MD&A can be found immediately following the independent auditor's report.

PROFILE OF THE GOVERNMENT



An "A" rated school district, Broward County Public Schools (BCPS) is the sixth-largest school district in the United States and the second-largest in the state, encompassing all of Broward County, Florida. Cognia (formerly AdvancEd) and the Southern Association of Colleges and Schools (SACS) are the accreditation agencies for BCPS, the first fully accredited school system in Florida since 1962. The District was recommended to the Cognia Accreditation Commission to be accredited again in 2021 and proudly earned re-accreditation for a five-year period. On May 10, 2021, the District received the Cambridge District of the Year distinction for having high academic achievements among students participating in Cambridge programs. It is one of three Districts in the United States to receive this distinction. The General Fund, the primary operating fund of the District, had an annual adopted operating budget of approximately $2.8 billion for the fiscal year ended June 30, 2024. This budget served 247,501 pre-kindergarten through 12th grade students at 327 schools.

The District has taxing authority and provides pre-kindergarten, elementary, secondary, vocational education services and technical colleges to the residents of Broward County. Besides the various educational programs offered to K-12 students, pre-kindergarten services include: programs for babies whose teen parents are progressing toward achieving high school diplomas; programs for special education infants and toddlers below the age of three; pre-kindergarten programs for three and four-year-old students; and programs for eligible low-income, at-risk students.



RATED
school district



FIRST fully accredited school system in Florida since 1962



SIXTH largest school system in the U.S.



$128 MILLION*
earned in scholarships
**Total scholarships for the Class of 2024, including self-reported and Bright Futures.*

OUR VISION: *Educating today's students to succeed in tomorrow's world.*

OUR MISSION: *Educating all students to reach their highest potential.*

GUARDRAILS:
Safety
Equity
School Support
Accountability
Wellness Support

OUR GOALS:
Early Literacy Proficiency | Algebra Proficiency | Science Proficiency | College & Career Readiness

In addition to services provided for children, the District offers programs for adults to learn the necessary skills in order to enter the workforce or increase opportunities for advancement in current positions. Also, nearly 37,000 active English Language Learners (ELL) from 175 countries and speaking 156 languages have the opportunity to learn communication skills through our English for Speakers of Other Languages (ESOL) programs, and all citizens can take fee-supported courses to increase personal development in various subjects such as nursing, automotive technology, culinary arts, and finance.

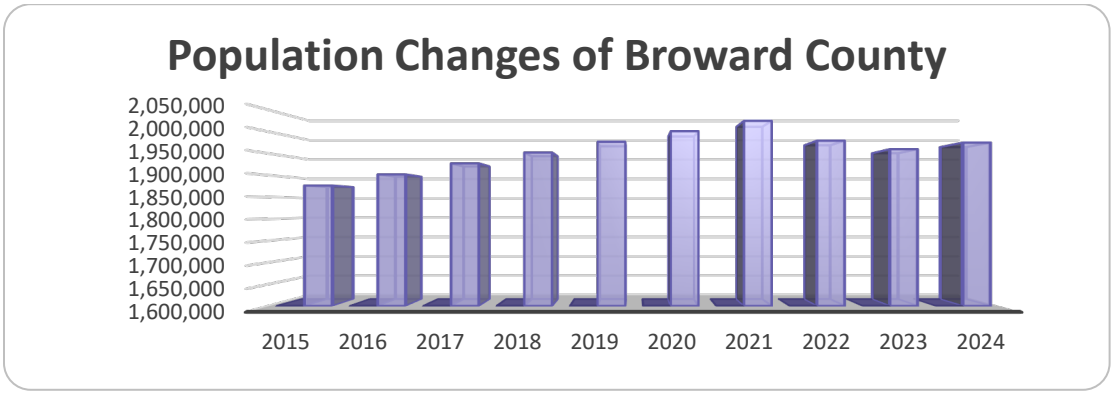
The District was created by the state constitution and is part of the state system of public education operated under the general direction and control of the State Board of Education. Established in 1915, the District is governed by nine elected members. The appointed Superintendent of Schools serves as executive officer of the District. As of November 19, 2024, the Board members are: Debra Hixon, Chair; Sarah Leonardi, Vice Chair; Lori Alhadeff, Maura McCarthy Bulman, Brenda Fam, Esq., Dr. Jeff Holness, Nora Rupert, Rebecca Thompson, and Dr. Allen Zeman. The ACFR includes all funds of the District, the Broward School Board Leasing Corporation, as well as the Broward Education Foundation and charter schools, which are reported discretely as component units, thus all combined comprise the reporting entity.

In accordance with the Florida Statutes, the District has formally established budgetary accounting control for its operating funds. The major functional level is the legal level of budgetary control. Budgeted amounts may be amended by resolution at any Board meeting prior to the due date for the annual financial report. The budgetary control is maintained at the function level by the encumbrance of estimated purchase amounts prior to the release of purchase orders to vendors. Purchase orders which result in an overrun of budget balances are not released until additional appropriations are made available through transfer from other accounts by the Board.

FACTORS AFFECTING FINANCIAL CONDITION

Local Economy

Located on the southeastern coast of Florida, Broward County has an area of approximately 1,200 square miles. It is bordered to the north by Palm Beach County and to the south by Miami-Dade County. Broward County ranks second in population in the state, with a 2024 estimated population of 2 million. The largest private sector employers in Broward County include the following: Memorial Healthcare System, Broward Health, First Service Residential, HEICO, Nova Southeastern University, American Express, Spirit Airlines, and Mednax.



The District's Demographics and Student Assignments Department forecasted student enrollment for all levels for fiscal years 2023-24 through 2028-29. For the fiscal year ended June 30, 2024, the overall enrollment in kindergarten through twelfth grade (excluding charter schools) is anticipated to decrease by 12,295 students by the end of the five-year period, with a decrease of 5,761 students at the elementary level and a decrease of 3,140 students for middle schools. High school enrollment is forecasted to decrease by 3,394 students.

As of June 30, 2024, 41 percent of the District's school facilities were over 40 years old. The District's Capital Improvement Program identifies and addresses the maintenance needs of these aging school facilities.

Long-Term Planning



Each year the District prepares, and the School Board adopts a District Educational Facilities Plan (DEFP) for five years to keep the School Board and the public fully informed of how the District is using sound policies and practices that meet the essential needs of students and warrant public confidence in District operations. The DEFP is incorporated in the District's adopted budget annually as required by Florida Statute 1013.35. The 2023-24 DEFP lays out a $3.7 billion long-term financial plan including the **S**afety, **M**usic and Art, **A**thletics, **R**enovation, and **T**echnology (SMART) Program and was adopted on September 5, 2023.

The DEFP highlights SMART construction projects across the District. These projects are being implemented through contracts the District has entered with outside firms to provide Owner's Representative and Cost/Program Controls management services. Using these firms, the District is enhancing efficiency by keeping current with the latest developments in construction management systems and practices. In addition, the firms are establishing a centrally coordinated repository of data by implementing, maintaining, and upgrading management information systems appropriate to facilitate the efficient and effective use of information throughout the District's capital projects. The District sustains reserves to stabilize the SMART Program and other projects in the DEFP. These reserves protect ongoing projects over the duration of the SMART Program so that changes in the economic environment and other risks are mitigated.



Since the Marjory Stoneman Douglas (MSD) High School tragedy on February 14, 2018, the District and school leadership remain focused on meeting the needs of students, employees and the entire school community during an emotional and difficult recovery process. In fiscal year 2019, Senate Bill 7026 provided funding for MSD to meet the facility needs necessary to recover from this tragedy. In total, Florida Legislature approved $26.3 million for the District to:

- Provide portables
- Build a new permanent building
- Demolish the 1200 Building (Florida Inventory Of School Houses, (FISH), Building 12)
- Construct a memorial

This year, the State Security Grant funds provided approximately $3.6 million, and in this year's District Educational Facilities Plan, $51 million in new safety/security funding is included to address intercoms and security communications equipment as well as address safety and security concerns District-wide. In addition, the District is using federal funding in the E-rate program to further improve its infrastructure security.

General Obligation Bond Referendum



The School Board and District leadership are committed to invest in the funding to enhance students' learning environments by focusing on improvements in SMART to achieve its long-term goals. To meet this commitment, in 2014 the School Board unanimously approved a resolution and on November 4, 2014, Broward County voters gave their overwhelming support of the District's request to pass $800 million in General Obligation Bond (GOB) with a 74 percent approval margin. The first series of the GOB was issued, and the District received $155.1 million in June 2015. In February 2019, the second series of the GOB was issued, and the District received $174.7 million. In February 2021, the third series of the GOB was issued, and the District received $207.5 million. In May 2022, the fourth and last series of the GOB was issued, and the District received $262.7 million. Proceeds from the bonds issue are being used to modernize and improve the safety of outdated educational facilities and upgrade instructional technology. This was in direct response to years of unsuccessful advocacy requesting the Florida legislature to restore the capital millage to historic levels and the current push in an ongoing effort to address the District's critical capital budget situation. When the general obligation bond is combined with other capital outlay funds, the SMART program totals $1.7 billion.

Secure the Next Generation Referendum

On August 28, 2018, voters in Broward County approved the Secure the Next Generation referendum. This half-mill initiative provided additional School Resource Officers and security staff for all schools, including charter schools with more than 900 students, and improved compensation for teachers and school related non-administrative staff. It also served to guarantee essential programs in District schools such as additional guidance counselors, social workers and behavior specialists. The referendum took effect on July 1, 2019, and funds were allocated starting the 2019-20 school year through June 30, 2023.

On August 23, 2022, voters in Broward County approved the renewal of the Secure the Next Generation Referendum which will increase voters' investment in education from a half-mill to one mill to continue securing funds for all public schools - and will now also include all charter schools. This initiative will allow the District to: recruit and retain high-quality teachers and staff by increasing compensation supplements, maintain and enhance school resource officers and school safety staff, and maintain and enhance essential programs such as mental health services.

Post COVID-19

With the return of the students to 100% in person learning for the school year 2021-2022, the District provided students with increased in-person instructional time with highly qualified teachers. Additional teachers were hired to provide targeted academic assistance during the school days and extended learning opportunities with Saturday, winter and spring break academic camps and after-school tutoring options were implemented. The District again offered the BCPS Summer 2024 for students with academic needs in core subject areas such as reading and math, as well as credit recovery options.

To continuously meet the mental health and social-emotional learning needs of students and staff, the District has made available mental health professionals in every school.

Federal Education Stabilization Fund



In 2020-21, Congress passed three funding bills to address the economic aftermath of the COVID-19 pandemic and its impact on the country's educational system. On March 27, 2020, the Coronavirus Aid, Relief and Economic Security (CARES) Act provided initial funding support. The Elementary and Secondary School Emergency Relief (ESSER) Fund was established granting the District $64.5 million. The Governor's Emergency Education Relief (GEER) Fund was created through the CARES Act to provide additional funds to support education systems, including workforce and postsecondary sectors. The District was awarded $8.2 million in funding to assist with: rapid credentialing for areas with critical workforce needs, expansion of apprenticeship and dual enrollment programs, summer recovery and learning loss mitigation activities, and career and technical education and workforce pathway supports.

On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act awarded the District through the Elementary and Secondary School Emergency Relief Fund (ESSER II) with $264.7 million funding to address the impact COVID-19 has had and continues to have on elementary and secondary schools.

On March 11, 2021, the American Rescue Plan (ARP) was established which allocated to local education agencies with developed plans for the intended use of their ARP funds. This provided the District with $599.7 million, through the Elementary and Secondary School Emergency Relief Fund (ARP ESSER) to address loss of learning in students, focusing on the impact of lost instructional time, summer enrichment and afterschool programs.

Transition of Summer Food Service Program

The Summer Food Service Program (SFSP) is a federally funded, state administered program that provides free healthy meals and snacks to children and teens in low-income areas, ensuring children have access to nutritious meals when schools are not in session. For the fiscal year ended June 30, 2024, the District continued a hybrid model of the National School Lunch Program (NSLP) by implementing the Community Eligibility Provision (CEP). CEP is a non-pricing meal service option for schools and school districts in low-income areas that allows the qualifying schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household meal applications.

Relevant Financial Policies

Presented below is an explanation of financial information, management of financial resources and obligations, and control techniques applicable to financial resources and obligations.

Financial Information. The MD&A summarizes the Statement of Net Position and the Statement of Activities and reviews the activity for the year. The actual government-wide statements are presented in detail. These statements are intended to present the District in a more corporate style and provide a view of the "big picture."



Additionally, the Fund Financial Statements are designed to address by category the major governmental funds, as well as proprietary and fiduciary funds. An explanation of these complementary presentations can be found in the MD&A and in the notes (see Note 1).

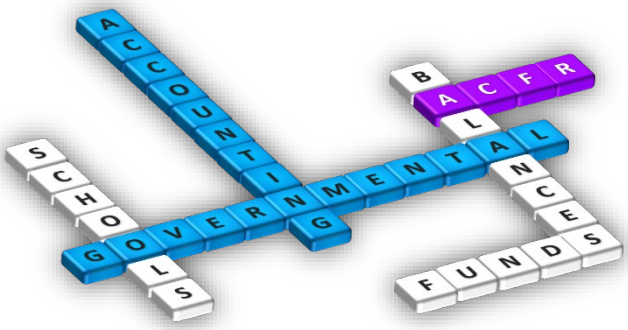
Accounting Systems. In developing and evaluating the District's accounting control framework, consideration is given to the adequacy of internal accounting controls. Accounting controls are comprised of the plan of organization, procedures and records that are concerned with the safeguarding of assets, and the reliability of financial records. Consequently, accounting controls are designed to provide reasonable assurance that:

- Transactions are executed in accordance with management's general or specific authorization.
- Transactions are recorded as necessary (1) to permit preparation of financial statements in conformity with generally accepted accounting principles in the United States of America or any other criteria, such as finance-related legal and contractual compliance requirements applicable to such statements, and (2) to maintain accountability of assets.



- Access to assets is permitted only in accordance with management's authorization.
- The recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences.

All internal control evaluations occur within the above framework. We believe the District's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

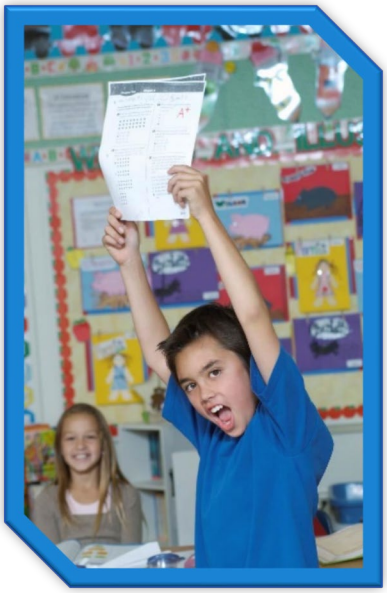


Fund Balance Policy. The District has amended the adopted Board Policy 3111 on 07/23/2024. The new Board Policy 3510 provides the Superintendent will plan to attain a General Fund ending fund balance, in the assigned and unassigned General Fund balances, of five percent (5%) of the total annual General Fund operating revenues; that includes three percent (3%) in the unassigned fund balance. This shall be done by 12/31/2024.

Budget Policy. The Board follows procedures established by State Statute and State Board of Education rules in establishing annual budgets for governmental funds. Budgets are prepared, public hearings are held, and original budgets are adopted annually for all governmental fund types in accordance with procedures and time intervals prescribed by law and State Board of Education rules.

Cash Management Policies and Practices. The District's investment policy authorizes investments with the State Board Administration (SBA), interest-bearing time deposits, savings accounts, and U. S. Treasury and Agency securities. All public deposits are held in qualified public depositories. Cash management and investment activities are discussed in greater detail in the notes to the financial statements.

AWARDS AND ACKNOWLEDGEMENTS



Broward County Public Schools (BCPS) Financial Division was the 2008 Council of the Great City Schools (CGCS) Award Winner for Excellence in Financial Management. Our District is the first district in the nation to receive this prestigious award. The CGCS Award for Excellence in Financial Management focuses on policies, procedures and outcomes across a broad range of financial areas. A rigorous Best of Financial Management Policies Peer Review process assesses our District's financial management practices; and Key Performance Indicators are used as an evaluative research and objective analytical baseline to demonstrate the efficient and effective use of financial resources.

This award represents a significant achievement by the School District, Board of Education, Superintendent and administrative staff that support the highest standards in financial accountability and controls that are needed to safeguard and protect the financial integrity of the District. Their efforts reflect an extraordinary dedication to excellence in financial management and demonstrate outstanding stewardship of taxpayer dollars with the ultimate beneficiaries being the children of Broward County Public Schools.

To receive this award, the District achieved 95 percent or 2,309 of a possible 2,430 points by complying with all 95 mandatory practices and a minimum of 41 of 53 recommended practices in the following nine categories: 1) Treasury, 2) General Financial Management, 3) Internal Controls, 4) Capital Asset Management, 5) Budget, Strategic Planning & Management, 6) Debt Management, 7) Internal and External Financial Auditing, 8) Risk Management and 9) Purchasing.



The Association of School Business Officials (ASBO) International awarded a Certificate of Excellence in Financial Reporting to the District for its ACFR for the fiscal year ended June 30, 2023. In order to be awarded a Certificate of Excellence, a governmental unit must publish an easily readable and efficiently organized ACFR, the contents of which conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Excellence is valid for a period of one year only. For the fiscal year ended June 30, 2024, ASBO also awarded the District the Meritorious Budget Award for excellence in the preparation and issuance of its annual budget.

Additionally, the Government Finance Officers Association of the United States and Canada (GFOA) awarded the District the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award. The Certificate of Achievement for Excellence in Financial Reporting award certifies that the ACFR substantially conformed to the accounting and reporting standards adopted by GFOA for the fiscal year ended June 30, 2023.



We believe our current Annual Comprehensive Financial Report continues to conform to the standards established for both the Certificate of Excellence Program and the Certificate of Achievement Program. Accordingly, we are submitting the ACFR for fiscal year ended June 30, 2024, to both ASBO and GFOA to be considered for these prestigious awards once again.



The preparation of this ACFR could not have been accomplished without the efficient and dedicated services of the entire staff of the Office of the Chief Financial Officer, the Audit Committee, the Office of the Chief Auditor, as well as other departments that provided assistance throughout the preparation of this report. In addition, we appreciate the thoroughness with which our auditors, MSL, P.A. and S. Davis & Associates, P.A., performed their audit function.

Finally, we would like to thank the Board for their leadership and support in planning and conducting the financial operations of the District.

Respectfully submitted,

Dr. Howard Hepburn
Superintendent of Schools

Romaneir Johnson
Chief Financial Officer

Gerrilyn Arlotta, CPA
Task Assigned
Director of Accounting & Financial Reporting

Principal Officials – Elected
School Board Members
As of January 31, 2025

- Debra Hixon, **Chair**, Member, Countywide At-Large, Seat 9
  Present term expires November 2028

- Sarah Leonardi, **Vice-Chair**, Member, District 3
  Present term expires November 2028

- Lori Alhadeff, Member, District 4
  Present term expires November 2026

- Maura McCarthy Bulman, Member, District 1
  Present term expires November 2028

- Brenda Fam, Esq., Member, District 6
  Present term expires November 2026

- Dr. Jeff Holness, Member, District 5
  Present term expires November 2028

- Nora Rupert, Member, District 7
  Present term expires November 2026

- Rebecca Thompson, Member, District 2
  Present term expires November 2028

- Dr. Allen Zeman, Member, Countywide At-Large, Seat 8
  Present term expires November 2026

The School Board of Broward County, Florida
Principal Officials – Elected
School Board Members - As of January 31, 2025



Debra Hixon
Chair, Countywide At-Large, Seat 9



Sarah Leonardi
Vice-Chair, District 3



Lori Alhadeff
District 4



Maura McCarthy Bulman
District 1



Brenda Fam, Esq.
District 6



Dr. Jeff Holness
District 5



Nora Rupert
District 7



Rebecca Thompson
District 2

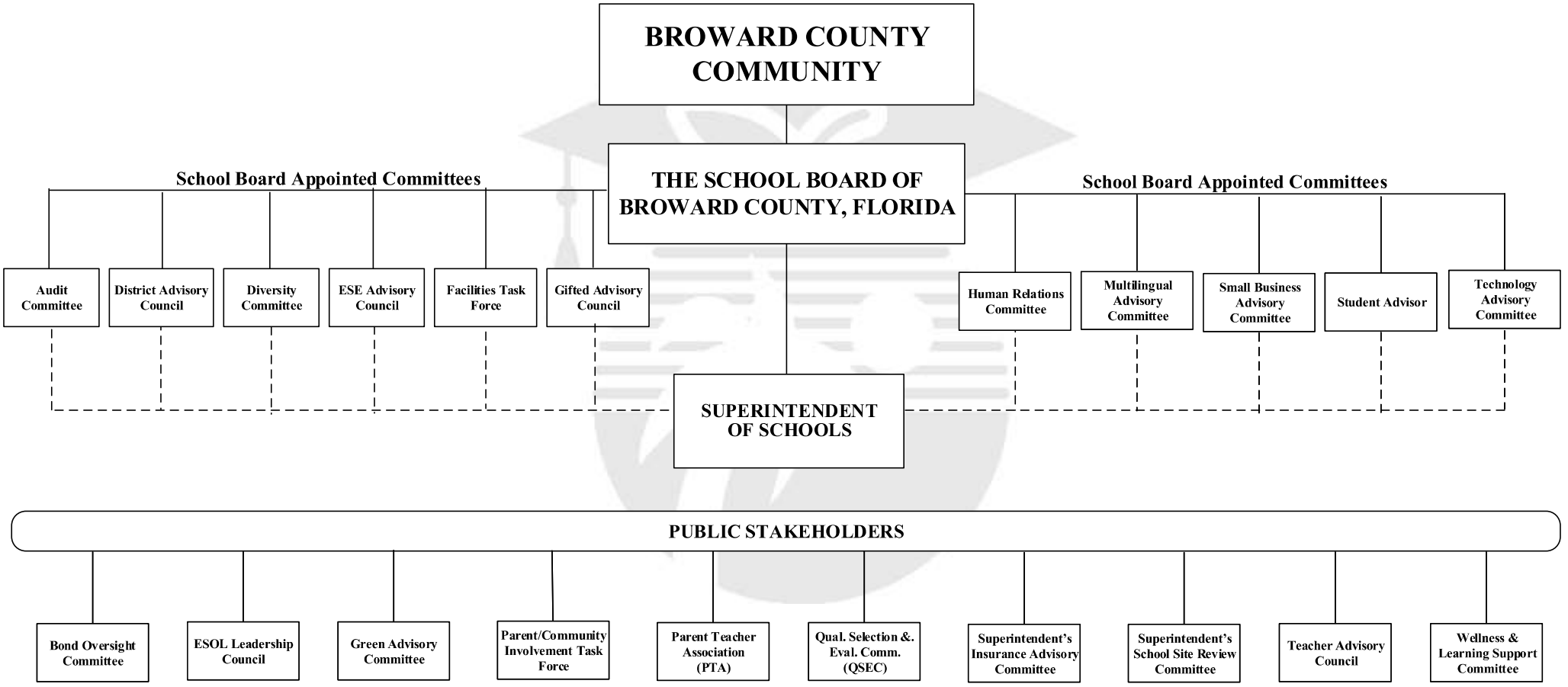


Dr. Allen Zeman
Countywide At-Large, Seat 8

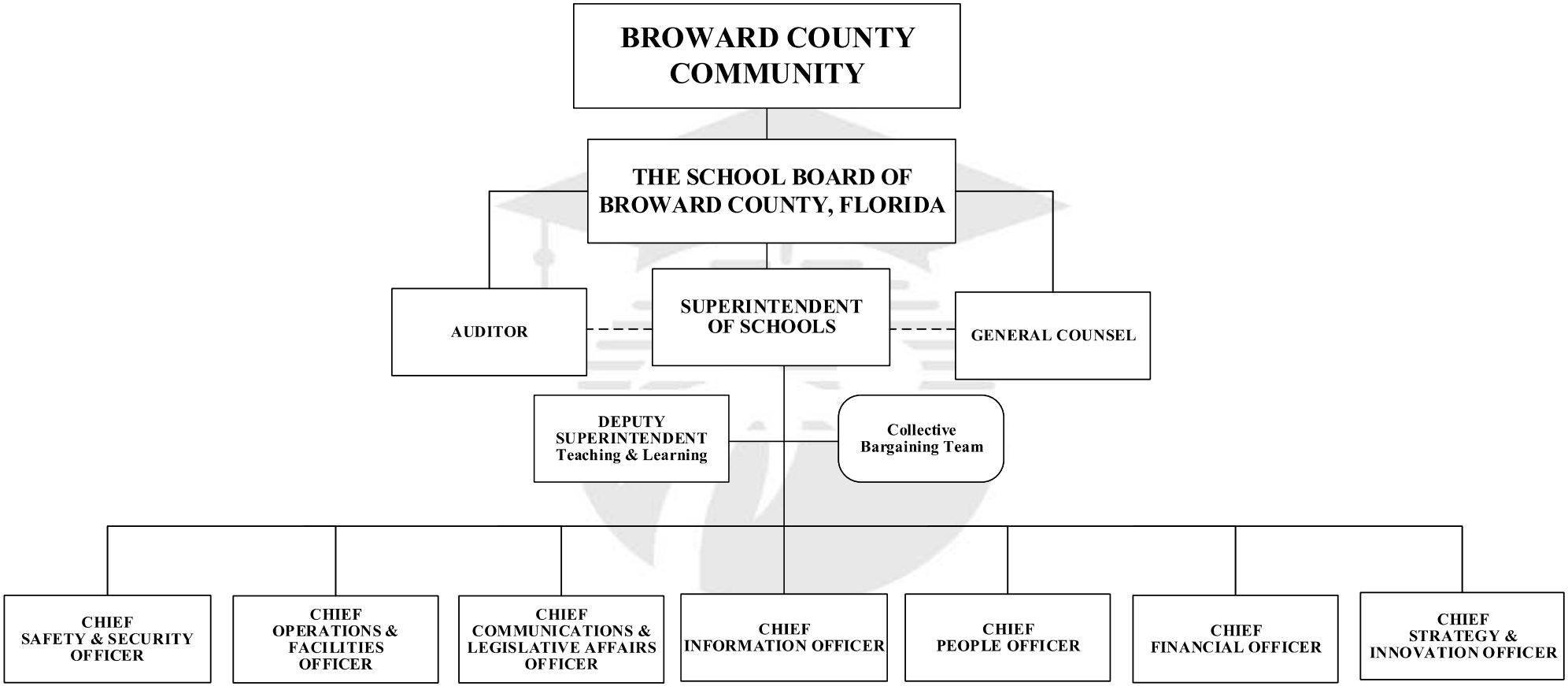
Other Principal Officials
As of January 31, 2025

Dr. Howard Hepburn	Superintendent of Schools
Dr. Angela Fulton	Deputy Superintendent, Teaching & Learning
David Azzarito	Chief People Officer
Trey Davis	Chief Information Officer
Romaneir Johnson	Chief Financial Officer
Ernie Lozano (Task Assigned)	Chief Safety & Security Officer
Wanda Paul	Chief Operations & Facilities Officer
John Sullivan	Chief Communications & Legislative Affairs Officer
Dr. Valerie S. Wanza	Chief Strategy & Innovation Officer
Marylin Batista, Esq.	General Counsel
Dr. Jermaine Fleming	North Regional Superintendent, Teaching & Learning
Saemone Hollingsworth	Chief Academic Officer
Veda Hudge	Assistant Superintendent, School Transformation Office
Dave Rhodes	Chief Auditor
Alan Strauss	South Regional Superintendent, Teaching & Learning
Dr. Ted Toomer	Central Regional Superintendent, Teaching & Learning

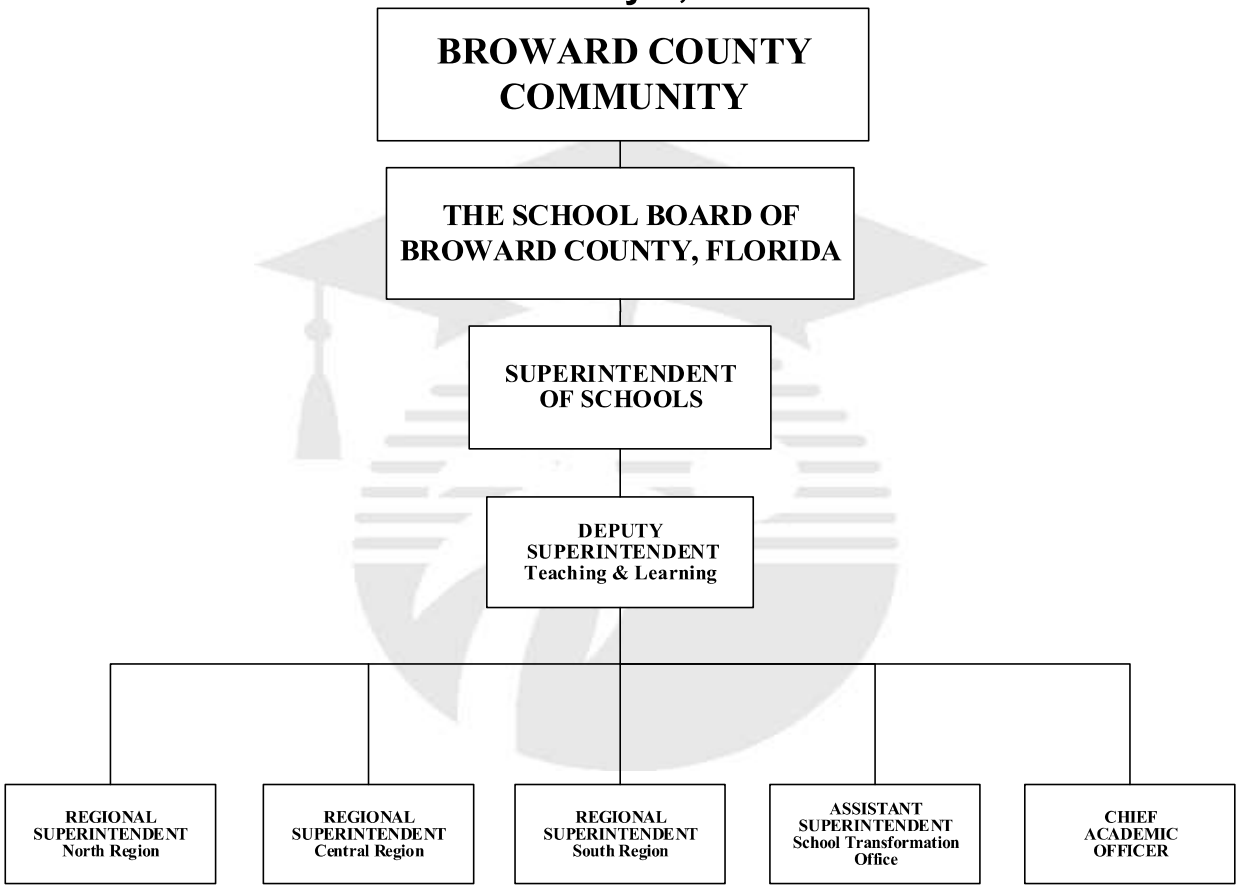
The School Board of Broward County, Florida
Organization Chart
As of July 1, 2024



The School Board of Broward County, Florida
Organization Chart
As of July 1, 2024



The School Board of Broward County, Florida
Organization Chart
As of July 1, 2024



ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL

The Certificate of Excellence in Financial Reporting is presented to

The School Board of Broward County, Florida

for its Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023.

The district report meets the criteria established for ASBO International's Certificate of Excellence in Financial Reporting.

CERTIFICATE OF EXCELLENCE IN FINANCIAL REPORTING

Ryan S. Stechschulte
President

James M. Rowan, CAE, SFO
CEO/Executive Director

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

The School Board of Broward County Florida

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2023

Christopher P. Morrill

Executive Director/CEO

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

Broward County Public Schools

Financial Section

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

MSL
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Chairperson and Members of
School Board of Broward County, Florida

Opinions

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the School Board of Broward County, Florida (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the District, as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the District's fiduciary funds, which represent 10% of the assets and 1% of the liabilities of the aggregate remaining fund information of the District as of June 30, 2024. In addition, we did not audit the financial statements of the discretely presented component units, which comprises of 100% of the assets, net position, and revenues of the discretely presented component units of the District as of June 30, 2024. The financial statements of the school internal funds and the aggregate discretely presented component units were audited by other auditors whose reports have been furnished to us, and our opinions, insofar as they relate to the amounts included for those financial statements, are based solely on the reports of the other auditors.

Basis for Opinions

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

INDEPENDENT AUDITOR'S REPORT
(Continued)

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

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

INDEPENDENT AUDITOR'S REPORT
(Continued)

Required Supplementary Information

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

Supplementary Information

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

Chairperson and Members of
School Board of Broward County, Florida

INDEPENDENT AUDITOR'S REPORT
(Concluded)

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards,* we have also issued our report dated January 31, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

MSL, P.A.

Certified Public Accountants

Fort Lauderdale, Florida
January 31, 2025

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

Required Supplemental Information
(Part A)

Required supplemental information is comprised of unaudited information that accompanies the audited basic financial statements. Part A deals with management's discussion and analysis.

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

Management's Discussion and Analysis
(MD&A)

The purpose of MD&A is to provide users of the basic financial statements with a narrative introduction, overview, and analysis of those statements.

As management of The School Board of Broward County, Florida (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2024. The narrative is designed to assist the reader in focusing on significant financial issues, provide an overview of the District's financial activity, identify changes in the District's financial position, and identify individual fund issues or concerns. As with other sections of this financial report, the information contained within this narrative should be considered only a part of a greater whole. The reader of this statement should take time to read and evaluate all sections of this report, including the footnotes and other required supplemental information.

FINANCIAL HIGHLIGHTS

Government-Wide Financial Statements

- The District's financial status, as reflected in the ***total net position***, decreased by $163.5 million, or 25.7 percent, from $637.1 million, to $473.6 million when compared to the prior year. The decrease in total net position is due to the net increases in total assets of $11.8 million offset by a net decrease in deferred outflows of resources of $45.0 million reduced by the net increases in total liabilities of $102.2 million and the net increases in deferred inflows of resources of $28.1 million. Moreover, the decrease in net position is attributable to the increase in net pension liability and other postemployment benefits (OPEB) obligations, the Charter Schools Referendum Settlement, as well as long-term obligations such as compensated absences. (refer to Note 11, 12, 13 and 14 of the Notes to the Basic Financial Statements for more information).

- ***Total revenues*** increased by $234.6 million, or 6.7 percent, from $3.5 billion to $3.7 billion when compared to the prior year; primarily due to an increase in ad valorem taxes of $346.5 million (including General, Referendum, Debt Service and Capital Projects Funds) mostly attributable to an increase in the total assessed property values; offset by a decrease in program revenues (charges for services, operating grants and contributions, and capital grants and contributions) of $11.8 million and a decrease due to the recognition of a Special item (Charter Schools Referendum Settlement) cost of $76.3 million, as explained in Note 14 of the Notes to the Basic Financial Statements.

- The District had $3.9 billion in ***expenses*** related to programs, an increase of $550.8 million or 16.6 percent, from the prior year primarily due to an increase in instructional services, instructional support services, student transportation services, operation and maintenance of plant, school administration, general administration, and food services. There was a decrease in facilities acquisition and construction expense.

- The District's ***debt*** (Bonds Payable, Certificates of Participation, Equipment Finance Agreements, and Leases) decreased by $175.5 million, or 8.2 percent, to $2.0 billion from $2.1 billion in the prior year. This decrease was primarily due to the payment of debt (refer to Notes 8 through 11 of the Notes to the Basic Financial Statements for more information).

Governmental Funds Financial Statements

- The overall General Fund balance (the primary operating fund) increased by $8.1 million, or 4.3 percent, to $199.1 million from $190.9 million in the prior year.

- The assigned and unassigned portion of the general fund balance increased by $9.0 million compared to prior year from $85.9 million as of June 30, 2023, to $94.9 million as of June 30, 2024.



OVERVIEW OF THE FINANCIAL STATEMENTS

The District's Annual Comprehensive Financial Report (ACFR) includes a series of basic financial statements and accompanying notes, with the primary focus being on the District as a whole. The Statement of Net Position and the Statement of Activities are government-wide financial statements that provide both short-term and long-term information about the District's overall financial status. The governmental fund financial statements report the District's operations in more detail by providing information as to how services are financed in the short-term, as well as the remaining available resources for future spending. Additionally, the governmental fund financial statements focus on major funds rather than fund types. The proprietary fund statements offer short-term and long-term financial information about the activities the District operates like businesses, such as printing services. The remaining statements, the fiduciary fund statements, provide financial information for those activities in which the District acts solely as a trustee or agent for the benefit of others. The accompanying notes provide essential information that may not be readily available on the face of the basic financial statements. Consequently, these notes form an integral part of the basic financial statements.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

Government-wide financial statements incorporate governmental, as well as its non-fiduciary component units. They contain various adjustments, elimination and reclassification entries, such as the recording of depreciation, the recognition of other revenues, and the recognition of long-term liabilities. The government-wide financial statements are designed to provide the readers with a view of the District as a whole. While this document contains the large number of funds used by the District to provide programs and activities, the view of the District as a whole, looks at all financial transactions and asks the question, "How did the District do financially during 2024?" The Statement of Net Position and the Statement of Activities answer this question. These statements include all assets and liabilities and the District's operating results under the economic resources measurement focus. Both statements are prepared using the accrual basis of accounting similar to that used by most private-sector companies, matching the financial impact of long-term financial decisions to the period in which the expense or revenue is more properly attributed. In short, the financial impact of long-term decisions is promptly recorded as the transaction occurs, as opposed to recording it when paid. A good example of this is the recording of compensated absences, such as vacation and sick leave. In the fund financial statements, vacation and sick leave are expensed when used, not when accrued, with the unused hours accumulating over time. Consequently, the reader of the ACFR would never see the potential financial impact the accumulated leave would have on the District's financial health. In the government-wide financial statements, vacation and sick leave are expensed when accrued, allowing the reader to see the full financial impact.

The Statement of Net Position combines and/or consolidates the governmental funds' current financial resources (short-term spendable resources) with capital assets and long-term obligations. The Statement of Net Position also provides information about the nature and amounts of investment of resources and obligations to creditors.

The Statement of Activities provides information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation and sick leave).

The difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources, as reported in the Statement of Net Position, is one way to measure the District's financial health or financial position. A reader can think of the District's net position as the difference between what the District owns (assets) and what the District owes (liabilities). Over time, the increase or decrease in the District's net position, as reported in the Statement of Activities, is another indicator of whether its financial health is improving or deteriorating. The difference between revenues and expenses is the District's operating results. However, the District's goal is to provide services to our students, not to generate profits as commercial entities do. To fully assess the financial

health of any government entity, the reader must also consider other non-financial factors such as the quality of education provided, the safety of the schools, fluctuations in the local economy, state-mandated programs, administrative changes, and the physical condition of the District's capital assets.

FUND FINANCIAL STATEMENTS



Fund financial statements are generally presented on a modified accrual basis, using the current financial resources measurement focus, and report expenditures rather than expenses as used in the government-wide financial statements. Fund financial reports provide detailed information about the District's major funds. The District uses many funds to account for a multitude of financial transactions. However, these fund financial statements focus on the District's most significant funds. The District's major governmental funds are the General Fund, the Federal Education Stabilization Funds, the Certificates of Participation (COP) Series Debt Service Funds, Local Millage Capital Improvement Funds, and Other Capital Projects Funds. Data from the other 11 governmental funds are combined into a single, aggregated presentation.

Governmental Funds. Most of the District's activities are reported in governmental funds which describe how money flows into and out of those funds and the balances remaining at year-end that are available for spending in future periods. These funds are reported using an accounting method called "modified accrual accounting," which measures cash and all other financial assets that can readily be converted to cash. The governmental fund financial statements provide a detailed short-term view of the District's general government operations and services. Governmental fund information helps determine what financial resources will be available in the near future to support educational programs. The relationship (or difference) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is reconciled in the financial statements.

Proprietary Funds. Based on the nature of the activities, proprietary funds are used to report the activities in the District's Internal Service Funds. The Internal Service Funds are used to record the financing of goods or services provided by one department to another on a cost reimbursement basis. Proprietary funds are reported in the same way as government-wide financial statements. The Internal Service Funds are presented in the proprietary fund financial statements. The proprietary funds are included in the governmental activities in the government-wide financial statements.

Fiduciary Funds. Fiduciary funds are used to account for resources held for the benefit of parties outside of the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the District's own programs. The accounting used for fiduciary funds are much like that used for proprietary funds. The District's fiduciary fund consists of a custodial fund used to account for student activity funds.

Notes to the Basic Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information concerning the District's net pension liability and changes in its total other postemployment benefits (OPEB) liability.

ANALYSIS OF THE OVERALL FINANCIAL POSITION AND RESULTS OF OPERATIONS

The analysis below focuses on the Net Position (Table 1) and Changes in Net Position (Table 2) of the District's governmental activities.

Table 1
Summary Statement of Net Position
(in thousands)

	As of June 30,		Increase
	2024	2023	(Decrease)
Current and non-current assets	$1,189,053	$1,160,555	$ 28,498
Capital assets	3,797,139	3,813,823	(16,684)
Total assets	4,986,192	4,974,378	11,814
Deferred outflows of resources	562,159	607,145	(44,986)
Current liabilities	690,482	685,903	4,579
Non-current liabilities	4,171,815	4,074,182	97,633
Total liabilities	4,862,297	4,760,085	102,212
Deferred inflows of resources	212,496	184,360	28,136
Net position:			
Net investment in capital assets	1,509,760	1,346,856	162,904
Restricted	607,605	597,611	9,994
Unrestricted	(1,643,807)	(1,307,389)	(336,418)
Total net position	$ 473,558	$ 637,078	$ (163,520)

Government-Wide Financial Analysis. The District's financial status, as reflected in the total net position, decreased by $163.5 million, from $637.1 million, to $473.6 million when compared to the prior year. The decrease in total net position is due to the net increases in total assets and offset by the net decreases in deferred outflows of resources, exceeded by the net increases in total liabilities and net increases in deferred inflows of resources. By far, the largest portion of the District's net position reflects its net investment in capital assets (i.e., land; buildings; furniture, fixtures, and equipment).

Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The increase in the long-term liabilities is primarily due to an increase in the pension liabilities.

The second largest portion of the District's net position represents resources that are subject to external restrictions on how they may be used. Of the $607.6 million in restricted net position, $494.3 million is restricted for capital projects. There was a deficit of $1.6 billion in the unrestricted net position as of June 30, 2024. The deficit in the Statement of Net Position should not be viewed as an indication of financial difficulties. The District would only experience an actual deficit if it had to pay all of its long-term liabilities at once.

As shown in Table 2, governmental activities decreased the District's net position by $163.5 million from the prior year. Key highlights are as follows:

- Other general revenues (including FEFP) decreased by $23.8 million.
- Ad valorem taxes (property taxes) increased by $346.5 million (including General, Referendum, Debt Service, and Capital Funds) primarily due to an increase in the total assessed property values.
- Program revenues (charges for services, operating grants and contributions, and capital grants and contributions) decreased by $11.8 million, because of government-wide reporting requirements, primarily due to instruction, instructional staff training services and food services.
- Special item (Charter Schools Referendum Settlement) decreased net position by $76.3 million.
- Total expenses increased by $550.8 million primarily due to increases in instructional services expense of $316.2 million, operation and maintenance of plant of $28.9 million, instructional support services of $74.5 million, school administration of $26.8 million, general administration of $24.2 million, food services of $20.2 million and student transportation services of $17.1 million mainly due to the School Board opting to give 9.5 percent teacher raises, additional supplements, increase of payments for School Resource Officers as well as the District continuing to face the challenges of the COVID-19 pandemic. These increases were offset by a decrease in facilities acquisition and construction of $4.7 million.

Table 2

Summary Statement of Changes in Net Position
(in thousands)

	For the Fiscal Years Ended June 30,		Increase
	2024	2023	(Decrease)
Revenues:			
Program revenues:			
Charges for services	$ 38,315	$ 39,039	$ (724)
Operating grants and contributions	698,546	697,566	980
Capital grants and contributions	41,955	54,015	(12,060)
Total program revenues	778,816	790,620	(11,804)
General revenues:			
Ad valorem taxes	1,916,950	1,570,451	346,499
Other general revenues (including FEFP)	1,094,960	1,118,763	(23,803)
Special item	(76,273)	-	(76,273)
Total general revenues, special item and transfers	2,935,637	2,689,214	246,423
Total revenues	3,714,453	3,479,834	234,619
Functions/Program Expenses:			
Instructional services	2,318,951	2,002,707	316,244
Instructional support services	429,848	355,361	74,487
Student transportation services	126,523	109,429	17,094
Operation and maintenance of plant	366,999	338,055	28,944
School administration	189,602	162,849	26,753
General administration	170,942	146,752	24,190
Food services	137,567	117,415	20,152
Facilities acquisition and construction	53,843	58,519	(4,676)
Interest expense	83,698	36,107	47,591
Total expenses	3,877,973	3,327,194	550,779
Change in net position	(163,520)	152,640	(316,160)
Beginning net position	637,078	484,438	152,640
Ending net position	$ 473,558	$ 637,078	$ (163,520)

Financial Analysis of the Government's Funds. As was noted earlier, the District uses funds to help control and manage money for particular purposes. Looking at the funds aids in determining if the District is being accountable for the resources taxpayers and others provide; and may also give more insight into the District's overall financial health. In particular, the combination of assigned and unassigned fund balance may serve as a useful measure of a government's net resources available at the end of the fiscal year.

Governmental Funds. As of June 30, 2024, the District's governmental funds reported a combined fund balance of $981.9 million, a decrease of $224.7 million, or 18.6 percent from the prior year. The decrease in fund balance is due to the following funds: a decrease of $118.2 million in the Other Capital Projects Funds and a decrease of $181.7 million in the Other Governmental Funds offset by an increase of $8.1 million in the General Fund, an increase of $3.0 thousand in the COP Series Debt Service Funds, and an increase of $67.0 million in the Local Millage Capital Improvement Funds.

General Fund. The fund balance for the General Fund increased by $8.1 million, mainly due to increases in the federal, state and local sources including revenue from investment income. The assigned and unassigned portion of the fund balance increased by $9.0 million compared to the prior year from, $85.9 million as of June 30, 2023, to $94.9 million as of June 30, 2024.

Other Major Funds:

Federal Education Stabilization Funds. There is no fund balance as assets equal liabilities. These funds are used to account for the following emergency relief funds: Elementary and Secondary School Emergency Relief (ESSER) Funds and Governor's Emergency Education Relief (GEER) Funds. Both funds were established in phases as a result of: (1) the Coronavirus Aid, Relief, and Economic Security (CARES) Act established on March 27, 2020, (2) the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act established on December 27, 2020, and (3) American Rescue Plan (ARP) established on March 11, 2021.

COP Series Debt Service Funds. The fund balance of the major COP Series Debt Service Funds increased by $3.0 thousand (refer to Note 10 of the Notes to the Basic Financial Statements for more information).

Local Millage Capital Improvement Funds. The fund balance of the major Local Millage Capital Improvement Funds increased by $67.0 million compared to the prior year mainly due to an increase in the revenues received from local sources, including ad valorem taxes.

Other Capital Projects Funds. The fund balance of the Other Capital Projects Funds decreased by $118.2 million compared to the prior year due to spending General Obligation Bond proceeds from sales in prior years.

General Fund Budgetary Highlights (Reported on a Budgetary Basis). Over the course of the year, the District revises its budget to deal with unexpected changes in revenues and expenditures. The District's original and final budget amounts compared with actual amounts are provided in Table 3.



The final budget as compared to the original budget for revenues and other financing sources decreased by $106.6 million primarily due to a decrease in the State's FEFP - Family Empowerment Scholarship (FES) and local revenues including ad valorem taxes offset by increases in other local revenues such as investment income, State revenues such as workforce development, Federal revenues for Medicaid, and other financing sources. The decrease in ad valorem taxes is due to the District collecting less than the original budgeted proceeds based on 96 percent of the current year gross taxable value per Section 1011.62(4)(a), Florida Statutes.

During the year, final appropriations including other financing uses decreased by $65.9 million from original appropriations as the District continues to face the challenges of COVID-19 such as reductions in substitutes, temporary employees, and supplies, and recognition of State removing FES from instructional services. The decreases were offset by the increases in student and instructional support services, general administration as well as pay increase for teachers.

Table 3

Summary Schedule of Revenues, Expenditures and Changes in Fund Balance of General Fund
Budget and Actual (Budgetary Basis)
(in thousands)

	Budget			Variance Positive
	Original	Final	Actual	(Negative)
Revenues:				
Local sources:				
Ad valorem taxes	$1,429,841	$ 1,427,350	$1,427,350	$ -
Other	82,566	111,237	111,237	-
Total local sources	1,512,407	1,538,587	1,538,587	-
State sources:				
Florida Education Finance Program	905,015	741,151	741,151	-
Other	342,511	359,901	359,901	-
Total state sources	1,247,526	1,101,052	1,101,052	-
Federal sources	13,808	15,060	15,060	-
Total revenues	2,773,741	2,654,699	2,654,699	-
Other financing sources	164,964	177,396	177,396	-
Total amounts available for appropriations	2,938,705	2,832,095	2,832,095	-
Expenditures:				
Instructional services	1,949,139	1,763,609	1,763,609	-
Student and instructional support services	256,089	296,962	296,962	-
Student transportation services	100,479	104,852	104,852	-
Operation and maintenance of plant	335,640	341,188	341,188	-
School administration	155,223	162,844	162,844	-
General administration	112,963	158,127	158,127	-
Capital outlay	15,170	27,539	27,539	-
Debt Service	4,510	7,825	7,825	-
Total expenditures	2,929,213	2,862,946	2,862,946	-
Other financing uses	361	712	712	-
Total charges against appropriations	2,929,574	2,863,658	2,863,658	-
Net change in fund balances	$ 9,131	$ (31,563)	(31,563)	$ -
Adjustments to conform with GAAP:				
Elimination of encumbrances			39,701	
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (GAAP Basis)			8,138	
Fund balances, beginning of year			190,912	
Fund balances, end of year			$ 199,050	



CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets. As shown in Table 4, as of June 30, 2024, the District had invested approximately $3.5 billion in a broad range of capital assets. This amount represents a net increase (including additions, deletions, and depreciation) of $213.3 million from the prior year. The District is focused on keeping vital components of school buildings running, such as air conditioning and roofing systems while keeping the schools safe and accessible. The District had $401.0 million committed towards various construction contracts (refer to Note 19 of the Notes to the Basic Financial Statements for more information). Due to the implementation of GASB Statement No. 87, *Leases*, $1.6 million in intangible right-to-use lease assets (net of accumulated amortization) was recognized by the District.

On February 14, 2018, the District experienced a horrific tragedy at Marjory Stoneman Douglas (MSD) High School. As a result of this tragedy, the 1200 Building (Florida Inventory of School Houses (FISH), Building 12) at the school is deemed evidentiary and cannot be used by the District or demolished until the conclusion of all investigations and legal matters. In 2018, Senate Bill, SB 7026, cited as the "Marjory Stoneman Douglas High School Public Safety Act," earmarked $26.3 million for the projects at MSD to meet the facility needs necessary to recover from this tragedy that includes providing temporary portables (this project is complete and closed), building a new permanent building (this project is substantially complete and occupied; pending certificate of final inspection for full close-out), demolishing the 1200 Building (FISH, Building 12), and constructing a memorial.

On March 5, 2021, there was a partial roof collapse in the media center at the District's James S. Rickards Middle School. As a result of the partial roof collapse, Building 1 of Rickards Middle School has been deemed a total loss and will be entirely replaced. The District's efforts to continue educating the Rickards Middle School students will include temporary placement of the students in three nearby campuses, renovations to Buildings 2 and 5 on the Rickards Middle School campus to restore life safety and communications systems that were originally housed in Building 1, placement of temporary modular buildings on the Rickards Middle School campus so that all the students can return, and a full building replacement project for Building 1. It is currently anticipated that the replacement building will be substantially completed by 07/31/2026. When the replacement building is completed, the temporary modular buildings will be removed from the campus.

Table 4

Capital Assets at Year-End
(in thousands)

	As of June 30,		Increase
	2024	2023	(Decrease)
Land	$ 227,133	$ 227,133	$ -
Land improvements	505,462	494,204	11,258
Construction in progress	745,110	635,075	110,035
Broadcast license intangible	3,600	3,600	-
Buildings and fixed equipment	4,263,138	4,059,820	203,318
Furniture, fixtures, and equipment	378,674	386,202	(7,528)
Audio visual	577	680	(103)
Motor vehicles	162,068	149,620	12,448
Computer software	62,027	58,377	3,650
Intangible right-to-use assets	3,102	3,102	-
Less: accumulated depreciation/amortization	(2,812,637)	(2,692,816)	(119,821)
Total capital assets, net	$3,538,254	$3,324,997	$ 213,257

Debt Administration. As shown in Table 5, at the end of June 30, 2024, the District had $2.0 billion in debt outstanding compared to $2.1 billion in the prior year, a decrease of $175.5 million, or 8.2 percent, from the prior year. The decrease was primarily due to the payment of debt GOB and COPs principal obligations. Due to the implementation of GASB Statement No. 87, Leases, $1.6 million in lease liabilities was recognized by the District (refer to Notes 8 through 11 of the Notes to the Basic Financial Statements for more information).

Table 5

Debt Outstanding at Year-End
(in thousands)

	As of June 30,		
	2024	2023	Increase (Decrease)
Capital outlay bond issues	$ 2,065	$ 2,472	$ (407)
General obligation bond issues	727,030	743,850	(16,820.00)
Certificates of participation	1,149,430	1,290,958	(141,528.00)
Equipment finance agreements	77,854	94,157	(16,303.00)
Leases	1,613	2,101	(489.00)
Total	$ 1,957,992	$2,133,538	$ (175,547)

Other obligations include accrued vacation pay and sick leave (refer to Note 12 of the Notes to the Basic Financial Statements for more information).

ECONOMIC FACTORS

The State of Florida, by constitution, does not have a State personal income tax and therefore the State operates primarily using sales, gasoline, and corporate income taxes. State funds to school districts are provided by legislative appropriations from the State's general revenue funds under the Florida Education Finance Program (FEFP) and local property taxes. The level of tourism in the State heavily influences the amount collected. Any change in the anticipated amount of revenues collected by the State would directly impact the revenue allocation to the District.

On August 23, 2022, Broward County residents approved the Secure the Next Generation Referendum renewal which became effective July 1, 2023. This renewed referendum supports the District's continued commitment to secure a high-quality education and safe learning environment for students, teachers, and staff. The approved referendum increased the local millage from ½ mill approved in 2018 to 1 mill for a period of four years through June 30, 2027. Referendum funds have secured safety and security positions, improved compensation for teachers and staff, and expanded educational opportunities for our students.

The District continues to recover from the impact of the COVID-19 pandemic. Since March 2020, the District has faced and overcome unique and extraordinary challenges brought about by the pandemic. Among the greatest of these was the safe reopening of schools. Keeping students, teachers, and staff safe has been the number one priority, while continuing the District's mission to educate all students to reach their highest potential. In August 2020, Broward County Public Schools (BCPS) opened the school year with 100% eLearning. The District consulted with local public health officials and medical experts to determine when students, teachers, and staff could return safely to our school campuses. In October 2020, BCPS brick-and-mortar schools reopened with new and expanded sanitation procedures, personal protective equipment, safety signage, and additional medical personnel, providing an option for face-to-face instruction. The District continues to consult with local medical experts and follows recommendations for health and safety from the Centers for Disease Control and Prevention

(CDC) and the American Academy of Pediatrics to help ensure our schools are not a major source of transmission of the virus.



REQUESTS FOR INFORMATION

The District's financial statements are designed to present users (participants, investors, creditors, and regulatory agencies) with a general overview of the District's finances and to demonstrate the District's accountability. Questions concerning any of the information provided in this report should be addressed to the Director of the Accounting and Financial Reporting Department, The School Board of Broward County, Florida, 600 Southeast Third Avenue, Fort Lauderdale, FL 33301. For additional information, visit the District's website at https://www.browardschools.com/.

Basic Financial Statements

Basic financial statements are the core of financial reporting. They are made up of the government-wide financial statements, fund financial statements and the notes to the financial statements.

Broward County Public Schools



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Government-Wide Financial Statements
(GWFS)

Government-wide financial statements are aimed at presenting a broad overview of a government's finances using the economic resources measurement focus and the accrual basis of accounting.

Broward County Public Schools



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STATEMENT OF NET POSITION
AS OF JUNE 30, 2024
(in thousands)

	GOVERNMENTAL ACTIVITIES	COMPONENT UNITS
ASSETS:		
Current assets:		
Cash, cash equivalents and investments *	$ 1,056,206	$ 123,803
Due from other governmental agencies	40,879	80,037
Due from other schools	-	25,868
Accrued interest receivable	4,133	46
Inventories	15,778	2,356
Prepaids and other assets	72,057	14,852
Total current assets	1,189,053	246,961
Non-current assets:		
Restricted cash, cash equivalents and investments	258,887	3,614
Capital assets:		
Non-depreciable	1,109,866	41,939
Depreciable, net	2,428,386	581,452
Total non-current assets	3,797,139	627,005
Total assets	4,986,192	873,966
DEFERRED OUTFLOWS OF RESOURCES:		
Deferred loss on refunding debt (net)	44,836	4,936
Pension actuarial adjustments	483,140	2,890
OPEB actuarial adjustments	34,183	-
Total deferred outflows of resources	562,159	7,827
LIABILITIES:		
Current liabilities:		
Accounts payable and accrued expenses	232,130	12,721
Accrued payroll taxes and withholding	16,284	14,696
Matured debt and interest payable	123,505	1,954
Due to other governmental agencies	17,958	349
Due to other schools	-	3,793
Retainage payable	33,997	-
Unearned revenue	6,770	1,253
Management fees payable	-	5,673
Obligations under leases	500	16,514
Liability for compensated absences	8,804	298
Debt, net of premiums and discounts	171,876	200
Estimated liability for self-insured risks	46,890	-
Other postemployment benefit liabilities	6,344	-
Net pension liability	-	1,241
Charter Schools Referendum Settlement	25,424	-
Other liabilities	-	1,990
Total current liabilities	690,482	60,682
Non-current liabilities:		
Obligations under leases	1,113	560,019
Liability for compensated absences	185,933	100
Debt, net of premiums and discounts	2,001,188	89,391
Estimated liability for self-insured risks	30,364	-
Other postemployment benefit liabilities	166,880	-
Net pension liability	1,735,488	7,377
Charter Schools Referendum Settlement	50,849	-
Other liabilities	-	6,822
Total non-current liabilities	4,171,815	663,709
Total liabilities	4,862,297	724,391
DEFERRED INFLOWS OF RESOURCES:		
Deferred gain on refunding debt (net)	2,034	3,849
Pension actuarial adjustments	124,798	1,536
OPEB actuarial adjustments	85,664	-
Total deferred inflows of resources	212,496	5,384
NET POSITION:		
Net investment in capital assets	1,509,760	(34,476)
Restricted for:		
State required carryover programs	16,602	2,835
Debt service	42,156	7,161
Capital projects	494,306	5,679
Scholarships and other purposes	54,541	7,651
Unrestricted (deficit)	(1,643,807)	163,168
Total net position	$ 473,558	$ 152,018

* Includes $390.2 million in cash and investments with trustees.

The accompanying notes to the basic financial statements are an integral part of this Statement.

STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

		PROGRAM REVENUES	
	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS
PROGRAM EXPENSES AND REVENUES:			
PRIMARY GOVERNMENT:			
Instructional services	$ 2,318,951	$ 32,862	$ 469,264
Instructional support services	429,848	-	82,530
Student transportation services	126,523	1,574	1,668
Operation and maintenance of plant	366,999	-	14,399
School administration	189,602	-	15,100
General administration	170,942	-	11,045
Food services	137,567	3,879	104,300
Facilities acquisition & construction	53,843	-	240
Interest expense	83,698	-	-
Total governmental activities	$ 3,877,973	$ 38,315	$ 698,546
COMPONENT UNITS:			
Component units	$ 513,313	$ 14,748	$ 94,139

GENERAL REVENUES:
Ad valorem taxes levied for:
General purposes
Debt service
Capital outlays
Grants and contributions not restricted to specific programs:
Florida education finance program
Other
Other federal sources
Other state sources
Other local sources
Other revenues and sources of funds
Special Item
Unrestricted investment earnings (losses)
Total general revenues, extraordinary items and transfers

Change in net position

Total net position (deficit), beginning of year

Total net position (deficit), end of year

The accompanying notes to the basic financial statements are an integral part of this Statement.

PROGRAM REVENUES	NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION	
CAPITAL GRANTS AND CONTRIBUTIONS	GOVERNMENTAL ACTIVITIES	COMPONENT UNITS
$ -	$ (1,816,825)	$ -
-	(347,318)	-
-	(123,281)	-
-	(352,600)	-
-	(174,502)	-
-	(159,897)	-
-	(29,388)	-
41,445	(12,158)	-
510	(83,188)	-
$ 41,955	(3,099,157)	-
$ 28,107	-	(376,319)
	1,427,350	-
	54,938	-
	434,662	-
	741,152	-
	-	358,865
	229,523	16,408
	7,357	63,798
	44,908	21,120
	5,433	-
	(76,273)	-
	66,587	6,654
	2,935,637	466,844
	(163,520)	90,525
	637,078	61,494
	$ 473,558	$ 152,019

Broward County Public Schools



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Fund Financial Statements
(FFS)

Fund financial statements are aimed at demonstrating the fiscal accountability of a government's finances. Governmental funds use the current financial resources measurement focus and the modified accrual basis of accounting, whereas proprietary (internal service) funds and fiduciary (custodial) fund use the economic resources measurement focus and the accrual basis of accounting.

BALANCE SHEET
GOVERNMENTAL FUNDS
AS OF JUNE 30, 2024
(in thousands)

	GENERAL FUND	FEDERAL EDUCATION STABILIZATION FUNDS	COP SERIES DEBT SERVICE FUNDS	LOCAL MILLAGE CAPITAL IMPROVEMENT FUNDS
ASSETS:				
Equity in pooled cash and investments	$ 355,417	$ 164	$ 403	$ 351,041
Cash and investments with trustees	-	-	121,285	-
Total cash, cash equivalents and investments	355,417	164	121,688	351,041
Due from other governmental agencies	4,031	8,021	-	-
Due from other funds	14,109	-	-	-
Accrued interest receivable	1,933	-	1	1,508
Inventories	11,429	-	-	-
Prepaids and other assets	60,101	-	-	10,613
TOTAL ASSETS	$ 447,020	$ 8,185	$ 121,689	$ 363,162
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES:				
Liabilities:				
Accounts payable and accrued expenditures	$ 183,134	$ 1,381	$ 540	$ 15,795
Accrued payroll taxes and withholdings	16,284	-	-	-
Due to other governmental agencies	17,958	-	-	-
Due to other funds	-	6,375	-	-
Unearned revenue	-	-	-	-
Retainage payable	43	429	-	4,063
Matured debt and interest payable	-	-	121,127	-
Estimated liability for self-insured risks	30,551	-	-	-
Total liabilities	247,970	8,185	121,667	19,858
Deferred inflows of resources:				
Unavailable revenue	-	-	-	-
Total deferred inflows of resources	-	-	-	-
Fund balances:				
Nonspendable	33,211	-	-	-
Restricted	16,602	-	22	343,304
Committed	54,327	-	-	-
Assigned	67,055	-	-	-
Unassigned	27,855	-	-	-
Total fund balances	199,050	-	22	343,304
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	$ 447,020	$ 8,185	$ 121,689	$ 363,162

The accompanying notes to the basic financial statements are an integral part of this Statement.

OTHER CAPITAL PROJECTS FUNDS	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
$ 56,886	$ 158,365	$ 922,276
232,999	35,952	390,236
289,885	194,317	1,312,512
10,788	18,039	40,879
-	-	14,109
289	401	4,132
-	4,333	15,762
22	1,321	72,057
$ 300,984	$ 218,411	$ 1,459,451
$ 17,795	$ 11,108	$ 229,753
-	-	16,284
-	-	17,958
-	7,734	14,109
1,985	4,785	6,770
7,653	21,809	33,997
-	1,656	122,783
-	-	30,551
27,433	47,092	472,205
5,292	16	5,308
5,292	16	5,308
-	4,333	37,544
268,259	166,320	794,507
-	-	54,327
-	650	67,705
-	-	27,855
268,259	171,303	981,938
$ 300,984	$ 218,411	$ 1,459,451

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE STATEMENT OF NET POSITION
AS OF JUNE 30, 2024
(in thousands)

Total fund balances - governmental funds		$ 981,938
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported as assets in the fund financial statements. These assets consist of:		
Land	$ 227,133	
Land improvements- nondepreciable	134,023	
Land improvements, net of accumulated depreciation	143,261	
Broadcast license intangible	3,600	
Right-to-use lease assets, net of accumulated amortization	1,599	
Buildings and fixed equipment, net of accumulated depreciation	2,137,549	
Furniture, fixtures and equipment, net of accumulated depreciation	83,191	
Audio/visual, net of accumulated depreciation	2	
Computer software, net of accumulated depreciation	2,920	
Motor vehicles, net of accumulated depreciation	59,866	
Construction in progress	745,110	
		3,538,254
Certain pension-related items are reported as deferred outflows of resources in the government-wide financial statements but not in the fund financial statements.		483,140
Certain pension-related items are reported as deferred inflows of resources in the government-wide financial statements but not in the fund financial statements.		(124,798)
Certain OPEB-related items are reported as deferred outflows of resources in the government-wide financial statements but not in the fund financial statements.		34,183
Certain OPEB-related items are reported as deferred inflows of resources in the government-wide financial statements but not in the fund financial statements.		(85,664)
Deferred losses on refunding is not a use of current financial resources and, therefore, are not reported in the fund financial statements.		44,836
Deferred gains on refunding is not a use of current financial resources and, therefore, are not reported in the fund financial statements.		(2,034)
Revenues that have been unavailable or unearned in the governmental funds but are recognized as revenue in the governmental-wide financial statements.		5,304
Internal service funds are used by the District to charge the costs of services, such as printing services, to individual funds. The assets and liabilities of the internal service funds are included in the Statement of Net position.		221
Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long-term, and other deferred inflow of resources are reported in the Statement of Net Position.		
Balances at June 30, 2024, are:		
Accrued interest on long-term debt	$ (722)	
Certificates of participation	(1,149,430)	
Debt premiums and discounts, net	(216,683)	
Bonds payable	(729,095)	
Equipment finance agreements	(77,854)	
Leases payable	(1,613)	
Compensated absences	(194,737)	
Other postemployment benefits (OPEB)	(173,224)	
Estimated liability for self-insured risks	(46,703)	
Net pension liability	(1,735,488)	
Charter Schools Referendum Settlement	(76,273)	
Total long-term liabilities		(4,401,822)
Total net position of governmental activities		$ 473,558

The accompanying notes to the basic financial statements are an integral part of this Statement.

Broward County Public Schools



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STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	GENERAL FUND	FEDERAL EDUCATION STABILIZATION FUNDS	COP SERIES DEBT SERVICE FUNDS	LOCAL MILLAGE CAPITAL IMPROVEMENT FUNDS
REVENUES:				
Local sources:				
Ad valorem taxes	$ 1,427,350	$ -	$ -	$ 434,662
Food sales	-	-	-	-
Interest on investments	29,040	-	59	19,512
Other	82,197	-	-	3,542
Total local sources	1,538,587	-	59	457,716
State sources:				
Florida education finance program	741,151	-	-	-
Categorical programs and other	359,901	-	-	35
Total state sources	1,101,052	-	-	35
Federal sources:				
Food service	-	-	-	-
Grants and other	15,060	209,162	-	235
Total federal sources	15,060	209,162	-	235
Total revenues	2,654,699	209,162	59	457,986
EXPENDITURES:				
Current operating:				
Instructional services	1,747,175	158,811	-	-
Student and instructional support services	290,211	13,163	-	-
Student transportation services	101,804	2,105	-	-
Operation and maintenance of plant	331,226	1,875	-	-
School administration	162,597	2,776	-	-
General administration	155,572	10,133	-	-
Food services	35	14	-	-
Total current operating	2,788,620	188,877	-	-
Debt service:				
Principal retirement	926	-	118,598	524
Interest charges and other	6,899	-	60,694	26
Total debt service	7,825	-	179,292	550
Capital outlay	26,800	20,285	-	80,241
Total expenditures	2,823,245	209,162	179,292	80,791
Excess (deficiency) of revenues over (under) expenditures	(168,546)	-	(179,233)	377,195
OTHER FINANCING SOURCES (USES):				
Equipment finance agreements/leases	11,077	-	-	-
Sale of capital assets	-	-	-	551
Other loss recoveries	-	-	-	5,964
Transfers in	166,319	-	179,236	-
Transfers out	(712)	-	-	(316,668)
Total other financing sources (uses)	176,684	-	179,236	(310,153)
Net change in fund balances	8,138	-	3	67,042
Fund balances, beginning of year	190,912	-	19	276,262
Fund balances, end of year	$ 199,050	$ -	$ 22	$ 343,304

The accompanying notes to the basic financial statements are an integral part of this Statement.

OTHER CAPITAL PROJECTS FUNDS	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
$ -	$ 54,938	$ 1,916,950
-	3,880	3,880
7,234	10,738	66,583
14,185	7,498	107,422
21,419	77,054	2,094,835
-	-	741,151
30,634	14,455	405,025
30,634	14,455	1,146,176
-	97,566	97,566
-	244,781	469,238
-	342,347	566,804
52,053	433,856	3,807,815
-	158,317	2,064,303
-	71,546	374,920
-	1,300	105,209
-	186	333,287
-	804	166,177
-	11,045	176,750
-	127,807	127,856
-	371,005	3,348,502
-	67,140	187,188
-	39,536	107,155
-	106,676	294,343
130,767	149,418	407,511
130,767	627,099	4,050,356
(78,714)	(193,243)	(242,541)
-	-	11,077
170	46	767
-	-	5,964
322	11,502	357,379
(39,999)	-	(357,379)
(39,507)	11,548	17,808
(118,221)	(181,695)	(224,733)
386,480	352,998	1,206,671
$ 268,259	$ 171,303	$ 981,938

RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

Total net change in fund balances - governmental funds	$ (224,733)
Amounts reported for governmental activities in the Statement of Activities is different because:	
Governmental funds report capitalizable and non-capitalizable capital outlays as expenditures. However, in the Statement of Activities, the cost of those capitalizable assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capitalized capital outlays ($375,505) were greater than depreciation ($159,170) in the current period.	216,335
The issuance of long-term debt provides a source of current financial resources to governmental funds. However, issuing debt increases long-term liabilities in the Statement of Net Position. Refundings of debt represent a use of current financial resources in governmental funds. However, refunding of debt decreases long-term liabilities in the Statement of Net Position. Also, governmental funds report the effect of debt premiums, discounts, deferral amounts on refunding when debt is first issued, but these amounts are deferred and amortized in the Statement of Activities:	
Equipment finance/lease proceeds	(11,607)
The repayment of long-term debt principal amount is reported as an expenditure in the governmental funds but reduces the liability in the Statement of Net Position. Premiums and discounts on debt issued are reported in the governmental funds in the year the debt is issued and are amortized over the life of the debt in the Statement of Activities.	
Net principal payments and amortized premiums and discounts	217,747
Internal service funds are used by the District to charge the costs of services, such as printing services to individual funds. The change in net position of internal service funds is reported within the governmental activities.	9
Revenues reported in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental funds.	(274)
In the Statement of Activities, certain expenses - compensated absences (vacation and sick leave and other postemployment benefits) - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amount actually paid) and for new retirees, the amount expected to be paid out for terminal sick leave over the next year.	
Net change in postemployment benefit liabilities	(1,821)
Net change in compensated absences	(7,663)
Net change in estimated liability for self-insured risks	(3,264)
Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due, except matured interest payable which is accrued in the debt service funds.	
Net change in accrued interest on long-term debt	(534)
Change in debt related deferrals including deferred amounts are recognized as paid or received in the governmental funds but must be capitalized and amortized in the government-wide presentation. This amount represents the net amount between current year's additions and amortization of current and prior year's amounts.	(6,568)
Governmental funds report District pension contribution as expenditures. However, in the Statement of Activities, the cost of pension benefits earned net of employee contributions is reported as pension expense. In addition, the amortization of changes in deferred pension adjustments is recorded through pension expense.	(261,796)
Net effect of various miscellaneous transactions involving capital assets (i.e., changes in capitalization threshold, sales, disposals, recoveries and donations).	(3,079)
Charter Schools Referendum Settlement is recorded in the Statement of Activities under the full accrual basis of accounting, but is not recorded in the governmental funds until due and payable with current financial resources. This is the net increase in Charter Schools Referendum Settlement	(76,273)
Change in net position of governmental activities	$ (163,520)

The accompanying notes to the basic financial statements are an integral part of this Statement.

STATEMENT OF NET POSITION
PROPRIETARY FUNDS
AS OF JUNE 30, 2024
(in thousands)

	INTERNAL SERVICE FUNDS
ASSETS:	
Current assets:	
Equity in pooled cash and investments	$ 2,581
Accrued interest receivable	1
Inventories	16
Total current assets	2,598
Noncurrent assets:	
Furniture and equipment (net of accumulated depreciation)	-
Total assets	2,598
LIABILITIES:	
Current liabilities:	
Accounts payable and accrued expenses	2,377
Total current liabilities	2,377
NET POSITION:	
Unrestricted	221
Total net position	$ 221

The accompanying notes to the basic financial statements are an integral part of this Statement.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	INTERNAL SERVICE FUNDS
OPERATING REVENUES:	
Charges for services	$ 99,572
Other	4
Total operating revenues	99,576
OPERATING EXPENSES:	
Personnel services	59,522
Other	40,053
Total operating expenses	99,575
Operating income	1
NON-OPERATING REVENUE:	
Interest and other	8
Net income before transfers	9
Transfers out	-
Change in net position	9
Total net position (deficit), beginning of year	212
Total net position (deficit), end of year	$ 221

The accompanying notes to the basic financial statements are an integral part of this Statement.

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

		INTERNAL SERVICE FUNDS
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from District operating departments	$	99,576
Cash payments for goods and services		(41,967)
Cash payments to employees		(59,850)
Net cash provided (used) by operating activities		(2,241)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest received on investments		7
Net increase (decrease) in cash, cash equivalents and investments		(2,234)
CASH, CASH EQUIVALENTS AND INVESTMENTS:		
Beginning of year		4,815
End of year	$	2,581
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:		
Operating income	$	1
Adjustments to reconcile operating income to net cash used by operating activities:		
Change in assets and liabilities:		
Decrease in inventory, prepaids & other assets		10
Decrease in accounts payable and accrued expenditures		(2,252)
Net cash provided (used) by operating activities	$	(2,241)

The accompanying notes to the basic financial statements are an integral part of this Statement.

STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
AS OF JUNE 30, 2024
(in thousands)

	CUSTODIAL FUND
ASSETS:	
Equity in pooled cash and investments	$ 9,836
Cash and cash equivalents	14,390
Total assets	24,226
LIABILITIES:	
Accounts payable and accrued expenses	659
Total liabilities	659
NET POSITION:	
Restricted for	
Student organizations	23,567
Total net position	$ 23,567

The accompanying notes to the basic financial statements are an integral part of this Statement.

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	CUSTODIAL FUND
ADDITIONS	
Student Group Collections	$ 107,956
DEDUCTIONS	
Student Group Disbursements	105,945
Change in fiduciary net position	2,011
Total net position (deficit), beginning of year	21,556
Total net position (deficit), end of year	$ 23,567

The accompanying notes to the basic financial statements are an integral part of this Statement.

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The School Board of Broward County, Florida (the District) has direct responsibility for operation, control, and supervision of schools in Broward County and is considered a primary government for financial reporting purposes. The financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The general operating authority of the District and the Superintendent is contained in chapters 1000 through 1013, Florida Statutes. Pursuant to Section 1010.01, Florida Statutes, the Superintendent of Schools is responsible for keeping records and accounts of all financial transactions in the manner prescribed by the State Board of Education. The District's significant accounting policies are described below.

A. FINANCIAL REPORTING ENTITY

The District was created by the State Constitution and is part of the state system of public education operated under the general direction and control of the State Board of Education. Established in 1915, the District is governed by nine elected board members (the Board). The appointed Superintendent of Schools is the executive officer of the District. The District has taxing authority and provides elementary, secondary and vocational education services to the residents of Broward County, Florida (Broward County).

Criteria for determining if other entities are potential component units that should be reported within the District's basic financial statements are identified and described in the GASB *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2100. The application of these criteria provides for identification of any entities for which the District is financially accountable and other organizations that the nature and significance of their relationship with the District are such that exclusion would cause the District's basic financial statements to be misleading or incomplete.

Based on the application of these criteria, District management has determined that the component units reportable with the accompanying basic financial statements are the Broward School Board Leasing Corporation (the Corporation), the Broward Education Foundation (the Foundation) and 83 charter schools.

Blended Component Units – The Corporation was formed to facilitate financing for the acquisition of facilities and equipment as further discussed in Note 11 of the Notes to the Financial Statements. Due to the substantive economic relationship between the District and the Corporation, the financial activities of the Corporation are included in the accompanying basic financial statements. Separate financial statements for the Corporation are not published.

Discretely Presented Component Units – The Foundation, a non-profit direct-support organization of the District, is included as a discretely presented component unit in the accompanying basic financial statements. The purpose of the Foundation is exclusively educational and charitable, namely, to receive, hold, invest, and administer property and to make expenditures for the benefit of the District. In addition, the Foundation is fiscally dependent on the District to provide financial support for its ongoing operating expenses.

Additionally, in accordance with Section 1002.33, Florida Statutes, district school boards are authorized to approve charter school applications. Charter schools are public schools operating under a performance contract with the local school district and are fiscally dependent on the District for a majority of their funding. Revenues such as Florida Education Finance Program (FEFP), State Categoricals and other State and Federal revenue sources are received by the District on behalf of the charter schools and then remitted to

them. As such, charter schools are funded on the same basis and are subject to the same financial reporting requirements as the District. Additionally, all students enrolled in charter schools are included in the District's total enrollment. There were 83 operating charter school sites in the 2024 fiscal year. All of the charter schools are considered component units of the District or another legal entity. For financial reporting purposes, 83 of the charter schools are included in the basic financial statements of the District as discretely presented component units.

The component units beginning net position does not agree to prior year ending net position on the Statement of Net Position because availability of financial information for individual charter schools varies from year to year. The accompanying basic financial statements include the operations of the District, the Corporation, the Foundation, and the 83 charter schools. The District is independent of and is not financially accountable for any other local governmental units or civic entities other than those mentioned above. The Foundation and charter schools are presented as discrete component units in the government-wide presentation.

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The basis of accounting refers to when revenues and expenditures/expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

Government-Wide Financial Statements – The Government-Wide Financial Statements are prepared under the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place. Non-exchange transactions, in which the District gives or receives value without directly receiving or giving value in exchange, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Statement of Net Position and the Statement of Activities present financial information about the District's governmental and business-type activities. These statements include the financial activities of the government in its entirety, except for those that are fiduciary, and distinguish between the District's governmental and business-type activities. Governmental activities, which normally are supported by taxes and inter-governmental revenues, are reported separately from business-type activities, which are generally supported by fees charged. The District currently does not have any business-type activities.

The Statement of Net Position includes all assets and deferred outflows and liabilities and deferred inflows of the District. The Statement of Activities presents a comparison between the direct expenses and program revenues of the District. Direct expenses are those that are specifically associated with a program or function and therefore, are clearly identifiable to a particular function.

Amounts reported as program revenues include: 1) charges to students for tuition fees, rentals, materials, supplies, or services provided, 2) operating grants and contributions, and 3) capital grants and contributions. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

The District eliminates from the Statement of Net Position and the Statement of Activities most interfund receivables and payables and transfers between funds as well as the transactions associated with its Internal

Service Funds to minimize the effect of double counting. However, direct expenses are not eliminated from the various functional categories.

Fund Financial Statements – Governmental fund financial statements are prepared using the current financial resource measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred. The main exceptions to this general rule are interest and principal on long-term debt, including lease liabilities, as well as expenditures related to compensated absences, pension liability, self-insured claims, and other postemployment benefits, which are recognized when due, unless funds have been set aside in the debt service funds for repayments. General capital asset acquisitions, including entering into contracts giving the District the intangible right-to-use assets, are reported as expenditures in governmental funds. Issuance of long-term debt and financing through leases are reported as other financing sources. Allocations of cost, such as depreciation, are not recognized in governmental funds.

Revenues can be classified into two kinds of transactions: (a) exchange and exchange-like transactions, in which each party receives and gives up essentially equal value and (b) non-exchange transactions, in which a government gives (or receives) value without directly receiving (or giving) equal value in exchange.

Revenue resulting from exchange transactions is recorded on the modified accrual basis when the exchange takes place, if available.

Revenues resulting from non-exchange transactions are further classified into (a) derived tax revenues, (b) imposed non-exchange revenues, (c) government-mandated non-exchange transactions, and (d) voluntary non-exchange transactions. Derived tax revenues (e.g., sales taxes) are recorded when the transaction occurs. Imposed non-exchange transactions (e.g., property taxes) are recorded when the use of the resource is required or first permitted by time requirement (e.g., property taxes, the period for which they are levied). Government-mandated and voluntary non-exchange transactions (e.g., Federal mandates, grants, and donations) are recorded when all eligibility requirements have been met and the item is susceptible to accrual.

When applying the “susceptible to accrual” concept under the modified accrual basis, revenues are recognized when they become measurable and available. Measurable means the amount of the transaction can be determined. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met if available. The District considers all revenues except grant revenues to be available if they are collected within 60 days of the end of the current fiscal period. Grant revenues are considered available if collected within six months of the end of the current fiscal period.

The Proprietary fund financial statements are prepared under the economic resources measurement focus and the accrual basis of accounting.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the District’s internal service funds are for graphics and printing, maintenance services and facility construction management provided to other funds. Operating expenses for the internal service funds include salaries, employee benefits, purchased services, supplies, materials, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Fiduciary (Custodial) funds are prepared under the economic resources measurement focus and the accrual basis of accounting.

The fund statements provide information about the District's funds, including fiduciary funds. Separate statements for each fund category – governmental, proprietary, and fiduciary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds rather than reporting funds by type. Each major fund is reported in a separate column. Non-major funds are aggregated and reported in a single column. Currently, the District does not have any funds classified as enterprise funds. The District reports the following major funds:

GENERAL FUND

The General Fund is the primary operating fund of the District. The General Fund is used to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.

FEDERAL EDUCATION STABILIZATION FUNDS

These funds are used to account for funding provided through (1) CARES Act: ESSER I Fund, (2) CRRSA Act: ESSER II Fund, and (3) ARP Act: ARP ESSER and ARP Other Funds. Direct funding provided to Local Educational Agencies (LEAs) for the purpose of addressing the impact that the COVID-19 pandemic has had, and continues to have, on elementary and secondary schools in Florida, including K-12 education, workforce education, and voluntary prekindergarten education. These funds are intended to provide emergency relief to ensure school districts are equipped to provide instructional services despite the challenges caused by COVID-19 and to assist students who have fallen behind as a result of the pandemic.

CERTIFICATE OF PARTICIPATION (COP) SERIES DEBT SERVICE FUNDS

These funds are used to account for the accumulation of resources for the payment of debt principal, interest, and related costs on the long-term certificates of participation series.

LOCAL MILLAGE CAPITAL IMPROVEMENT FUNDS

These funds are used to account for financial resources received from millage to be used for maintenance and other educational capital needs, including new construction, renovation, and remodeling projects.

OTHER CAPITAL PROJECTS FUNDS

These funds are used to account for financial resources that are not already captured in one of the other capital outlay funds. This includes, proceeds from certificates of participation, proceeds from capital equipment leases, school impact fees revenues, and also includes School Safety / School Hardening Grant proceeds from the State of Florida.

The District also reports the following additional fund types:

PROPRIETARY FUNDS – INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis. These funds are used to account for printing and other services

provided to other District funds. Proprietary funds are included in the governmental activities in the government-wide financial statements.

FIDUCIARY FUND – CUSTODIAL FUND

This fund is used to account for resources of each school's internal fund, which is used to administer monies collected at the schools in connection with school, student athletics, classes, and club activities.

C. DEPOSITS AND INVESTMENTS

The District maintains an accounting system in which substantially all general District cash, investments, and accrued interest are recorded and maintained in a separate group of accounts. All such cash and investments are reflected as "Equity in Pooled Cash and Investments" in each fund in the accompanying financial statements. Investment income is allocated based on the weighted average balances of each fund's Equity in Pooled Cash and Investments.

Cash includes amounts in demand and time accounts as well as cash on hand. For purposes of the statement of cash flows, cash and cash equivalents also include highly liquid investments with an original maturity of three months or less at time of purchase.

The District currently holds investments in two short-term external accounts: 1) Florida Public Assets for Liquidity Management (FL PALM), which the FL PALM indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, as of June 30, 2024, is similar to money market funds in which shares are owned in the fund rather than the underlying investments; 2) The Local Government Surplus Funds Trust Fund (Trust Fund or Fund) administered by the State Board of Administration (Board) was created in 1977, is governed by Part IV of Chapter 218, Florida Statutes, titled Investment of Local Government Surplus Funds, and is now known as Florida PRIME. These amounts are reported at amortized cost which approximates fair value.

Investments are stated at fair value as determined from quoted market prices. Funds are invested in various instruments allowed by the District's investment policy and by Florida Statutes, including money market funds and bank certificates of deposit.

Types and amounts of investment held at fiscal year-end are described in a subsequent note.

D. INVENTORIES AND PREPAIDS

Inventories consist of expendable supplies held for consumption in the course of the District's operations. Inventories are stated at cost, as determined on a first-in, first-out basis, or a moving weighted average cost basis. United States Department of Agriculture commodities received from the Federal Government are recorded at the unit rate established by the Federal Government. This inventory is accounted for under the consumption method, and as such, is recorded as an expenditure when used.

Prepaid expenses are recognized when the goods or services are purchased but not consumed at year-end. The expenditure is recorded when the asset is used.

E. CAPITAL ASSETS

Capital assets are tangible and intangible assets, which include property, plant, equipment, land, and land improvements are reported in the government-wide financial statements and in the proprietary fund financial

statements. Capital assets, which the District defines as those with an initial useful life of more than one year and costing more than $1,000 for furniture and equipment, audio visual equipment, and motor vehicles; $5,000 for land, buildings and fixed equipment, improvements other than buildings; $100,000 for intangible assets including computer software and right-to-use lease assets. Such assets are recorded at historical cost or at estimated historical cost if the actual historical cost is not available (except for intangible right-to-use lease assets, the measurement of which is discussed below in subsection I. LEASES). Donated capital assets are recorded at acquisition value at the date of donation. Land, land improvements, construction in progress, and broadcast license intangible are not depreciated. Other capital assets used in operations are depreciated/amortized using the straight-line method over their estimated useful lives.

The estimated useful lives are as follows:

Description	Estimated Useful Lives
Land improvements	15 to 35 years
Buildings and fixed equipment	7 to 50 years
Furniture, fixtures, and equipment	5 to 20 years
Audio visual	5 years
Computer software	5 years
Motor vehicles	10 to15 years

Depreciation expense on school buses has been allocated to the student transportation services function on the government-wide Statement of Activities. All other depreciation/amortization expense has been ratably allocated to the various expense functions based on an analysis of the use of each room in the District and its relative square footage. When capital assets are sold or retired, the related cost and accumulated depreciation are removed from the accounts and the resulting gain or loss is reflected in the results of operations in the government-wide statements and in the proprietary fund financial statements.

The District is required annually to evaluate prominent events or changes in circumstances affecting capital assets to determine whether impairment of a capital asset has occurred. Such events or changes in circumstances that may be indicative of impairment include evidence of physical damage, enactment or approval of laws or regulations or other changes in environmental factors, technological changes or evidence of obsolescence, changes in manner or duration of use of a capital asset, and construction stoppage. A capital asset is considered impaired when its service utility has declined significantly and unexpectedly. Based on these criteria, there was no impairment recognized in the 2024 fiscal year.

F. REVENUE

State Revenue Sources – Revenues from state sources for current operations are primarily from the Florida Education Finance Program (FEFP), administered by the Florida Department of Education (FDOE), under the provisions of Section 1011.62, Florida Statutes. The District files reports on full time equivalent (FTE) student membership with the FDOE. The FDOE accumulates information from these reports and calculates the allocation of FEFP funds to the District. After review and verification of FTE reports and supporting documentation, the FDOE may adjust subsequent fiscal period allocations of FEFP funding for prior year errors disclosed by its review. Normally, such adjustments are treated as reductions of revenue in the year the reduction is made.

The District receives revenue from the State to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for these programs be expended only for the program for which the money is provided and require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical educational

programs. These funds are described as "restricted for categorical carryover programs" in the Statement of Net Position and the Governmental Funds Balance Sheet. The revenues for FEFP and categorical programs are recognized in the period in which the funds are available for use, when all eligibility requirements have been met, and when the funds are available.

From the Public Education Capital Outlay and Debt Service Trust Fund (PECO), the State allocates funding on an annual basis. Funds are used for maintenance, repair, renovation, and remodeling. In recent years, 100 percent of K-12 district funding was for charter schools. The State allocates from the General Revenue Fund the School Hardening Grant Program to improve the physical security of school buildings. Funds may only be used for capital outlay purposes and are allocated based on approved applications annually. From motor vehicle license revenues, the State collects and remits annually to the district Capital Outlay and Debt Services funds (CO&DS). Funds are for capital outlay purposes.

Educational Impact Fees – Broward County imposes an educational impact fee based on an ordinance adopted by the County Commission in 1982. This ordinance was most recently amended in May 2020 when Ordinance 2020-22 established revisions to the educational impact fees. The educational impact fee is collected for most new residential development by the County and each municipality within the County based on an interlocal agreement. A new interlocal agreement was entered on September 2020 providing additional clarity on expending school impact fees. The fees are to be used solely for the acquisition of school sites or the provision of facilities to the public educational system necessitated by new residential development and are not to be used to pay new or existing debt for previously approved projects unless the expenditure is reasonably connected to, or has a rational nexus with, the increased impact generated by the new residential development. The authorized uses primarily include needed school facilities including, but are not limited to, acquiring new school sites; construction of new schools; classroom additions; addition to core capacities; and acquiring technology by the growth necessitated by new residential development.

Property Taxes – In the fund financial statements, property tax revenue is recognized when levied for, and available, which is when received, except at year end when revenue is accrued for taxes collected by the Broward County Revenue Collector as of fiscal year end but remitted to the District within 60 days subsequent to fiscal year end. Any delinquent taxes expected to be collected in the subsequent fiscal year are accrued for and reported as unavailable revenue at year-end. Delinquent taxes collected in subsequent periods are recognized as revenue during the fiscal year in which they are received. In the government-wide financial statements, property tax revenue is recognized when levied for, net of allowance for estimated uncollectible amounts. Accordingly, uncollected, but earned, property tax revenue, net of uncollectible amounts, represent a reconciling item between the fund and government-wide presentation.

Federal Revenue Sources – The District receives Federal awards for the enhancement of various educational programs. Federal awards are generally awarded based on applications submitted to, and approved by, various granting agencies. For Federal awards for which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred, at the government-wide level and if incurred and available in the governmental funds.

G. UNEARNED/UNAVAILABLE REVENUE

Resources that do not meet revenue recognition requirements (not earned) are recorded as unearned revenue in the government-wide and the fund financial statements. In addition, amounts related to government fund receivables that are measurable, but not available are recorded as unavailable revenue in the governmental fund financial statements.

H. LONG-TERM OBLIGATIONS

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Position. Debt premiums and discounts and deferral amounts on refunding are deferred and amortized over the life of the bonds using the effective interest method, or the straight-line method if it does not differ materially from the effective interest method. Debt payable is reported net of the applicable debt premium or discount. Debt issuance costs are expensed when incurred. Deferred gains (losses) on refundings are reported as deferred outflows or inflows of resources.

In the fund financial statements, governmental fund types recognize debt premiums and discounts and prepaid insurance costs during the current period. The face amount of the debt issues is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Debt issuance costs, whether or not withheld from the actual debt proceeds received and principal payments, are reported as debt service expenditures.

I. LEASES

The District is a lessee for a noncancellable leases of buildings and fixed equipment. The District recognizes a lease liability and an intangible right-to-use lease asset in the government-wide financial statements. Lease liabilities are recognized with an initial, individual value of $100,000 or more.

At the commencement of a lease, the District initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion as lease payments are made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for any payments made at or before the lease commencement date, plus certain direct costs. The lease asset is amortized on a straight-line basis over the shorter of the lease term or the useful life of the underlying asset.

Key estimates and judgments related to leases include how the District determines 1) the discount rate it uses to discount the expected lease payments to present value, 2) lease term, and 3) lease payments.

- The District uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the District generally uses its estimated incremental borrowing rate as the discount rate for leases.

- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the District is reasonably certain to exercise.

The District monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

J. COMPENSATED ABSENCES

Compensated absences are salary related payments to employees for accumulated vacation and sick leave. These amounts also include the related employer's share of Social Security and Medicare and retirement contributions. They are recorded as expenditures when used or are accrued as a payable to employees who are entitled to cash payment in lieu of taking leave. District employees may accumulate unused sick leave without limitation and unused vacation up to a specified amount depending on their date of hire. Vacation leave is payable to employees upon termination or retirement at the current rate of pay on the date of termination or retirement. Sick leave is payable to employees upon retirement at the rate of pay in effect at the time the leave is earned. The number of days payable is subject to limitations as set forth in District policies.

The government-wide financial statements report long-term liabilities or obligations that are expected to be paid in the future. Long-term liabilities reported include vested vacation and sick pay benefits and an estimate for anticipated non-vested sick pay benefits. The current portion represents the estimated terminal sick-leave amount that is due to, and has not been paid out to, employees who have retired on or prior to June 30, 2024.

The non-current portion (the amount estimated to be used in subsequent fiscal years) is maintained separately and represents a reconciling item between the fund financial statements and government-wide financial statements.

K. SELF-INSURANCE

The District is self-insured for portions of its general and automobile liability insurance, workers' compensation, and health insurance. The estimated liability for self-insured risks represents an estimate of the amount to be paid on claims reported and on claims incurred but not reported (see Note 15 of the Notes to the Basic Financial Statements). For the governmental funds, in the fund financial statements, the liability for self-insured risks is considered long-term and therefore, is not a fund liability (except for any amounts due and payable at year end) and represents a reconciling item between the governmental fund level and government-wide presentations.

L. FUND BALANCE

Fund balance is the difference between fund assets and liabilities in the governmental fund financial statements that are based on the modified accrual basis of accounting. GASB Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, provides for two major fund balance classifications: nonspendable and spendable. Nonspendable fund balance includes amounts that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of nonspendable fund balance include inventory, prepaid items, and the principal (corpus) of a permanent fund. The District has classified inventory and prepaids as nonspendable.

GASB 54 provides for four categories of the spendable fund balance classification based on the level of constraint placed on the use of those resources:

- Restricted fund balance includes amounts on which constraints have been placed by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions or enabling legislation.

- Committed fund balance includes resources constrained to a specific purpose by the District's highest level of decision-making authority, the School Board. This formal action is completed through a Board resolution. These items cannot be used for any other purpose unless the Board takes action to remove or change the constraint through the same formal action of a Board resolution.

- Assigned fund balance represents amounts that are constrained by the District's intent to be used for specific purposes but are neither restricted nor committed. Under the provisions of Section 1001.51, Florida Statutes, Duties and Responsibilities of District School Superintendent, the superintendent is delegated certain financial authority. The District's management can assign fund balance based on Board direction.

- Unassigned fund balance in the General Fund includes the remaining fund balance, or net resources, available for any purpose. A negative unassigned fund balance may be reported in other governmental funds if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed.

In addition, the District has amended adopted Board Policy 3111 on 07/23/2024. The new Board Policy 3510 provides the Superintendent will plan to attain a General Fund ending fund balance, in the assigned and unassigned General Fund balances, of five percent (5%) of the total annual General Fund operating revenues; that includes three percent (3%) in the unassigned fund balance.

Once the General Fund ending fund balance in the assigned and unassigned fund balances reaches the five percent (5%) level, it must be maintained at that level. Subsequently, if the General Fund ending fund balance is projected to fall below five percent (5%) of the total General Fund revenues during any current fiscal year, then the Superintendent shall provide the School Board with written notification.

Pursuant to Section 1011.051, Florida Statutes:

- If at any time the portion of the general fund's ending fund balance not classified as restricted, committed, or nonspendable in the district's approved operating budget is projected to fall below three percent (3%) of projected general fund revenues during the current fiscal year, the superintendent shall provide written notification to the district school board and the Commissioner of Education. If such financial condition exists for two (2) consecutive fiscal years, the superintendent shall reduce the district's administration expenditures reported pursuant to Section 1010.215(4), Florida Statutes, in proportion to the reduction in the general fund's ending balance or the reduction in student enrollment, whichever is greater.

- If at any time the portion of the general fund's ending fund balance not classified as restricted, committed, or nonspendable in the district's approved operating budget is projected to fall below two percent (2%) of the projected general fund revenues during the current fiscal year, the superintendent shall provide written notification to the district school board and the Commissioner of Education.

For Capital Projects Fund reserve, the Superintendent will plan to attain a contingency balance of not less than ten percent (10%) of the current fiscal year's estimated capital improvement tax revenues. The Capital Projects contingency fund shall not be utilized without the School Board's prior approval.

M. NET POSITION

In the Statement of Net Position, assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position on the government-wide and proprietary fund financial statements that are based on the accrual basis of accounting. Net position is displayed in three components:

- The Net Investment in Capital Assets component of net position consists of capital assets (net of accumulated depreciation) and deferred outflow of resources for losses on refunding transactions, reduced by the outstanding balance of debt related to the acquisition or construction of those assets and deferred inflow of resources for gains on refunding transactions.

- The Restricted component of net position consists of restricted net assets (where constraints on their use are: 1) externally imposed by creditors, grantors, contributors or laws or regulations of other governments, or 2) imposed by law through constitutional provisions or enabling legislation), reduced by liabilities and deferred inflows of resources related to those assets.

- The Unrestricted component of net position (deficit) consists of the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of the other two components of net position.

When both restricted and unrestricted assets are available for a specific purpose, it is the District's policy to use restricted assets first, until exhausted, before using unrestricted resources. Further descriptions of the components of net position are addressed in Note 17 of the Notes to the Basic Financial Statements.

N. MANAGEMENT'S USE OF ESTIMATES

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, deferred inflows and outflows, contingent assets and liabilities disclosed at the date of the financial statements, and the reported amount of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

O. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the Statement of Net Position has a separate section for deferred outflows of resources. The separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to future period(s) and will not be recognized as an outflow of resources (expense) until then. Deferred inflows of resources represents an acquisition of net assets that applies to future period(s) and will not be recognized as inflow of resources (revenue) until then. Deferred outflows of resources include deferred loss on refunding debt, pension actuarial adjustments, and OPEB actuarial adjustments.

In addition to liabilities, the Statement of Net Position has a separate section for deferred inflows of resources. The separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources (revenue) until that time. Deferred inflows of resources include deferred gain on refunding debt, pension actuarial adjustments, and OPEB actuarial adjustments.

A deferred loss/gain on refunding results from the difference in the carrying value of the refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded debt or new refunding debt. The deferred outflows/inflows of resources related to pensions and OPEB are discussed in subsequent notes.

P. PENSIONS

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Florida Retirement System (FRS) and Health Insurance Subsidy (HIS) pension plans, and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the Plans and are recorded in the government-wide financial statements. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Q. IMPACT OF NEW ACCOUNTING PRONOUNCEMENTS

In June 2022, GASB issued Statement No. 101, *Compensated Absences*. This Statement will become effective for fiscal year end June 30, 2025. This Statement establishes standards of accounting and financial reporting for (a) compensated absences and (b) associated salary-related payments, including certain defined contribution pensions and defined contribution other postemployment benefits (OPEB). This standard is not expected to impact the District's financial statements.

In December 2023, GASB issued Statement No. 102, *Certain Risk Disclosures*. This Statement will become effective for fiscal year end June 30, 2025. This Statement establishes financial reporting requirements for risks related to vulnerabilities due to certain concentrations or constraints. The requirements of this Statement apply to the financial statements of all state and local governments. This standard is not expected to impact the District's financial statements.

In April 2024, GASB issued Statement No. 103, Financial Reporting Model Improvements. This Statement will become effective for fiscal year end June 30, 2026. The objective of this Statement is to improve key components of the financial reporting model The purposes of the improvements are to (a) enhance the effectiveness of the financial reporting model in providing information that is essential for decision making and assessing a government's accountability and (b) address certain application issues identified through pre-agenda research conducted by the GASB. This standard is not expected to impact the District's financial statements.

Management of the District is still in the process of determining what effect, if any, the above Statements with an implementation date after June 2024 will have on the basic financial statements and related disclosures.

R. ROUNDING

Due to rounding of whole numbers, some tables or schedules within the financial statements may not add to total.

2. DEPOSITS AND INVESTMENTS

Board Policy Number 3110, a comprehensive investment policy pursuant to Section 218.415, Florida Statutes, establishes permitted investments, asset allocation limits and issuer limits, credit ratings requirements and maturity limits to protect the District's cash and investment assets. The policy's main objectives are geared to maintaining the safety of principal, liquidity, and return on investment.

Cash and Cash Equivalents:

As of June 30, 2024, the carrying amount of the District's bank deposit account was $11 million. Banks qualified as public depositories under the Florida Security for Public Deposits Act as required by Chapter 280, Florida Statutes, all deposits.

Cash equivalents consist of amounts placed with Bank of America, FL PALM, and Florida PRIME.

Funds can be invested in non-negotiable interest-bearing time certificates of deposit or savings accounts in banks organized under the laws of this state and/or in National Banks organized by the laws of the United States and doing business and situated in the State of Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes. A maximum of 25 percent of available funds may be invested in non-negotiable interest-bearing time certificates of deposit. A maximum of 15 percent of available funds may be deposited with any one issuer. The maximum maturity on any certificate is one year from the date of purchase.

Cash and investments at June 30, 2024, are shown below (in thousands):

	Governmental Funds	Internal Service Funds	Total Government-Wide	Custodial Fund
Total Investments measured at fair value level	$ 1,235,765	$ 2,399	$ 1,238,164	$ 6,553
Total Money Market	11,289	22	11,311	-
Total Demand Deposits	65,457	161	65,618	17,674
Total Cash, Cash Equivalents and Investments	$ 1,312,511	$ 2,582	$ 1,315,093	$ 24,227

Fair Value:

In February 2015, GASB issued Statement No. 72, addressing the accounting and financial reporting issues related to fair value measurements. GASB No. 72 defines fair value as the price that would be received to sell an asset. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets; Level 2 inputs are based on other significant observable inputs such as indices for fixed income bonds and quoted prices for similar assets in markets that are not active. As of June 30, 2024, the District did not have any Level 3 investments.

In accordance with GASB No.79, the Bank of America Money Market Funds, FL PALM, and Florida PRIME accounts meet the necessary criteria and report their investments at amortized cost. Therefore, the pool participants do not need to adjust the investments to fair value.

As of June 30, 2024, the District has the following recurring fair value measurements (in thousands):

	Total Assets 6/30/2024	Fair Value Measurement Using: Quoted Prices in Active Markets for Identical Assets (Level 1)	Fair Value Measurement Using: Significant Other Observable Inputs (Level 2)
Investments by fair value level			
Asset-Backed Securities	$ 29,932	$ -	$ 29,932
Commercial Paper	308,041	-	308,041
Corporate Notes	69,830	-	69,830
Federal Agency (U.S. Government sponsored agencies):			
Fed Agency CMO/MBS	3,279	-	3,279
Fed Agency Coupon	334,097	-	334,097
Fed Agency Discount Notes	38,632	38,632	-
Municipal Bonds	-	-	-
U.S. Government Securities:			
Treasury Bills	128,801	128,801	-
Treasury Bonds/Notes	332,131	332,131	-
Total investments measured at fair value	$ 1,244,743	$ 499,564	$ 745,179

Credit Risk:

The District has adopted an investment policy that authorizes the District to participate in the Florida PRIME. The policy also authorizes the District to invest in interest-bearing time deposits or savings accounts, direct obligations of the United States Treasury, Federal Agencies, discount notes, and money market funds with the highest credit quality rating from nationally recognized statistical rating organizations and registered with the Securities and Exchange Commission; State and/or local government taxable and/or tax exempt debt, general obligation and/or revenue bonds, rated at least “Aa” by Moody’s and “AA” by Standard & Poor’s for long term debt, or rated at least “MIG-2” by Moody’s and “SP-2” by Standard & Poor’s for short-term debt; and bankers acceptances issued by a domestic bank or a federally chartered domestic office of a foreign bank, which are eligible for purchase by the Federal Reserve System, at the time of purchase, the short term paper is rated, at a minimum, “P-1” by Moody’s Investors Services and “A-1” by Standard & Poor’s. Additionally, the bank shall not be listed with any recognized credit watch information service.

The Policy also authorizes the District to invest in commercial paper of any United States company that is rated, at the time of purchase, “Prime-1” by Moody’s and “A-1” by Standard & Poor’s (prime commercial paper). Additionally, the company shall not be listed with any recognized credit watch information service. Corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long-term debt rating, at the time of purchase, at a minimum “Aa” by Moody’s and a minimum long term debt rating of “AA” by Standard & Poor’s.

As of June 30, 2024, the District's investment securities had the following ratings as shown in the chart below (in thousands):

Investments		Fair Value	Moody's or S & P Rating
Short term portfolio:			
Asset-Backed Securities	$	-	AAA
Commercial Paper		308,041	A-1 to A-1+
Corporate Notes		17,341	AA+ to AAA
Federal Agency (U.S. Government sponsored agencies):			
Fed Agency CMO/MBS		626	AA+
Fed Agency Coupon		58,197	AA+
Fed Agency Discount Notes		38,632	AA+
Municipal Bonds			AAA
U.S. Government Securities:			
Treasury Bills		128,801	AA+
Treasury Bonds/Notes		98,128	AA+ to AAA
Long term portfolio:			
Asset Backed Securities		29,932	AAA
Corporate Notes		52,490	AA+ to AAA
Federal Agency (U.S. Government sponsored agencies):			
Fed Agency CMO/MBS		2,653	AA+
Fed Agency Coupon		275,900	AA+
Municipal Bonds		-	AAA
U.S. Government Securities:			
Treasury Bonds/Notes		234,003	AA+ to AAA
Total investments	$	1,244,744	

Interest Rate Risk:

The District manages its exposure to interest rate risk by forecasting cash outflows and inflows. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months. According to the District's policy, securities may be purchased at a premium or traded for other securities to improve yield, maturity, or credit risk.

Investments of bond reserves, construction funds, and other non-operating funds (core funds) shall have a term appropriate to the need for funds and in accordance with debt covenants, but in no event shall exceed five (5) years.

The following table shows the District's portfolio weighted average maturity at June 30, 2024 (in thousands):

Investments	Fair Value	Maturity: Less than 1 Year	Maturity: 1 - 5 Years	Maturity: Greater than 5 Years
Asset-Backed Securities	$ 29,932	$ -	$ 29,932	$ -
Commercial Paper	308,041	308,041	-	-
Corporate Notes	69,831	17,341	52,490	-
Federal Agency (U.S. Government sponsored agencies):				
Fed Agency CMO/MBS	3,280	626	2,654	-
Fed Agency Coupon	334,097	58,197	275,900	-
Fed Agency Discount Notes	38,632	38,632	-	-
Municipal Bonds	-		-	-
U.S. Government Securities:				
Treasury Bills	128,801	128,801	-	-
Treasury Bonds/Notes	332,130	98,128	165,561	68,441
Total Investments	$1,244,744	$ 649,766	$ 526,537	$ 68,441

The following table shows the District's portfolio effective duration at June 30, 2024:

Investments	Effective Duration in Years
Asset-Backed Securities	1.36
Commercial Paper	
Corporate Notes	1.32
Federal Agency (U.S. Government sponsored agencies):	
Fed Agency CMO/MBS	1.46
Fed Agency Coupon	2.76
Fed Agency Discount Notes	0.11
Municipal Bonds	
U.S. Government Securities:	
Treasury Bills	
Treasury Bonds/Notes	2.05
Average effective duration	1.51

Concentration of Credit Risk:

The District's Investment policy has established asset allocation and issuer limits on the following investments, which are designed to reduce concentration of credit risk of the District's Investment Portfolio.

Asset-Backed Securities (ABS):

The Treasurer may invest in asset-backed securities (ABS) which are bonds or notes backed by financial assets. A maximum of 10 percent of available funds may be invested in ABS. A maximum of 5 percent of available funds may be invested with any one ABS. ABS shall be "AA" rated or better by Standard & Poor's or the equivalent by another nationally recognized rating agency. The maximum length to maturity for an investment in any ABS is ten (10) years from the date of purchase.

Commercial Paper:

The Treasurer may invest in commercial paper of any United States company that is rated, at the time of purchase, "Prime-1" by Moody's and "A-1" by Standard & Poor's (prime commercial paper). If the commercial paper is backed by a letter of credit (LOC), the long-term debt of the LOC provider must be rated "A" or better by at least two (2) nationally recognized rating agencies. A maximum of 35 percent of available funds may be

directly invested in prime commercial paper. The maximum length to maturity for prime commercial paper shall be 270 days from the date of purchase.

Corporate Notes:

The Treasurer may invest in Corporate Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long-term debt rating, at the time of purchase, at a minimum "Aa" by Moody's and a minimum long term debt rating of "AA" by Standard & Poor's. A maximum of 25 percent of available funds may be invested in corporate notes. Only 5 percent may be invested with any one (1) issuer. The length of maturity shall be five (5) years from the date of purchase.

Federal Agency (U.S. Government sponsored agencies):

The Treasurer may invest in bonds, debentures, notes or callables issued or guaranteed by the United States Government sponsored Agencies (Federal Instrumentalities), which are non-full faith. A maximum of 80 percent of available funds may be invested in Federal Instrumentalities. A maximum of 40 percent may be invested in any one issuer. The maximum length to maturity for an investment is ten (10) years from the date of purchase.

Municipal Bonds:

The Treasurer may invest in state and/or local government taxable and/or tax-exempt debt, general obligation and/or revenue bonds, rated at least "Aa" by Moody's and "AA" by Standard & Poor's for long-term debt, or rated at least "MIG-2" by Moody's and "SP-2" by Standard & Poor's for short-term debt. A maximum of 20 percent of available funds may be invested in taxable and tax-exempt debts. A maximum length to maturity for an investment in any state or local government debt security is three (3) years from the date of purchase.

U.S. Government Securities:

The Treasurer may invest in negotiable direct obligations, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. A maximum of 100 percent of available funds may be invested in these securities; the maximum length to maturity is ten (10) years from the date of purchase. These securities include but are not limited to: Cash Management Bills, Treasury Securities - State and Local Government Series (SLGS), Treasury Bills, Treasury Notes, Treasury Bonds, and Treasury Strips.

Custodial Risk:

Pursuant to Florida Statute 218.415 (10), securities, with the exception of certificates of deposit, are held with a third-party custodian, and all securities purchased by, and all collateral obtained by the District is properly designated as an asset of the District. The securities are held in an account separate and apart from the assets of the financial institution.
As of June 30, 2024, the District's investment portfolio was held by Principal Custody Solutions, a third-party custodian, as required by the School Board's investment policy.

3. DUE TO/FROM OTHER GOVERNMENTAL AGENCIES AND UNEARNED REVENUE

Due To/From Other Governmental Agencies:

At June 30, 2024, the District's due to/from other governmental agencies balances are as follows (in thousands):

	General Fund	Federal Education Stabilization Funds	Other Capital Projects Funds	Other Governmental Funds	Total
Due From Other Governments:					
Federal Government:					
Food Reimbursement	$ -	$ -	$ -	$ 3,194	$ 3,194
Miscellaneous Federal	-	8,021	-	8,620	16,641
State Government:					
Miscellaneous State	419	-	-	1,299	1,718
Local Government:					
Taxes Receivable	3,466	-	-	-	3,466
Miscellaneous Local	146	-	10,788	4,926	15,860
Total due from other governmental agencies	$ 4,031	$ 8,021	$ 10,788	$ 18,039	$ 40,879
Due To Other Governments:					
Florida Retirement System Contribution	$ 17,958	$ -	$ -	$ -	$ 17,958

Unearned Revenue:

Governmental funds and government-wide activities defer revenue recognition in connection with resources from exchange transactions that have been received, but not yet earned. At June 30, 2024, the various components of unearned revenue reported in the government-wide statements and the governmental funds were as follows (in thousands):

	Unearned Revenue Government-Wide	Unearned Revenue Governmental Funds
Grant proceeds	$ 4,785	$ 4,785
Local Capital Improvement	1,985	1,985
Total	$ 6,770	$ 6,770

4. AD VALOREM TAXES

The District is authorized by Florida Statutes to levy property taxes for District operations, capital improvements and debt service. Property taxes consist of ad valorem taxes on real and personal property within the District. Property taxes are assessed by the Broward County Property Appraiser and are collected by the Broward County Revenue Collector who remits them to the District. The Board adopted the 2023 tax levy on September 12, 2023.

Property values are assessed as of January 1 of each year, and levied on November 1, at which time taxes become an enforceable lien on property. Such levy serves to finance expenditures of the following fiscal year.

Tax bills are mailed in October and taxes are payable between November 1 of the year assessed and March 31 of the following year at discounts of up to four percent for early payment.

On April 1 of the year following the year of assessment, taxes become delinquent and Florida Statutes provide for enforcement of collection of personal property taxes by seizure of the property to satisfy unpaid taxes and for enforcement of collection of real property taxes by the sale of interest-bearing certificates to satisfy unpaid taxes at any time after they become delinquent. The District recognizes revenue during the fiscal year following the year of assessment. Accordingly, substantially all the taxes assessed on January 1, 2023, have been recognized during the fiscal year ended June 30, 2024.

The following is a summary of millages and taxes levied on the final 2023 tax rolls for the fiscal year 2024 (dollars in thousands):

		Taxes		
	Millages	Levied	Collected	Uncollected
General Fund				
Non-voted School Tax:				
Required Local Effort	3.178	$ 960,895	$ 920,936	$ 1,523
Discretionary Local Effort	0.748	226,164	216,759	359
	3.926	$ 1,187,059	$ 1,137,695	$ 1,882
Voted Tax:				
Referendum	1.000	$ 302,358	$ 289,655	$ 609
Capital Projects Funds				
Non-voted School Tax:				
Capital Improvements	1.500	$ 453,538	$ 434,662	$ 735
Debt Service Funds				
Voted Tax:				
Debt Service	0.189	$ 57,327	$ 54,938	$ 96

The State Constitution limits the non-voted levying of taxes by the District to 10 mills ($10.00 per thousand of assessed valuation). State law prescribes the upper limit of non-voted taxes to be levied on an annual basis, with the fiscal year 2024, limit being 5.43 mills, which includes up to 1.50 mills for the Capital Projects Funds. The voter approved levy for debt service is limited to 6.00 mills; for fiscal year 2024, the levy was 0.19 mills for Debt Service Funds and 1.00 mills for the Referendum Fund.

The total assessed value for calendar year 2023, on which the fiscal 2024 levy was based, was approximately $302.3 billion, which is subject to change based upon appeals to the Broward County Value Adjustment Board. The Broward County Revenue Collector is not required by law to make an accounting to the District of the difference between taxes levied and taxes collected. The State required the District to budget at a 96 percent collection rate. The actual property taxes collected or accrued for fiscal year 2024 were 95.83 percent of the taxes levied.

5. CAPITAL ASSETS

A summary of changes in capital assets is as follows (in thousands):

	Balance 06/30/2023	Additions	Deletions	Transfers	Balance 06/30/2024
Primary Government:					
Capital assets not being depreciated:					
Land	$ 227,133	$ -	$ -	$ -	$ 227,133
Land improvements	132,440	-	-	1,583	134,023
Construction in progress	635,075	260,215	-	(150,180)	745,110
Broadcast license intangible	3,600	-	-	-	3,600
Total capital assets not being depreciated	998,248	260,215	-	(148,597)	1,109,866
Other capital assets:					
Land improvements	361,764	3,914	-	5,761	371,439
Buildings and fixed equipment	4,059,820	60,482	-	142,836	4,263,138
Furniture, fixtures, and equipment	385,754	24,452	(31,644)	-	378,562
Audio visual	680	-	(103)	-	577
Motor vehicles:					
Buses	117,220	19,137	(4,047)	-	132,310
Other	32,400	1,323	(3,965)	-	29,758
Computer software	58,377	3,650	-	-	62,027
Intangible right-to-use assets	3,102	-	-	-	3,102
Total other capital assets at historical cost	5,019,117	112,958	(39,759)	148,597	5,240,913
Less accumulated depreciation/amortization for:					
Land improvements	(218,698)	(9,480)		-	(228,178)
Buildings and fixed equipment	(2,016,685)	(108,904)	-	-	(2,125,589)
Furniture, fixtures, and equipment	(298,484)	(27,944)	31,057	-	(295,371)
Audio visual	(676)	(2)	103	-	(575)
Motor vehicles:					
Buses	(75,689)	(9,439)	3,956	-	(81,172)
Other	(22,762)	(2,165)	3,897	-	(21,030)
Computer software	(58,372)	(735)	-	-	(59,107)
Intangible right-to-use assets	(1,002)	(501)	-	-	(1,503)
Total accumulated depreciation/amortization*	(2,692,368)	(159,170)	39,013	-	(2,812,525)
Total other capital assets, net	2,326,749	(46,212)	(746)	148,597	2,428,388
Total primary government, net	3,324,997	214,003	(746)	-	3,538,254
Internal Service fund:					
Machinery and equipment	448	-	(336)	-	112
Accumulated depreciation*	(448)	-	336	-	(112)
Total Internal service fund, net	-	-	-	-	-
Total capital assets, net	$ 3,324,997	$ 214,003	$ (746)	$ -	$ 3,538,254

*Depreciation/amortization expense was recorded in the following governmental functions:

Instructional services	$ 111,070
Instructional support services	16,292
Student transportation services	11,371
Operation and maintenance of plant	7,516
School administration	3,758
General administration	2,081
Food services	7,082
Total depreciation/amortization expense	$ 159,170

6. INTERFUND TRANSACTIONS

Interfund Transfers. A summary of interfund transfers for the fiscal year ended June 30, 2024, is as follows (in thousands):

	Transfers In				
Transfers Out	General Fund	COP Series Debt Service Funds	Other Capital Projects Funds	Other Governmental Funds	Total
General Fund	$ -	$ 321	$ 322	$ 69	$ 712
Local Millage Capital Improvement Funds	136,721	168,515	-	11,432	316,668
Other Capital Projects Funds	29,599	10,400	-	-	39,999
Propietary Funds	-	-	-	-	-
Total Primary Government	$ 166,320	$ 179,236	$ 322	$ 11,501	$ 357,379

Transfers to the General Funds relate primarily to funding of maintenance and repairs of existing school facilities and funding for the property and casualty insurance premiums pursuant to Chapter 1011.71 of the Florida Statutes. The transfers in the General Fund also include capital outlay pass-through PECO funds for charter schools pursuant to Chapter 1013 of the Florida Statues

Interfund Receivables and Payables. Individual fund receivable and payable balances as reported in the Governmental Funds Balance Sheet at June 30, 2024 are as follows (in thousands):

	Payable Fund		
	Federal Education Stabilization Funds	Other Governmental Funds	Total
Receivable Fund:			
General Fund	$ 6,375	$ 7,734	$ 14,109

Interfund receivables and payables relate to temporary funding of negative cash balances.

7. TAX ANTICIPATION NOTES

On July 27, 2023, the District issued Tax Anticipation Notes (TANS), Series 2023. The $197.45 million note proceeds were used to pay fiscal year 2024 operating expenditures prior to the receipt of ad valorem taxes. Interest costs incurred on the life of this issue for the year ended June 28, 2024, were $6.40 million, with the effective yield of 3.45 percent. There was no arbitrage rebate due on the TANS, Series 2023. The notes came due June 28, 2024.

Short-term debt activity for the year ended June 30, 2024, was as follows (in thousands):

	Beginning Balance July 1, 2023	Issued	Redeemed	Ending Balance June 30, 2024
Tax Anticipation Notes	$ -	$ 197,450	$ 197,450	$ -

8. LEASES PAYABLE

The primary objective of the GASB Statement No. 87, *Leases* statement is to enhance the relevance and consistency of information about governments' leasing activities. This statement, implemented for the year ended June 30, 2022, establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. For additional information, refer to the disclosures below.

On July 1, 2021, the District recognized a 90-month lease as Lessee for the use of American Tower's Antenna/ Transmitter Site for BECON TV. An initial lease liability was recorded in the amount of $1.4 million. As of June 30, 2024, the value of the lease liability is $1.0 million. The District is required to make monthly fixed payments of $14.8 thousand. The lease has an interest rate of 1.45%. The value of the right to use asset as of June 30, 2024, of $1.4 million with accumulated amortization of $562.3 thousand is included with buildings and fixed equipment on the lease asset by major class table found below. The District has four extension options, each for 60 months. The District had a termination period of six months as of the lease commencement.

On July 1, 2021, the District recognized a 65-month lease as Lessee for the use of Lauderhill Partner's Warehouse and Storage Yard. An initial lease liability was recorded in the amount of $1.7 million. As of June 30, 2024, the value of the lease liability is $1.0 million. The District is required to make monthly fixed payments of $26.8 thousand. The lease has an interest rate of 1.06%. The value of the right to use asset as of June 30, 2024, of $1.7 million with accumulated amortization of $939.7 thousand is included with buildings and fixed equipment on the lease asset by major class table found below. The District has one extension option of 60 months.

On June 30, 2024, the various lease assets (by major class of underlying asset) reported in the government-wide statements were as follows (in thousands):

	Amount
Lease asset - Buildings and fixed equipment	$ 3,102
Less: Accumulated amortization	(1,502)
Total net book value	$ 1,600

The following is a summary of changes in leases payable for the fiscal year ended June 30, 2024 (in thousands):

	Interest Rate	Maturity Date	June 30, 2023	Increases	Decreases	June 30, 2024
Antenna/Transmitter Site	1.45%	12/31/2028	$ 1,031	$ -	$ (176)	$ 855
Warehouse and Storage Yard	1.06%	11/30/2026	1,070	1	(313)	758
Total leases payable			$ 2,101	$ 1	$ (489)	1,613
Less: Portion due within one year						(500)
Total leases payable due in more than one year						$ 1,113

The following is a summary of the principal and interest requirements to lease maturity as of June 30, 2024 (in thousands):

Fiscal Year	Principal	Interest	Total
2025	$ 500	$ 18	$ 518
2026	512	12	524
2027	336	7	343
2028	211	3	214
2029	54	-	54
Total minimum lease payments	$ 1,613	$ 40	1,653
Less: Amount representing interest			(40)
Present value of minimum lease payments			$ 1,613

The amount representing interest was calculated using annual rates ranging from 1.06 percent to 1.45 percent.

9. LONG-TERM DEBT

The following is a summary of changes in long-term debt for the fiscal year ended June 30, 2024 (in thousands):

	Interest Rate	Final Maturity Date	June 30, 2023	Increases	Decreases	June 30, 2024	Amounts Due Within One Year
Bonds payable:							
Capital Outlay Bond Issues:							
Series 2017A-Refunding	3.00-5.00%	01/01/2028	$ 1,991	$ -	$ (346)	$ 1,645	$ 375
Series 2019A-Refunding	5.00%	01/01/2029	481	-	(61)	420	67
Total capital outlay bond issues			2,472	-	(407)	2,065	442
General Obligation Bonds Issues:							
Series 2015	3.50-5.00%	07/01/2040	122,405	-	(5,085)	117,320	5,340
Series 2019	5.00%	07/01/2047	160,815	-	(3,615)	157,200	3,795
Series 2021	5.00%	07/01/2050	200,645	-	(3,670)	196,975	3,855
Series 2022	5.00%	07/01/2051	259,985	-	(4,450)	255,535	4,675
Total general obligation bond issues			743,850	-	(16,820)	727,030	17,665
Certificates of Participation:							
Series 2009A QSCB *	(i)	07/01/2024	49,913	-	(49,913)	-	-
Series 2010A QSCB *	6.45%	07/01/2027	51,645	-	-	51,645	-
Series 2015A-Refunding	5.00%	07/01/2030	169,460	-	(26,350)	143,110	27,670
Series 2015B-Refunding	5.00%	07/01/2032	125,490	-	(11,385)	114,105	11,950
Series 2016A-Refunding	3.25-5.00%	07/01/2033	147,385	-	(11,740)	135,645	12,330
Series 2016B-Refunding	5.00%	07/01/2027	18,735	-	-	18,735	5,770
Series 2017B-Refunding	5.00%	07/01/2034	56,300	-	-	56,300	-
Series 2017C-Refunding	5.00%	07/01/2026	93,905	-	(30,440)	63,465	30,965
Series 2019A-Refunding	5.00%	07/01/2029	103,090	-	(1,545)	101,545	1,365
Series 2019B-Refunding	5.00%	07/01/2029	65,085	-	-	65,085	-
Series 2020A	5.00%	07/01/2034	202,590	-	-	202,590	-
Series 2022A	5.00%	07/01/2028	56,100	-	(10,155)	45,945	10,660
Series 2022B	5.00%	07/01/2036	151,260	-	-	151,260	-
Total certificates of participation			1,290,958	-	(141,528)	1,149,430	100,710
Equipment Finance Agreements:							
2017 Buses/White Fleet	2.07%	03/02/2025	5,925	-	(2,932)	2,993	2,993
2018 Security Equipment	2.16%	12/28/2025	1,656	-	(652)	1,004	666
2018 School Buses	2.77%	05/23/2026	4,210	-	(1,365)	2,845	1,403
2019 Security Equipment	2.66%	02/13/2026	8,936	-	(2,900)	6,036	2,978
2020 Buses/White Fleet	1.91%	10/01/2027	8,195	-	(1,761)	6,434	1,795
2020 Technology Equipment	1.24%	06/30/2024	4,219	-	(4,219)	-	-
2020 Energy Efficiency Improvements	1.55%	05/01/2032	3,464	-	(397)	3,067	416
2021 Technology Equipment	0.58%	06/01/2025	10,943	-	(5,456)	5,487	5,487
2021 Transportation Equipment	1.01%	06/01/2029	10,909	-	(1,773)	9,136	1,791
2022 Energy Services Equipment	1.67%	08/01/2034	8,798	1,381	(529)	9,650	671
2022 Technology Equipment	3.18%	06/01/2026	12,591	-	(4,065)	8,526	4,195
2022 Transportation Equipment	3.12%	06/01/2030	14,311	-	(1,860)	12,451	1,918
2023 Energy Lease	3.31%	12/15/2035	-	10,225	-	10,225	441
Total equipment finance agreements			94,157	11,606	(27,909)	77,854	24,754
Total bonds, certificates of participation, and finance agreements payable			2,131,437	11,606	(186,664)	1,956,379	143,571
Net premiums and discounts			247,278	-	(30,595)	216,683	28,304
Total debt, net of premiums and discounts			$2,378,715	$ 11,606	$ (217,259)	$2,173,062	$ 171,875

(i) Series 2009A-QSCBs (Qualified School Construction Bonds) are now paid off as of June 30, 2024.

On November 4, 2014, the residents of Broward County approved the issuance of up to $800 million of General Obligation Bonds for the critically needed renovation projects and equipment in the Safety, Music and Art, Athletics, Renovation and Technology (SMART) program. The District provided and additional $909 million towards the SMART projects for a total program budget of $1,709 million.

Four separate bond series have been issued pursuant to this referendum. The General Obligation Bonds, Series 2015 were issued on June 18, 2015, in the amount of $155 million, General Obligation Bonds, Series 2019 were issued on February 13, 2019, in the amount of $174.7 million, General Obligation Bonds, Series 2021 were issued on February 16, 2021, in the amount of $207.5 million and General Obligation Bonds and Series 2022 were issued on May 18, 2022, in the amount of $262.7 million. All series are secured by the general taxing authority of the District.

The Capital Outlay Bond Issues (COBI) are retired by the State for the District. The bonds mature serially and are secured by a pledge of the District's share of revenue from the sale of license plates. The State Board of Administration determines the sinking fund requirements for these bonds annually. The sinking fund, maintained in the COBI Debt Service Fund, on June 30, 2024, was $2.1 million.

The School Board entered into certain annual appropriation master lease purchase agreements under which it has financed to date $296 million of buses, vehicles, equipment, computer devices and software, $54.9 million are presently outstanding. The School Board expects to finance additional items from time to time under such Equipment Finance Agreements. Payments are expected to be made from local option millage levy revenues.

State school bonds are issued by the State Board of Education (SBE) on behalf of the District. The bonds mature serially and are secured by a pledge of the District's portion of the State-assessed motor vehicle license tax. The State's full faith and credit is also pledged as security for these bonds. Principal and interest payments, investment of Debt Service Fund resources, and compliance with reserve requirements are administered by the SBE and the SBA.

The Tax Reform Act of 1986 requires local units of government to rebate to the Federal Government the income (in excess of interest costs) received from investing proceeds on substantially all tax-exempt debt issued subsequent to August 1986. Such rebate of cumulative arbitrage earnings must be paid every five years until such time as the proceeds have been expended. For the fiscal year ended June 30, 2024, the District has no accrued liability for rebatable arbitrage.

The Tax Cut and Job Act of 2017 amended the Internal Revenue Code of 1986. One of the changes affecting the District and other public issuers was the elimination of advance refunding.

Annual requirements to amortize all bond issues outstanding as of June 30, 2024, are as follows (in thousands):

Year Ending June 30,	Capital Outlay Bond Issue			General Obligation Bond Issue [1]		
	Principal	Interest	Total	Principal	Interest	Total
2025	$ 442	$ 94	$ 536	$ 17,665	$ 35,219	$ 52,884
2026	479	72	551	18,545	34,336	52,881
2027	499	48	547	19,395	33,492	52,887
2028	543	24	567	20,300	32,581	52,881
2029	102	5	107	21,265	31,611	52,876
2030-2034	-	-	-	122,345	142,061	264,406
2035-2039	-	-	-	154,025	110,374	264,399
2040-2044	-	-	-	151,230	72,875	224,105
2045-2049	-	-	-	156,760	33,963	190,723
2050-2054	-	-	-	45,500	3,106	48,606
Total	$ 2,065	$ 243	$ 2,308	$ 727,030	$ 529,618	$1,256,648

Year Ending June 30,	Certificates of Participation (COPs) [2]			Equipment Finance Agreements [3]		
	Principal	Interest	Total	Principal	Interest	Total
2025	$ 100,710	$ 57,775	$ 158,485	$ 24,755	$ 1,870	$ 26,625
2026	105,750	52,739	158,489	16,594	1,209	17,803
2027	162,675	47,452	210,127	7,657	854	8,511
2028	122,325	38,568	160,893	6,940	692	7,632
2029	129,425	32,452	161,877	6,203	552	6,755
2030-2034	388,015	88,786	476,801	13,034	1,386	14,420
2035-2039	140,530	10,626	151,156	2,671	149	2,820
Total	$ 1,149,430	$ 328,398	$ 1,477,828	$ 77,854	$ 6,712	$ 84,566

[1] The District does not have any direct placement for General Obligation Bond debt

[2] Includes Series 2010A-QSCB,2012A, 2015A, 2015B, 2016A, 2016B, 2017B, 2017C, 2019A, 2019B, 2020A, 2022A and 2022B.

[3] Includes 2015, 2017, 2018, 2019, 2020, 2021, 2022, and 2023 Equipment Finance Agreements

Other Liabilities

Compensated absences, pensions, and other postemployment benefits are generally liquidated with resources from the General Fund.

10. OBLIGATION UNDER LEASE PURCHASE AGREEMENT-CERTIFICATES OF PARTICIPATION

The District entered into a Lease Purchase Agreement with the Corporation on June 15, 1989, and a Master Lease Purchase Agreement on July 1, 1990 (the "lease agreements") to finance the acquisition or construction of certain facilities, vehicles, and equipment for District operations.

The following table shows issues/refunding to third parties, evidencing an undivided proportionate interest in basic lease payments to be made by the District as lessee pursuant to the lease agreements. Interest rates ranged from 3.25 percent to 6.45 percent. The actual interest rate for the outstanding issuance as of June 30, 2024, is reflected in the table below:

Series	Date Issued	Amount Issued (in thousands)	Amount Outstanding (in thousands)	Interest Rates	Lease Term Maturity
2009A-QSCB (1)	06/17/2009	$ 49,913	$ -	(i)	2024
2010A-QSCB (2)	08/05/2010	51,645	51,645	6.45%	2027
2015A (3)	02/11/2015	169,460	143,110	5.00%	2030
2015B (4)	02/11/2015	125,490	114,105	5.00%	2032
2016A (5)	04/27/2016	147,385	135,645	3.25% - 5.00%	2033
2016B (6)	04/27/2016	18,735	18,735	5.00%	2027
2017B (7)	12/28/2017	56,300	56,300	5.00%	2034
2017C (8)	12/28/2017	93,905	63,465	5.00%	2026
2019A (9)	07/18/2019	103,090	101,545	5.00%	2029
2019B (10)	07/18/2019	65,085	65,085	5.00%	2029
2020A (11)	05/19/2020	202,590	202,590	5.00%	2034
2022A (12)	04/04/2022	56,100	45,945	5.00%	2028
2022B (13)	05/25/2022	151,260	151,260	5.00%	2036
		$ 1,290,958	$ 1,149,430		

(i) Series 2009A-QSCBs (Qualified School Construction Bonds) are now paid off as of June 30, 2024.

(1) ***2009A-QSCB***
Issued to finance the cost of acquisition, construction, installation, and equipping education facilities. These were non-interest obligations and were issued as "principal only" (i.e., the principal repaid by the District). The Certificates are now paid off as of June 30, 2024.

(2) ***2010A-QSCB***
Issued to finance the cost of acquisition, construction, installation, and equipping education facilities. This is a taxable obligation with the District receiving a direct subsidy rebate of a portion of the interest cost from the U.S. Treasury. The Certificates are not insured by any municipal bond insurance policy. Principal payments may be reduced through the purchase of Treasury Strips by the fiscal agent, which when coupled with interest earnings and net appreciation in market value, will be sufficient to pay off the principal balance of the QSCB, in full, at maturity on July 1, 2027.

(3) ***2015A***
Issued to refund a majority of outstanding Series 2005A and Series 2006A. The Certificates are insured by Assured Guaranty Municipal Corporation.

(4) ***2015B***
Issued to refund a majority of outstanding Series 2007A. The Certificates are not insured by any municipal bond insurance policy.

(5) ***2016A***
Issued to refund a majority of outstanding Series 2008A. The Certificates are not insured by any municipal bond insurance policy.

(6) ***2016B***
Issued to refund outstanding Series 2009A Tax Exempt. The Certificates are not insured by any municipal bond insurance policy.

(7) ***2017B***
Issued to refund outstanding Series 2009A-BAB (Build America Bonds). The Certificates are not insured by any municipal bond insurance policy.

(8) ***2017C***
Issued to refund a portion of outstanding Series 2011A and Series 2012A. The Certificates are not insured by any municipal bond insurance policy.

(9) ***2019A***
Issued to refund outstanding Series 2014A. The Certificates are not insured by any municipal bond insurance policy.

(10) ***2019B***
Issued to refund outstanding Series 2015C. The Certificates are not insured by any municipal bond insurance policy.

(11) ***2020A***
Issued to provide supplemental funding for the additional projects for the Safety, Music & Art, Athletics, Renovation, and Technology (SMART) Program. The Certificates are not insured by any municipal bond insurance policy.

(12) ***2022A***
Issued to refund outstanding Series 2012A. The Certificates are not insured by any municipal bond insurance policy.

(13) ***2022B***
Issued to provide capital funding for Markham Elementary, Stranahan High School, Blanche Ely High School and Rickards Middle and to finance SMART Program projects. The Certificates are not insured by any municipal bond insurance policy.

The Certificates are not separate legal obligations of the District, but represent undivided interests in the basic lease payments to be made from appropriated funds budgeted annually by the Board for such purposes from current or other funds authorized by law and regulations of the Department of Education. However, neither the District, the State of Florida, nor any political subdivision thereof, shall be obligated to pay, except from appropriated funds, any sums due under the leases from any source of taxation. The full faith and credit of the District is not pledged for payment of such sums due hereunder and such sums do not constitute an indebtedness of the District within the meaning of any constitutional or statutory provision or limitation.

The American Recovery and Reinvestment Act (ARRA) of 2009, signed into law on February 17, 2009, created another category of direct subsidy debt for school districts: Qualified School Construction Bonds (QSCBs). The QSCBs does not represent incremental federal funding and must be repaid by the District.

The Corporation leases the facilities, vehicles and equipment to the District under the lease agreements, which are automatically renewable through varying dates (see summary below), unless earlier terminated following the occurrence of an event of default or a non-appropriation of funds to make lease payments, all as described and defined in the leases. Failure to appropriate funds to pay lease payments under any lease will, and an event of default under any lease may, result in the termination of all leases, including the 2009A-QSCB, 2010A-QSCB, 2015A, 2015B, 2016A, 2016B, 2017B, 2017C, 2019A, 2019B, 2020A, 2022A, and 2022B. Events of default related to a lease would result from the School Board's failure to pay in full any lease payment, failure to observe and perform any covenant or condition or agreement for sixty (60) days after written notice specifying such failure and requesting that it be remedied, filing of a petition in bankruptcy, insolvency, or reorganization. The remedies on default include the immediate surrender and delivery of possession of all facilities, vehicles and certain equipment (excludes certain computer equipment) financed under all leases to the Trustee in the condition, state of repair and appearance required under the leases. Upon such surrender, the Trustee will sell or lease such facilities, vehicles and certain equipment in such manner and to such person as it determines appropriate. The proceeds of any sale or lease will be applied first to the payment in full of the Certificates and then to the payment of the District's obligations under the reimbursement agreement and finally to the payment of the District.

The remaining obligation, as of June 30, 2024, through maturity to the holders of the Certificates, is as follows (in thousands):

Year Ending June 30,	Series 2010A QSCB	Series 2015A	Series 2015B	Series 2016A	Series 2016B
2025	$ 3,332	$ 34,826	$ 17,655	$ 18,666	$ 6,707
2026	3,332	34,827	17,658	18,659	6,733
2027	54,977	34,824	17,655	18,662	7,224
2028	-	27,609	17,652	18,658	-
2029	-	16,708	17,655	18,659	-
2030-2034	-	16,706	52,961	74,650	-
2035-2039	-	-	-	-	-
Subtotal	61,641	165,500	141,236	167,954	20,664
Less: Interest	(9,996)	(22,390)	(27,131)	(32,308)	(1,929)
Total Principal	$ 51,645	$143,110	$ 114,105	$ 135,646	$ 18,735

Year Ending June 30,	Series 2017B	Series 2017C	Series 2019A	Series 2019B	Series 2020A
2025	$ 2,815	$ 34,138	$ 6,442	$ 3,254	$ 10,130
2026	2,815	34,125	6,434	3,254	10,130
2027	2,815	-	40,068	3,254	10,130
2028	9,125	-	53,946	3,254	10,130
2029	9,320	-	13,503	68,339	10,130
2030-2034	49,974	-	-	-	233,966
2035-2039	-	-	-	-	-
Subtotal	76,864	68,263	120,393	81,355	284,614
Less: Interest	(20,564)	(4,798)	(18,848)	(16,271)	(82,024)
Total Principal	$ 56,300	$ 63,465	$ 101,545	$ 65,084	$ 202,590

Year Ending June 30,	Series 2022A	Series 2022B	Total
2025	$ 12,957	$ 7,563	$ 158,485
2026	12,959	7,563	158,489
2027	12,955	7,563	210,127
2028	12,957	7,563	160,894
2029	-	7,563	161,877
2030-2034	-	48,545	476,800
2035-2039	-	151,156	151,156
Subtotal	51,828	237,516	1,477,828
Less: Interest	(5,883)	(86,256)	(328,398)
Total Principal	$ 45,945	$151,260	$1,149,430

The Corporation entered into trust agreements with the Trustee pursuant to which the Certificates will be executed, delivered and paid under the terms of which (together with the leases) the facilities, vehicles and equipment will be acquired and/or constructed. Trust funds have been established with the Trustee to facilitate payments in accordance with the lease purchase agreement and the trust agreements securing payment of the Certificates.

As a condition of the financing arrangement, the District has given ground leases on District properties to the Broward School Board Leasing Corporation, with a rental fee of $1 per year. The properties covered by the ground leases are, together with the improvements constructed thereon from the financing proceeds, leased back to the District. If the District fails to renew the leases and to provide for the rent payments through to term, the District may be required to surrender the sites included under the various Ground Lease Agreements for the benefit of the securers of the Certificates until the earlier of the date paid in full or for a period of time as specified by the respective lease term.

11. COMPENSATED ABSENCES

District employees are granted a specific number of vacation days and sick leave with pay as services are rendered. Certain employees are paid for portions of sick leave accrued but not used in a fiscal year. Administrative, supervisory and non-instructional professional employees are paid for unused vacation (up to a maximum of 60 days) upon termination. All other eligible employees are paid for unused vacation (up to a maximum of 50 days) upon termination.

All employees are eligible to receive portions of accumulated unused sick pay upon retirement. Such portions are determined based upon the employee's length of service. Prior to July 1, 2004, Florida Statutes and Board policy limited retirement sick leave payments to no more than 25 percent of the sick leave accumulated on or after July 1, 2001, up to a maximum payment of 60 days. Beginning July 1, 2004, this limitation was eliminated.

At June 30, 2024, the balance of compensated absences payable from future resources was $32.3 million for accumulated vacation leave and $153.7 million for accumulated sick leave and are only reflected in the governmental activities in the government-wide presentation. The net change between the prior year balance and the current year balance of the non-current portion was recorded in the government-wide statements as a current year expense. The General and Special Revenue Funds are typically used to liquidate the long-term liabilities associated with compensated absences.

The following is a summary of changes in the liability for compensated absences for the fiscal year ended June 30, 2024 (in thousands):

Balance - June 30, 2023	$ 187,074
Additions	89,488
Reductions	(81,825)
Balance - June 30, 2024	$ 194,737
Long-Term Liabilities:	
Due Within One Year	$ 8,804
Due After One Year	185,933
Total Long-Term Liabilities	$ 194,737

12. OTHER POSTEMPLOYMENT BENEFITS

Plan Description

The District administers a single-employer defined benefit OPEB plan (Plan) for certain postemployment benefits, including continued coverage for retirees and dependents in the medical/prescription plans, as well as participation in the employer-sponsored dental group plan. In addition, retirees are eligible to continue the employer-sponsored term life insurance policy provided by the District. The benefits of the Plan conform to Florida Statutes, which are the legal authority for the Plan. Eligible retirees may choose among the same medical plan options available for active employees of the District. Prescription drug coverage is automatically extended to retirees and their dependents who continue coverage under any one of the medical plan options. Covered retirees and their dependents are subject to all the same medical, prescription and life insurance benefits and rules for coverage as are active employees. Retirees and their dependents are permitted to remain covered under the District's respective medical plans as long as they pay the premium for the plan and coverage elected. This conforms to the requirement for Florida governmental employers' provision of Section 112.0801, Florida Statutes. The premiums charged are based on a blending of the experience among younger active employees and older retired employees. Since the older retirees actually have higher costs, that means that the District is actually subsidizing the cost of the retiree coverage because it pays all or a significant portion of that premium on behalf of the active employees, providing an implicit rate subsidy. Additionally, certain retirees receive insurance coverage at a lower (explicitly subsidized) premium rate under the District's Retirement Assistance Program. The District, therefore, has assumed an obligation to pay for that implicit subsidy for the covered lifetime of the current retirees and their dependents, as well as the covered lifetime of the current employees after they retire in the future. The District does not prepare a standalone financial report for the Plan, and the Plan is not included in the report of a Public Entity Retirement System or another entity. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75. For the governmental activities, other postemployment benefits are generally liquidated with resources of the General Fund.

Benefit Terms and Employees Covered

The authority for establishing and amending the Plan funding policy and benefit terms rests with the Board. The District has not advanced funded or established a funding methodology for the annual OPEB costs or the net OPEB liability and plans to fund this postemployment benefit on a pay-as-you-go basis. As of the valuation date, June 30, 2022, there were approximately 27,724 active participants and 590 inactive participants (retirees and beneficiaries) receiving postemployment benefits. The District provided required employer contributions toward the annual OPEB cost in the amount of $8.2 million, comprised of benefit payments made on behalf of retirees for claims expense and retention costs.

Total OPEB Liability

The District's total OPEB liability of $173.2 million was based on the measurement date of June 30, 2023, and was determined using an actuarial roll-forward on the results of a full actuarial valuation as of June 30, 2022.

Actuarial Assumptions and Other Inputs

The total OPEB liability in the June 30, 2022, actuarial valuation was determined using the actuarial assumptions and other inputs, applied to all periods included in the measurement unless otherwise specified:

Discount Rate	3.86%
20-Year Municipal Bond Rate	3.86%
Municipal Bond Rate Basis	Fidelity 20-Year Municipal GO AA Index
Assumed Rate of Payroll Growth	3.4% - 7.8% (including inflation)
General Inflation	2.50%
Mortality Rates - Active Members	PUB-2010 mortality tables for K-12 Instructional Regular Class members with generational mortality improvements using scale MP-2018. Female: Headcount Weighted Teachers Employee, set forward one year. Male: Benefits Weighted Teachers Below Median Employee, set forward two years.
Mortality Rates - Nondisabled Inactive Members	PUB-2010 mortality tables for K-12 Instructional Regular Class members with generational mortality improvements using scale MP-2018. Female: Headcount Weighted Teachers Healthy Retiree, set forward one year. Male: Benefits Weighted Teachers Below Median Healthy Retiree, set forward two years.
Mortality Rates - Impaired (from Disability) Members	PUB-2010 mortality tables for Disabled members with generational mortality improvements using scale MP-2018. Female: Headcount Weighted General Disabled Retiree, set forward three years. Male: Headcount Weighted General Disabled Retiree, set forward three years.
Healthcare Cost Trend Rates	Based on the Getzen Model, with a trend of 7.50% for the 2023 calendar year (8.00% for premiums), 6.50% for 2024, and gradually decreasing to an ultimate trend rate of 4.00% in 2050.
Projected Retiree Premium Contributions	$717.00 (Medicare and Non-Medicare)
Projected Spouse Premium Contributions	$742.00 (Medicare and Non-Medicare)
Administrative Expenses	Included in the per capita health costs
Actuarial Cost Method	Entry Age Normal
Measurement Date	June 30, 2023
Measurement Period	July 1, 2022 to June 30, 2023
Valuation Date	June 30, 2022
Census Data	As of June 30, 2022

The District furnished the participant data, economic, demographic, healthcare trend and mortality assumptions, and benefit provisions used in the June 30, 2022, valuation. The demographic assumptions were based on those employed in the July 1, 2022, actuarial valuation of the FRS, which were developed by the FRS from a statewide experience study covering the period 2013 through 2018. These include assumed rates of future termination, mortality, disability, and retirement. In addition, salary increase assumptions for development of the pattern of the normal cost increases were the same as those used by the FRS.

There were no benefit changes during the measurement period. The schedule of changes to the total OPEB liability for fiscal year ending June 30, 2024, is as follows:

Changes to the Total OPEB Liability

Below are the details regarding the total OPEB liability from June 30, 2023, to June 30, 2024 (in thousands):

	Total OPEB Liability
Balance at June 30, 2023	$ 168,139
Changes for the fiscal year:	
Service cost	7,737
Interest on the Total OPEB Liability	6,384
Changes in assumptions and other inputs	(3,314)
Benefit payments	(5,722)
Net change in Total OPEB Liability	5,085
Balance at June 30, 2024	$ 173,224

The changes of assumptions or other inputs was based on the following:

- The discount rate was changed from 3.69 percent as of the beginning of the measurement period to 3.86 percent as of June 30, 2023.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the District (in thousands), as well as what the District's total OPEB liability would be (in thousands) if it were calculated using a discount rate that is 1 percentage point lower (2.86 percent) or 1 percentage point higher (4.86 percent):

	1% Decrease (2.86%)	Current Discount Rate (3.86%)	1% Increase (4.86%)
Total OPEB Liability	$ 194,025	$ 173,224	$ 155,383

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend

The following presents the total OPEB liability of the District (in thousands), as well as what the District's total OPEB liability would be (in thousands) if it were calculated using healthcare cost trend rates that are 1 percentage point lower (5.50 percent to 3.00 percent) or 1 percentage point higher (7.50 percent to 5.00 percent) than the current healthcare cost trend rates (7.50 percent to 4.00 percent):

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
	5.50% to 3.00%	6.50% to 4.00%	7.50% to 5.00%
Total OPEB Liability	$ 147,172	$ 173,224	$ 206,193

Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2024, the District recognized OPEB expense of $8.2 million. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources (in thousands):

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 739	$ 21,298
Changes of assumptions or other inputs	27,099	64,365
Benefits paid subsequent to the measurement date	6,344	-
Total	$ 34,182	$ 85,663

The deferred outflows of resources related to OPEB resulting from District contributions to the Plan subsequent to the measurement date, totaling $6.3 million, will be recognized as a reduction in the total OPEB liability in fiscal year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be amortized and recognized as OPEB expense as follows:

Fiscal Year Ending June 30,	Amount (in thousands)
2025	$ (5,957)
2026	(5,957)
2027	(5,956)
2028	(5,956)
2029	(4,898)
Thereafter	(29,101)
Total	$ (57,825)

13. RETIREMENT PLANS

The District provides retirement benefits to its employees through the Florida Retirement System (FRS), a State-administered cost-sharing multiple-employer defined benefit retirement plan with a Deferred Retirement Option Program (DROP). The Retiree Health Insurance Subsidy (HIS) Program is available for eligible employees. The General Fund typically has been used in prior years to liquidate the long-term liabilities associated with the net pension liability.

Florida State Retirement Programs

Plan Description. Essentially all regular employees of the District are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapter 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contribution, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of the two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. A Annual Comprehensive Financial Report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services website (https://www.dms.myflorida.com/).

FRS Pension Plan

Plan Description. The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Elected County Officers' Class* – Members who hold specified elective offices in local government.
- *Senior Management Service Class (SMSC)* – Members in senior management level positions.
- *Special Risk Class* – Members who are employed as law enforcement officers and meet the criteria to qualify for this class.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service (except for members classified as special risk who are eligible for normal retirement benefits at age 55 or at any age after 25 years of service). All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service (except for members classified as special risk who are eligible for normal retirement benefits at age 60 or at any age after 30 years of service). Members of the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

The DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

Benefits Provided. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

Class, Initial Enrollment, and Retirement Age/Years of Service	Percent Value
Regular Class members – initially enrolled before July 1, 2011	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
Regular Class members – initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 years of service	1.68
Elected County Officers' Class	3.00
Senior Management Service Class	2.00
Special Risk Class	3.00

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

Contributions. The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2023-24 fiscal year were as follows:

	Percent of Gross Salary	
Class	Employee	Employer [1]
FRS, Regular	3.00	13.57
FRS, Elected County Officers'	3.00	58.68
FRS, Senior Management Service	3.00	34.52
FRS, Special Risk	3.00	32.67
Teachers' Retirement System, Plan E	6.25	13.90
DROP – applicable to members from all of the above classes	0.00	21.13
FRS, Reemployed Retiree	[2]	[2]

[1] Employer Rates include 2.00 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.06 percent for administrative costs of the Investment Plan.

[2] Contribution rates are dependent upon retirement class in which reemployed.

The District's contributions to the Plan totaled $164.1 million for the fiscal year ending June 30, 2024, which was equal to the required contributions for the fiscal year.

Liabilities, Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.

As a result of GASB 68, at June 30, 2024, the District reported a liability of $1.1 billion for its proportionate share of the Plan's net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023. The District's proportionate share of the net pension liability was based on the District's 2022-23 fiscal year contributions relative to the total 2022-23 fiscal year contributions of all participating members. At June 30, 2023, the District's proportionate share was 2.86 percent, which was a decrease of 0.16 percent from its proportionate share measured as of June 30, 2022.

For the fiscal year ended June 30, 2024, the District recognized pension expense of $237.6 million related to the Plan. In addition, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources (in thousands):

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experiences	$ 107,028	$ -
Net differences between projected and actual earnings on FRS pension plan investments	47,608	-
Changes of assumptions	74,309	-
Changes in proportion and differences between District FRS contributions and proportionate share of contributions	33,917	44,309
District FRS contributions subsequent to the measurement date	164,104	-
Total	$ 426,966	$ 44,309

The deferred outflows of resources related to pensions resulting from District contributions to the Plan subsequent to the measurement date, totaling $164.1 million, will be recognized as a reduction in the net pension liability in the fiscal year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be amortized and recognized as pension expense as follows:

Fiscal Year Ending June 30,	Amount (in thousands)
2025	$ 31,227
2026	(10,543)
2027	186,694
2028	8,722
2029	2,452
Total	$ 218,552

Actuarial Assumptions. The total pension liability in the July 1, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary Increases	3.25 percent, average, including inflation
Investment Rate of Return	6.70 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018. The amortization period was reduced to 20 years for all current and future amortization bases.
The actuarial assumptions used in the July 1, 2023 valuation were based on the results of an experience study for the period July 1, 2013 through June 30, 2018.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation[(1)]	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.0%	2.9%	2.9%	1.1%
Fixed income	19.8%	4.5%	4.4%	3.4%
Global equity	54.0%	8.7%	7.1%	18.1%
Real estate	10.3%	7.6%	6.6%	14.8%
Private equity	11.1%	11.9%	8.8%	26.3%
Strategic investments	3.8%	6.3%	6.1%	7.7%
Total	100.0%			
Assumed inflation - Mean			2.4%	1.4%

[(1)] As outlined in the Plan's investment policy

Discount Rate. The discount rate used to measure the total pension liability was 6.70 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. The discount rate used in the 2023 valuation is 6.70 percent.

Sensitivity of the District's Proportionate Share of the Net Position Liability to Changes in the Discount Rate. The following presents the District's proportionate share (in thousands) of the net pension liability calculated using the discount rate of 6.70 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (5.70 percent) or 1 percentage point higher (7.70 percent) than the current rate:

	1% Decrease (5.70%)	Current Discount Rate (6.70%)	1% Increase (7.70%)
District's proportionate share of the net pension liability	$ 1,947,192	$ 1,139,910	$ 464,516

Pension Plan Fiduciary Net Position. Detailed information about the Plan's fiduciary net position is available in the separately issued FRS Pension Plan and other State Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan. At June 30, 2024, the District reported a payable of $13.0 million for the outstanding amount of contributions to the Plan required for the fiscal year ended June 30, 2024.

HIS Pension Plan

Plan Description. The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Division of Retirement within the Florida Department of Management Services.

Benefits Provided. For the fiscal year ended June 30, 2024, eligible retirees and beneficiaries received a monthly HIS payment of $7.50 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of $45 and a maximum HIS payment of $225 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions. The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2024, the contribution rate was 2.00 percent of payroll pursuant to section 112.363, Florida Statutes. The District contributed 100 percent of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The District's contributions to the HIS Plan for the fiscal year ending June 30, 2024, totaled $30.9 million, which was equal to the required contributions for the fiscal year.

Liabilities, Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2024, the District reported a net pension liability of $595.6 million for its proportionate share of the HIS Plan's net pension liability. The current portion of the net pension liability is the District's

proportionate share of benefit payments expected to be paid within 1 year, net of the District's proportionate share of the HIS Plan's fiduciary net position available to pay that amount. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022 and update procedures were used to determine liabilities as of July 1, 2023. The District's proportionate share of the net pension liability was based on the District's 2022-23 fiscal year contributions relative to the total 2022-23 fiscal year contributions of all participating members. At June 30, 2023, the District's proportionate share was 3.75 percent, a decrease of 0.20 percent from its proportionate share measured as of June 30, 2022.

For the fiscal year ended June 30, 2024, the District recognized the HIS Plan pension expense of $219.3 million. In addition, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources (in thousands):

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experiences	$ 8,719	$ 1,398
Net differences between projected and actual earnings on HIS pension plan investments	308	-
Changes of assumptions	15,657	51,609
Changes in proportion and differences between District HIS contributions and proportionate share of contributions	544	27,482
District HIS contributions subsequent to to the measurement date	30,946	-
Total	$ 56,174	$ 80,489

The deferred outflows of resources related to pensions resulting from District contributions to the HIS Plan subsequent to the measurement date, totaling $30.9 million, will be recognized as a reduction in the net pension liability in the fiscal year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be amortized and recognized as pension expense as follows:

Fiscal Year Ending June 30,	Amount (in thousands)
2025	$ (10,996)
2026	(9,406)
2027	(10,212)
2028	(14,235)
2029	(8,950)
Thereafter	(1,462)
Total	$ (55,261)

Actuarial Assumptions. The total pension liability in the July 1, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary Increases	3.25 percent, average, including inflation
Municipal Bond Rate	3.65 percent

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018. The actuarial assumptions for July 1, 2022, which were used to determine the total pension liability for the HIS program were based on certain results of the most recent experience study for the FRS Pension Plan.

Discount Rate. The discount rate used to measure the total pension liability was 3.65 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index. The discount rate changed from 3.54 percent to 3.65 percent.

Sensitivity of the District's Proportionate Share of the Net Position Liability to Changes in the Discount Rate. The following presents the District's proportionate share (in thousands) of the net pension liability calculated using the discount rate of 3.65 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.65 percent) or 1 percentage point higher (4.65 percent) than the current rate:

	1% Decrease (2.65%)	Current Discount Rate (3.65%)	1% Increase (4.65%)
District's proportionate share of the net pension liability	$ 679,463	$ 595,578	$ 526,045

Pension Plan Fiduciary Net Position. Detailed information about the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

Payables to the Pension Plan. At June 30, 2024, the District reported a payable of $2.1 million for the outstanding amount of contributions to the HIS Plan required for the fiscal year ended June 30, 2024.

Aggregate Net Pension Liabilities, Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.

The District's FRS and HIS pension expense totaled $456.8 million for the fiscal year ended June 30, 2024. Aggregate net pension liability for all plans was $1.7 billion, with balances of $483.1 million for deferred outflows of resources and $124.8 million for deferred inflows of resources.

Below is a summary for each of the District's plans related to pensions (in thousands):

Defined Benefit Pension Plans	Net Pension Liability	Deferred Outflows of Resources	Deferred Inflows of Resources	Total Expense
FRS	$ 1,139,910	$ 426,966	$ 44,309	$ 237,569
HIS	595,578	56,174	80,489	219,276
Total	$ 1,735,488	$ 483,140	$ 124,798	$ 456,845

FRS – Defined Contribution Pension Plan

The District contributed $24.9 million in the 2024 fiscal year to the FRS Investment Plan (Investment Plan), a defined contribution pension plan, for its eligible employees electing to participate in the Investment Plan. The Investment Plan is administered by the State Board of Administration (SBA), and is reported in the SBA's annual financial statements and in the State of Florida Annual Comprehensive Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. District employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature.

The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers', etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2023-24 fiscal year were as follows:

Class	Percent of Gross Compensation
FRS, Regular	11.30
FRS, Elected County Officers'	16.34
FRS, Senior Management Service	12.67
FRS, Special Risk	19.00

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Non-vested employer contributions are placed in a suspense account for up to five years. If the employee returns to FRS-covered employment within the five year period, the employee will regain control over their account. If the employee does not return within the five year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2024, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the District.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

Payables to the Investment Plan. At June 30, 2024, the District reported a payable of $2.4 million for the outstanding amount of contributions to the Investment Plan required for the fiscal year ended June 30, 2024.

14. CHARTER SCHOOLS REFERENDUM SETTLEMENT

On March 19, 2024, the Florida Commissioner of Education issued a memorandum to the Florida State Board of Education, finding probable cause that the Broward County School District was not in compliance with Florida law by failing to share revenues generated from the 2018 Referendum with Broward County charter schools. The memorandum recommended that the State Board of Education require the District to submit proof of a School Board-approved plan for full payment of the withheld 2018 Referendum revenues.

To address the matter, the District reached a tentative settlement agreement in April 2024 to repay the charter schools a total of $76.3 million, with interest compounding monthly at 1.0 percent (12.0 percent per annum) in accordance with §1002.33(17)(e), F.S. The settlement terms stipulated annual payments over a three-year period, beginning July 10, 2024, and concluding July 10, 2026. The School Board approved settlement agreements with various charter schools in stages, starting on June 18, 2024, and continuing with subsequent approvals on July 23, 2024, August 21, 2024, and September 10, 2024. As a result of this settlement, a liability for the settlement payable was recorded in the government-wide financial statements as a long-term liability.

The payment schedule is as follows (in thousands):

Fiscal Year Ending June 30	Total	Principal	Interest
2025	$ 36,161	$ 25,424	$ 10,737
2026	40,748	25,424	15,324
2027	45,916	25,425	20,491
Total	$ 122,825	$ 76,273	$ 46,552

15. FICA ALTERNATIVE

The District has established the FICA Alternative Retirement Plan (the FICA Plan), a defined contribution retirement plan, for certain temporary employees not covered under the Plan. Under provision of the Internal Revenue Code (IRC) section 3121(b)(7)(F), public employers could place employees not covered under existing employer pension plans into an alternative retirement plan in place of social security contributions. The FICA Plan was established under IRC section 401(a) and requires a mandatory pre-tax contribution of 7.5 percent in lieu of social security. The FICA Plan is noncontributory for the District and eliminates the required match of social security contributions. Approximately 1,429 temporary employees are currently participating in the FICA Plan. For the period ended June 30, 2024, $1.1 million was contributed by participating employees based on gross wages of $15.0 million. A third-party administrator administers the FICA Plan, with administrative fees being paid for by the District. The District does not have any fiduciary responsibility.

16. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and students, and natural disasters. Worker's compensation, automobile liability, general liability and health insurance coverage are being provided on a self-insurance basis up to specified limits. The District purchases commercial insurance for certain risks in excess of the self-insurance coverage and for other risks of loss. The District has contracted with an insurance administrator to administer these self-insurance programs, including the processing, investigating and payment of claims.

The District is self-insured for portions of its health insurance, general and automobile liability insurance, and workers' compensation. Claim activity (expenditures for general and automobile liability, workers' compensation and health insurance) is recorded in the general fund as payments become due each period. The estimated liability for self-insured risks represents an estimate of the amount to be paid on claims reported and on claims incurred but not reported. For the governmental funds, in the fund financial statements, the liability for self-insured risks is considered long-term and, therefore, is not a fund liability (except for any amounts due and payable at year-end) and represents a reconciling item between the fund level and government-wide presentations. Settled claims resulting from risks described above have not exceeded commercial coverage for the past three years.

The claims liability for workers' compensation, automobile liability and general liability are based on an actuarial valuation performed by an independent actuary as of June 30, 2024, using a margin for a 50 percent confidence level. With the 50 percent confidence level, the actuary is estimating the margin necessary so that there is a 50 percent likelihood that the funding level will be sufficient to cover the actual liabilities. The employee health insurance liability is based on an actuarial calculation of estimated claims that have been incurred but not reported. The total claims liability of $77.3 million on June 30, 2024, includes estimated losses for all reported claims and for claims incurred but not reported.

A summary of changes in the estimated liability for self-insured risks is as follows (in thousands):

	2024	2023
Balance, beginning of year	$ 73,701	$ 72,337
Additions:		
Claims incurred	328,889	294,052
Reductions:		
Claims paid	(325,336)	(292,688)
Balance, end of year	$ 77,254	$ 73,701
Estimated Liability:		
Current Portion	$ 30,551	$ 30,262
Portion Due Within One Year	16,339	16,922
Portion Due After One Year	30,364	26,517
Total Estimated Liability	$ 77,254	$ 73,701

17. FUND BALANCE REPORTING

The District's fund balance is reported with the following hierarchy:

Nonspendable:

The District has $15.7 million in inventory and $21.8 million in prepaids classified as nonspendable; $33.2 million is in the General Fund and $4.3 million is in Other Governmental Funds.

Spendable:

Restricted for State Categorical Programs, Debt Service, Capital Projects, Food Service and Special Revenue:

Florida Statutes require certain revenues to be designated for the purposes of state required carryover programs, debt service, capital projects, and food service. The restricted fund balance totaling $794.5 million represents $11.5 million in State required carryover programs, $5 million for Workforce Development, $42.9 million in Debt Service, $685.5 million in Capital Projects, and $49.6 million in Food Service for Special Revenue.

Committed for Self Insurance:

The School Board through resolution has committed $54.3 million for future self-insured claims.

Assigned for School Operations:

The District has assigned spendable fund balance for its General Fund of $67.1 million and Special Revenue Fund of $650 thousand, totaling $67.7 million. The General Fund assigned fund balance is comprised of outstanding encumbrances of $7.2 million for goods and services including supplies, furniture, fixture and equipment, and fuel; next year budget appropriations of $54.6 million, and obligations for other postemployment benefits of $5.2 million.

Unassigned:

The District's General Fund unassigned fund balance is $27.9 million.

The following table shows the District's fund balance classification at June 30, 2024 (in thousands):

	Major Funds					
	General Fund	COP Series Debt Service Funds	Local Millage Capital Improvement Funds	Other Capital Projects Funds	Other Governmental Funds	Total Governmental Funds
Fund Balances:						
Nonspendable:						
Inventory	$ 11,430	$ -	$ -	$ -	$ 4,333	$ 15,763
Prepaids	21,781	-	-	-	-	21,781
Total Nonspendable	33,211	-	-	-	4,333	37,544
Restricted:						
State Required Carryover Programs	11,541	-	-	-	-	11,541
Workforce Development	5,061	-	-	-	-	5,061
Capital Projects	-	-	343,304	268,259	73,906	685,469
Special Revenue Food Service	-	-	-	-	49,558	49,558
Debt Service	-	22	-	-	42,856	42,878
Total Restricted	16,602	22	343,304	268,259	166,320	794,507
Committed:						
Self-Insurance	54,327	-	-	-	-	54,327
Assigned:						
School Operations Encumbrances	7,201	-	-	-	-	7,201
Next Year Budget Appropriations	54,641	-	-	-	-	54,641
OPEB	5,213					5,213
Special Revenue	-	-	-	-	650	650
Total Assigned	67,055	-	-	-	650	67,705
Unassigned:	27,855	-	-	-	-	27,855
Total Fund Balance:	$ 199,050	$ 22	$ 343,304	$ 268,259	$ 171,303	$ 981,938

The total of the assigned and unassigned amounts will be used to calculate fund balance as a percentage of revenues under the provisions of Section 1011.051, Florida Statutes. At the end of the fiscal year, the total amount of the assigned and unassigned General Fund balance was $95 million or 3.58 percent of the General Fund's total revenues, and 4.38 percent of the General Fund's total revenues excluding Charter school revenues.

18. NET POSITION

The government-wide Statement of Net Position reports all financial and capital resources of the District, as well as its liabilities. The difference between assets and deferred outflows and liabilities and deferred inflows are reported as net position. Net position is displayed in three components:

- Net investment in capital assets: Capital assets, net of accumulated depreciation/amortization and reduced by the outstanding balance of debt that is attributable to the acquisition, construction, or improvement of those assets.

- Restricted net position: Net position where constraints on their use are: (1) externally imposed by creditors, grantors, contributors, laws, or regulations of other governments, or (2) imposed by law through constitutional provisions or enabling legislation.

- Unrestricted net position (deficit): All other assets and liabilities not part of the above categories. This amount represents the accumulated results of all past years' operations. The deficit in net position of governmental activities is due to long-term liabilities, including compensated absences, pension liabilities and OPEB.

The composition of net investment in capital assets as of June 30, 2024 is shown in the table below (in thousands):

Total capital assets, net of accumulated depreciation		$ 3,538,254
Less:		
Total debt outstanding, net of unspent proceeds	$ (1,994,497)	
Retainage payable	(33,997)	
Total related debt		(2,028,494)
Total net investment in capital assets [(1)]		$ 1,509,760

[(1)] The deferred amount on refunding is included in the calculation of the net investment in capital assets.

19. COMMITMENTS AND CONTINGENCIES

The District has entered into various construction and other contracts that extend beyond year-end. The District has capital outlay commitments of $450.3 million, of which $401.0 million was for various construction contracts, and other encumbrances of $49.3 million as of June 30, 2024.

The following is a summary of the District's commitments and contingencies as of June 30, 2024 (in thousands):

	Other Encumbrances	Capital Outlay Commitments	Total
General Fund	$ 7,201	$ -	$ 7,201
Local Millage Capital Improvement Fund	-	172,152	172,152
Other Capital Projects Fund	-	199,941	199,941
Other Governmental Funds	-	78,240	78,240
Total Commitments and Contingencies	$ 7,201	$ 450,333	$ 457,534

The District has various agreements with other governmental agencies that may require the District to contribute additional financial resources, as anticipated by such agreements. Such liabilities are accrued at the time they become known to the District.

The District receives funding from the State of Florida under the FEFP and is based in part on a computation of the number of students attending different types of instruction (FTE Computation). The accuracy of data compiled by individual schools supporting the FTE Computation is subject to audit by the State and, if found to be in error, could result in refunds to the State or in decreases to future funding allocations. Additionally, the District participates in a number of federal, state and local grants, which are subject to financial, and compliance audits. It is the opinion of management that the amount of revenue, if any, which may be remitted back to the State due to errors in the FTE computation or the amount of grant expenditures, which may be disallowed by grantor agencies, would not be material to the financial position of the District.

The District is a defendant in numerous lawsuits as of June 30, 2024. In the opinion of management, the District's estimated aggregate liability with respect to probable losses has been provided for in the estimated liability for insurance risks and pending claims in the accompanying financial statements, after giving consideration to the District's related insurance coverage, as well as the Florida statutory limitations of governmental liability on uninsured risks. It is the opinion of management in consultation with its legal counsel, that the final settlements of these matters will not have a material adverse effect on the financial condition, changes in financial position, cash flows or changes in fund balance of the affected fund.

20. SUBSEQUENT EVENTS

On July 9, 2024, the District issued $269.3 million Tax Anticipation Notes, Series 2024, pursuant to Section 1011.13, Florida Statues, to provide interim funds for the payment of operating expenses of the District for the fiscal year commencing July 1, 2024 and ending June 30, 2025, in anticipation of the receipt of the ad valorem taxes. The Notes and the interest thereon will be special, limited obligations of the District, payable from and secured by a pledge of the ad valorem taxes levied and collected for the benefit of the District for operating purposes. The Notes are not subject to redemption prior to maturity.

Broward County Public Schools



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Required Supplemental Information
(Part B)

Required supplemental information is comprised of unaudited information that accompanies the audited basic financial statements. Part B deals with the budgetary analysis, including notes, of the General Fund and Other Postemployment Benefits (OPEB) and pension related schedules.

Broward County Public Schools



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Major Funds Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance – General Fund and Special Revenue Fund Budget and Actual (Budgetary Basis)

The Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance – Budgetary and Actual provides additional information relating to the General Fund and Special Revenue Fund presented in the "Basic Financial Statements" in order to demonstrate legal budgetary compliance.

GENERAL FUND
COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
SOURCES/INFLOWS:				
Revenues:				
Local sources:				
Ad valorem taxes	$ 1,429,841	$ 1,427,350	$ 1,427,350	$ -
Interest on investments	7,500	29,040	29,040	-
Other	75,066	82,197	82,197	-
Total local sources	1,512,407	1,538,587	1,538,587	-
State sources:				
Florida education finance program	905,015	741,151	741,151	-
Categorical programs and other	342,511	359,901	359,901	-
Total state sources	1,247,526	1,101,052	1,101,052	-
Federal sources:				
Grants and other	13,808	15,060	15,060	-
Total federal sources	13,808	15,060	15,060	-
Total revenues	2,773,741	2,654,699	2,654,699	-
Other financing sources				
Equipment finance/lease agreements	-	11,077	11,077	-
Transfers in	164,964	166,319	166,319	-
Total other financing sources	164,964	177,396	177,396	-
Total amounts available for appropriations	2,938,705	2,832,095	2,832,095	-
USES/OUTFLOWS:				
Expenditures:				
Current operating:				
Instructional services	1,949,139	1,763,609	1,763,609	-
Student and instructional support services	256,089	296,962	296,962	-
Student transportation services	100,479	104,852	104,852	-
Operation and maintenance of plant	335,640	341,188	341,188	-
School administration	155,223	162,844	162,844	-
General administration	112,963	158,127	158,127	-
Total current operating	2,909,533	2,827,582	2,827,582	-
Debt service:				
Interest charges and other	4,510	7,825	7,825	-
Total debt service	4,510	7,825	7,825	-
Capital outlay	15,170	27,539	27,539	-
Total expenditures	2,929,213	2,862,946	2,862,946	-
Other financing uses:				
Transfers out	361	712	712	-
Total charges against appropriations	2,929,574	2,863,658	2,863,658	-
Net change in fund balances	$ 9,131	$ (31,563)	(31,563)	$ -
Adjustment to conform with GAAP:				
Elimination of encumbrances			39,701	
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (GAAP Basis)			8,138	
Fund balances, beginning of year			190,912	
Fund balances, end of year			$ 199,050	

The accompanying notes are an integral part of this schedule.

MAJOR SPECIAL REVENUE FUND - FEDERAL EDUCATION STABILIZATION FUNDS
COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
Revenues:				
Federal sources:				
Grants and other	$ 335,437	$ 335,437	$ 209,162	$ (126,275)
Total revenues	335,437	335,437	209,162	(126,275)
Expenditures:				
Current operating:				
Instructional services	213,876	261,500	159,724	101,776
Student and instructional support services	40,908	22,664	14,090	8,574
Student transportation services	2,600	3,477	2,106	1,371
Operation and maintenance of plant	2,396	8,036	1,941	6,095
School administration	1,185	4,524	2,776	1,748
General administration	22,244	18,269	10,147	8,122
Total current operating	283,209	318,470	190,784	127,686
Capital outlay	52,229	16,968	21,132	(4,164)
Total expenditures	335,438	335,438	211,916	123,522
Net change in fund balances	$ (1)	$ (1)	(2,754)	$ (2,753)
Adjustment to conform with GAAP:				
Elimination of encumbrances			2,754	
Excess (deficiency) of revenues over (under) expenditures (GAAP Basis)			-	
Fund balances, beginning of year			-	
Fund balances, end of year			$ -	

The accompanying notes are an integral part of this schedule.

NOTES TO THE BUDGETARY COMPARISON SCHEDULE
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

I. BUDGET

Budget Information. GASB 34 requires governments to include as required supplementary information (RSI), budgetary comparison schedules for the general fund and each major special revenue fund that has a legally adopted budget.

Budgets are legally adopted annually for the General Fund and the major Special Revenue Fund. Unencumbered appropriations lapse at year-end for the General Fund and encumbered appropriations are carried forward, if applicable, to the following year and closed after a three-month period. Management may not amend the budget without the specific approval of the School Board. Accordingly, no expenditure may be authorized and no obligation incurred in excess of the current budgetary appropriation without Board authorization. The budgetary basis of accounting is the modified accrual basis plus encumbrances authorized for the fiscal year.

The budgeted revenues and expenditures shown in the accompanying schedule reflect all amendments to the original budget through September 10, 2024, the date the final amendments were approved by the Board.

II. EXPLANATION OF DIFFERENCES BETWEEN BUDGETARY INFLOWS AND OUTFLOWS AND GAAP REVENUES AND EXPENDITURES

The following table presents a reconciliation of the differences between the budgetary and GAAP basis of accounting for the General Fund (in thousands):

Sources/inflows of resources:	
Actual amounts (budgetary basis) "available for appropriation" from the budgetary comparison schedule	$ 2,832,095
Transfers from other funds, other loss recoveries and sale of capital assets are inflows of budgetary resources but are not revenues for financial reporting purposes	(177,396)
Total revenues as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	$ 2,654,699
Uses/outflows of resources:	
Actual amounts (budgetary basis) "Total charges against appropriations" from the budgetary comparison schedule	$ 2,863,659
Transfers to other funds are outflows of budgetary resources but are not expenditures for financial reporting purposes	(712)
Total expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds (budgetary basis)	2,862,947
Encumbrances for goods and services is reported in the year the purchase order, contract or commitment for expenditures is initiated; but reported in the year received or delivered for financial reporting purposes	(39,701)
Total expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balance (GAAP)	$ 2,823,246

The following table presents a reconciliation of the differences between the budgetary and GAAP basis of accounting for the major Special Revenue Funds (in thousands):

Uses/outflows of resources:	
Total expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balance – major Special Revenue Funds (budgetary basis)	$ 211,916
Encumbrances for goods and services is reported in the year the purchase order, contract or commitment for expenditures is initiated; but reported in the year received or delivered for financial reporting purposes	(2,754)
Total expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balance (GAAP)	$ 209,162

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OTHER POSTEMPLOYMENT BENEFITS
SCHEDULE OF CHANGES IN THE DISTRICT'S TOTAL OPEB LIABILITY AND RELATED RATIOS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	2024	2023
Total OPEB Liability		
Service cost	$ 7,737	$ 11,515
Interest	6,384	4,347
Difference between expected and actual experience	-	(17,361)
Changes of assumptions or other inputs	(3,314)	(41,447)
Benefit payments	(5,722)	(7,618)
Net change in total OPEB liability	5,085	(50,564)
Total OPEB Liability - beginning	168,139	218,703
Total OPEB Liability - ending	$ 173,224	$ 168,139
Covered-Employee Payroll	$ 1,348,787	$ 1,306,332
Total OPEB Liability as a percentage of covered-employee payroll	12.84%	12.87%

The District did not have plan assets accumulated in a trust.

Information is required for 10 years. As of June 30, 2024, only seven years of information is available.

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

2022	2021	2020	2019	2018
$ 9,819	$ 12,639	$ 10,736	$ 8,746	$ 9,696
5,000	7,056	7,385	6,403	5,455
-	1,119	-	(15,316)	-
12,962	(32,501)	8,497	28,955	(14,423)
(6,680)	(7,033)	(7,133)	(6,133)	(7,298)
21,101	(18,720)	19,485	22,655	(6,571)
197,602	216,322	196,837	174,182	180,753
$ 218,703	$ 197,602	$ 216,322	$ 196,837	174,182
$ 1,213,501	$ 1,175,304	$ 1,273,276	$ 1,233,197	$ 1,145,721
18.02%	16.81%	16.99%	15.96%	15.20%

(UNAUDITED)

SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - FLORIDA RETIREMENT SYSTEM PENSION PLAN [(1)] FOR THE FISCAL YEAR ENDED JUNE 30, 2024 (in thousands)

	2023	2022	2021
District's proportion of the FRS net pension liability	2.86%	3.02%	3.04%
District's proportionate share of the FRS net pension liability	$ 1,139,910	$ 1,125,518	$ 229,295
District's covered payroll	$ 1,487,652	$ 1,441,027	$ 1,409,003
District's proportionate share of the FRS net pension liability as a percentage of its covered payroll	76.62%	78.11%	16.27%
FRS plan fiduciary net position as a percentage of the total pension liability	82.83%	82.89%	96.40%

[(1)] The amounts presented for each fiscal year were determined as of June 30.

Schedule is intended to show information for 10 years.

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

2020	2019	2018	2017	2016	2015	2014
2.81%	2.81%	2.90%	2.91%	2.75%	3.05%	3.13%
$ 1,216,327	$ 969,020	$ 874,567	$ 860,624	$ 694,160	$ 393,881	$ 190,768
$ 1,398,226	$ 1,347,013	$ 1,346,477	$ 1,319,977	$ 1,225,971	$ 1,227,048	$ 1,209,179
86.99%	71.94%	64.95%	65.20%	56.62%	32.10%	15.78%
78.85%	82.61%	84.26%	83.89%	84.88%	92.00%	96.09%

(UNAUDITED)

SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS
FLORIDA RETIREMENT SYSTEM PENSION PLAN [(1)]
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	2024	2023	2022
Contractually required FRS contribution	$ 164,104	$ 137,619	$ 129,079
FRS contributions in relation to the contractually required contibution	(164,104)	(137,619)	(129,079)
FRS contribution deficiency (excess)	$ -	$ -	$ -
District's covered payroll	$ 1,547,284	$ 1,487,652	$ 1,441,027
FRS contributions as a percentage of covered payroll	10.61%	9.25%	8.96%

[(1)] The amounts presented for each fiscal year were determined as of June 30.

Schedule is intended to show information for 10 years.

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

	2021	2020	2019	2018	2017	2016	2015
	$ 115,638	$ 93,244	$ 87,247	$ 82,749	$ 75,743	$ 67,042	$ 74,349
	(115,638)	(93,244)	(87,247)	(82,749)	(75,743)	(67,042)	(74,349)
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ 1,409,003	$ 1,398,226	$ 1,347,013	$ 1,346,477	$ 1,319,977	$ 1,225,971	$ 1,227,048
	8.21%	6.67%	6.48%	6.15%	5.74%	5.47%	6.06%

(UNAUDITED)

SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - HEALTH INSURANCE SUBSIDY PENSION PLAN [(1)] FOR THE FISCAL YEAR ENDED JUNE 30, 2024 (in thousands)

	2023	2022	2021
District's proportion of the HIS net pension liability	3.75%	3.95%	3.98%
District's proportionate share of the HIS net pension liability	$ 595,579	$ 417,993	$ 488,104
District's covered payroll	$ 1,487,652	$ 1,441,027	$ 1,409,003
District's proportionate share of the HIS net pension liability as a percentage of its covered payroll	40.03%	29.01%	34.64%
HIS plan fiduciary net position as a percentage of the total pension liability	4.12%	4.81%	3.56%

[(1)] The amounts presented for each fiscal year were determined as of June 30.

Schedule is intended to show information for 10 years.

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

2020	2019	2018	2017	2016	2015	2014
4.03%	4.03%	4.13%	4.14%	3.96%	4.04%	4.07%
$ 491,727	$ 450,497	$ 436,710	$ 442,465	$ 461,221	$ 412,416	$ 380,520
$ 1,398,226	$ 1,347,013	$ 1,346,477	$ 1,319,977	$ 1,225,971	$ 1,227,048	$ 1,209,179
35.17%	33.44%	32.43%	33.52%	37.62%	33.61%	31.47%
3.00%	2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

(UNAUDITED)

SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS
HEALTH INSURANCE SUBSIDY PENSION PLAN [1]
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	2024	2023	2022
Contractually required HIS contribution	$ 30,946	$ 24,669	$ 23,879
HIS contributions in relation to the contractually required contribution	(30,946)	(24,669)	(23,879)
HIS contribution deficiency (excess)	$ -	$ -	$ -
District's covered payroll	$ 1,547,284	$ 1,487,652	$ 1,441,027
HIS contributions as a percentage of covered payroll	2.00%	1.66%	1.66%

[1] The amounts presented for each fiscal year were determined as of June 30.

Schedule is intended to show information for 10 years.

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

	2021	2020	2019	2018	2017	2016	2015
	$ 23,390	$ 23,207	$ 22,357	$ 22,376	$ 21,900	$ 20,284	$ 15,458
	(23,390)	(23,207)	(22,357)	(22,376)	(21,900)	(20,284)	(15,458)
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ 1,409,003	$ 1,398,226	$ 1,347,013	$ 1,346,477	$ 1,319,977	$ 1,225,971	$ 1,227,048
	1.66%	1.66%	1.66%	1.66%	1.66%	1.65%	1.26%

(UNAUDITED)

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

I. BUDGETARY BASIS OF ACCOUNTING

The Board follows procedures established by State Statute and State Board of Education rules in establishing annual budgets for governmental funds as described below:

- Budgets are prepared, public hearings are held, and original budgets are adopted annually for all governmental fund types in accordance with procedures and time intervals prescribed by State law and SBE rules.

- The major functional level is the legal level of budgetary control. Budgeted amounts may be amended by resolution at any Board meeting prior to the due date for the annual financial report. The following are legally adopted budgets by the School Board for the fiscal year 2023-24: 1) General Fund, 2) Food Service Fund, 3) Capital Funds, 4) Debt Service Funds, 5) Internal Service Funds, 6) Special Revenue - Other Federal Programs, 7) Special Revenue - Elementary Secondary School Emergency Relief Act (ESSER II), 8) Special Revenue - Other CRRSA Act Relief Fund (Including GEER II), 9) Special Revenue - Elementary And Secondary School Emergency Relief III (ESSER III), 10) Special Revenue - Other Arp Act Relief Fund and, 11) Special Revenue - Miscellaneous Funds.

- Budgets are prepared using the same modified accrual basis as is used to account for governmental funds. (A description of any differences in the basis of accounting used to prepare the budgets should be included, if applicable. For example: "except that no budget appropriation is made for capital leases in the year of inception.")

- Budgetary information is integrated into the accounting system and, to facilitate budget control, budget balances are encumbered when purchase orders are issued. Appropriations lapse at fiscal year end and encumbrances outstanding are honored from the subsequent year's appropriations.

II. SCHEDULE OF CHANGES IN THE DISTRICT'S TOTAL OTHER POSTEMPLOYMENT BENEFITS LIABILITY AND RELATED RATIOS

No assets are accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

Changes of Assumptions. 1) The discount rate was changed from 3.69 percent as of the beginning of the measurement period to 3.86 percent as of June 30, 2023 and, 2). There were no benefit changes during this year.

III. SCHEDULE OF NET PENSION LIABILITY AND SCHEDULE OF CONTRIBUTIONS – FLORIDA RETIREMENT SYSTEM PENSION PLAN

Changes of Assumptions. The long-term expected rate of return remained at 6.70 percent.

IV. SCHEDULE OF NET PENSION LIABILITY AND SCHEDULE OF CONTRIBUTIONS – HEALTH INSURANCE SUBSIDY PENSION PLAN

Changes of Assumptions. 1). The municipal bond rate used to determine total pension liability was increased from 3.54 percent to 3.65 percent, 2). The discount rate was modified to reflect the change in the value of the municipal bond index between GASB measurement dates and, 3). Chapter 2023-193, Laws of Florida (Senate Bill 7024), increased the level of monthly benefits from $5 times years of service to $7.50, with an increased minimum of $45 and maximum of $225. This change applies to all years of service for both members currently receiving benefits and members not yet receiving benefits.

Other Supplemental Information

Other supplemental information is comprised of information that accompanies the audited basic financial statements. This section deals with the budgetary analysis of the major funds not included elsewhere and the fund financial statements and schedules of the non-major funds.

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Other Major Funds Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Budgetary Basis) and Combining, Individual Non-Major Funds Statements and Schedules

The budgetary analysis schedules of the major funds not required to be included as supplemental information are included here with their respective funds.

Combining financial statements and schedules provide a more detailed view of the non-major funds summarized in the “Basic Financial Statements” presented in the preceding subsections.

NON-MAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEET
AS OF JUNE 30, 2024
(in thousands)

	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
ASSETS:				
Equity in pooled cash and investments	$ 50,439	$ 7,245	$ 100,681	$ 158,365
Cash and cash equivalents	3	35,949	-	35,952
Due from other governmental agencies	17,657	-	382	18,039
Accrued interest receivable	184	128	89	401
Inventories	4,333	-	-	4,333
Other assets	131	1,190	-	1,321
TOTAL ASSETS	$ 72,747	$ 44,512	$ 101,152	$ 218,411
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES:				
Liabilities:				
Accounts payable and accrued expenditures	$ 5,687	$ -	$ 5,421	$ 11,108
Due to other funds	7,734	-	-	7,734
Unearned revenue	4,785	-	-	4,785
Retainage payable	-	-	21,809	21,809
Matured debt and interest payable	-	1,656	-	1,656
Total liabilities	18,206	1,656	27,230	47,092
Deferred inflows of resources:				
Unavailable revenue	-	-	16	16
Total deferred inflows of resources	-	-	16	16
Fund balances:				
Nonspendable	4,333	-	-	4,333
Restricted	49,558	42,856	73,906	166,320
Assigned	650	-	-	650
Total fund balances	54,541	42,856	73,906	171,303
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	$ 72,747	$ 44,512	$ 101,152	$ 218,411

NON-MAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
REVENUES:				
Local sources:				
Ad valorem taxes	$ -	$ 54,938	$ -	$ 54,938
Food sales	3,880	-	-	3,880
Interest on investments	2,190	4,429	4,119	10,738
Other	7,476	22	-	7,498
Total local sources	13,546	59,389	4,119	77,054
State sources:				
Categorical programs and other	3,029	510	10,916	14,455
Total state sources	3,029	510	10,916	14,455
Federal sources:				
Food service	97,566	-	-	97,566
Grants and other	244,781	-	-	244,781
Total federal sources	342,347	-	-	342,347
Total revenues	358,922	59,899	15,035	433,856
EXPENDITURES:				
Current operating:				
Instructional services	158,317	-	-	158,317
Student and instructional support services	71,546	-	-	71,546
Student transportation services	1,300	-	-	1,300
Operation and maintenance of plant	186	-	-	186
School administration	804	-	-	804
General administration	11,045	-	-	11,045
Food services	127,807	-	-	127,807
Total current operating	371,005	-	-	371,005
Debt service:				
Principal retirement	-	67,140	-	67,140
Interest charges and other	-	39,523	13	39,536
Total debt service	-	106,663	13	106,676
Capital outlay	90	-	149,328	149,418
Total expenditures	371,095	106,663	149,341	627,099
Excess (deficiency) of revenues over (under) expenditures	(12,173)	(46,764)	(134,306)	(193,243)
OTHER FINANCING SOURCES (USES):				
Sale of capital assets	46	-	-	46
Transfers in	69	11,433	-	11,502
Transfers out	-	-	-	-
Total other financing sources (uses)	115	11,433	-	11,548
Net change in fund balances	(12,058)	(35,331)	(134,306)	(181,695)
Fund balances, beginning of year	66,599	78,187	208,212	352,998
Fund balances, end of year	$ 54,541	$ 42,856	$ 73,906	$ 171,303

Broward County Public Schools



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Non-Major Special Revenue Funds

The non-major Special Revenue Funds are used to account for funds from specific revenue sources (excluding those for major capital projects) that are legally restricted or committed to expenditures for specific purposes.

Food Services – This fund is used to account for Federal, State and local funds received and used for the operation of the Food Service Program.

Contracted Programs – This fund is used to account for Federal, State and local funds received and used to operate various grant programs administered by the School Board.

Other Special Revenue –This fund is used to account for school level revenues and expenditures related to bookstore activities for Technical Colleges.

NON-MAJOR SPECIAL REVENUE FUNDS
COMBINING BALANCE SHEET
AS OF JUNE 30, 2024
(in thousands)

ASSETS:	**FOOD SERVICES**	**CONTRACTED PROGRAMS**	**OTHER SPECIAL REVENUE**	**TOTAL**
Equity in pooled cash and investments	$ 49,755	$ 11	$ 673	$ 50,439
Cash and cash equivalents	3	-	-	3
Due from other governmental agencies	3,193	14,464	-	17,657
Accrued interest receivable	184	-	-	184
Inventories	4,333	-	-	4,333
Other assets	131	-	-	131
Total assets	$ 57,599	$ 14,475	$ 673	$ 72,747
LIABILITIES AND FUND BALANCES:				
LIABILITIES:				
Accounts payable and accrued expenditures	$ 1,580	$ 4,084	$ 23	$ 5,687
Due to other funds	-	7,734	-	7,734
Unearned revenue	2,128	2,657	-	4,785
Total liabilities	3,708	14,475	23	18,206
FUND BALANCES:				
Nonspendable	4,333	-	-	4,333
Restricted	49,558	-	-	49,558
Assigned	-	-	650	650
Total fund balances	53,891	-	650	54,541
Total liabilities and fund balances	$ 57,599	$ 14,475	$ 673	$ 72,747

NON-MAJOR SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	FOOD SERVICES	CONTRACTED PROGRAMS	OTHER SPECIAL REVENUE	TOTAL
REVENUES:				
Local sources:				
Food sales	$ 3,880	$ -	$ -	$ 3,880
Interest on investments	2,190	-	-	2,190
Other	264	5,824	1,388	7,476
Total local sources	6,334	5,824	1,388	13,546
State sources:				
Other	1,036	1,993	-	3,029
Federal sources:				
Federal reimbursement	97,566	-	-	97,566
USDA	5,315	-	-	5,315
Other	5,446	234,020	-	239,466
Total federal sources	108,327	234,020	-	342,347
Total revenues	115,697	241,837	1,388	358,922
EXPENDITURES:				
Current operating:				
Instructional services	-	156,906	1,411	158,317
Student and instructional support services	-	71,546	-	71,546
Student transportation services	-	1,300	-	1,300
Operation and maintenance of plant	-	186	-	186
School administration	-	804	-	804
General administration	-	11,045	-	11,045
Food service	127,807	-	-	127,807
Total current operating	127,807	241,787	1,411	371,005
Capital outlay	-	90	-	90
Total expenditures	127,807	241,877	1,411	371,095
Excess (deficiency) of revenues over (under) expenditures	(12,110)	(40)	(23)	(12,173)
OTHER FINANCING SOURCES (USES):				
Sale of capital assets	46	-	-	46
Transfers in	29	40	-	69
Transfers out	-	-	-	-
Total other financing sources (uses)	75	40	-	115
Net change in fund balances	(12,035)	-	(23)	(12,058)
Fund balances, beginning of year	65,926	-	673	66,599
Fund balances, end of year	$ 53,891	$ -	$ 650	$ 54,541

NON-MAJOR SPECIAL REVENUE FUND - FOOD SERVICES
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Food sales	$ 5,585	$ 3,880	$ 3,880	$ -
Interest on investments	500	2,190	2,190	-
Other	50	264	264	-
Total local sources	6,135	6,334	6,334	-
State sources:				
Other	1,143	1,036	1,036	-
Federal sources:				
Federal reimbursement	103,962	97,566	97,566	-
USDA	7,500	5,315	5,315	-
Other	7,086	5,446	5,446	-
Total federal sources	118,548	108,327	108,327	-
Total revenues	125,826	115,697	115,697	-
EXPENDITURES:				
Salaries	42,566	33,168	33,168	-
Employee benefits	20,091	19,583	19,583	-
Purchased services	8,564	7,734	8,390	(656)
Energy services	2,094	2,302	2,302	-
Materials and supplies	57,851	57,844	57,885	(41)
Capital outlay	3,310	4,144	4,650	(506)
Other expenditures	3,723	3,033	3,051	(18)
Total expenditures	138,199	127,808	129,029	(1,221)
Excess (deficiency) of revenues over (under) expenditures	(12,373)	(12,111)	(13,332)	(1,221)
OTHER FINANCING SOURCES:				
Sale of capital assets	-	-	46	
Transfers in	-	-	29	29
Transfers out	-	-	-	-
Total other financing sources (uses)	-	-	75	75
Excess (Deficiency) of revenues and other sources over (under) expenditures and other uses (budgetary basis)	$ (12,373)	$ (12,111)	(13,257)	$ (1,146)
Adjustment to conform with GAAP:				
Elimination of encumbrances			1,222	
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (GAAP basis)			(12,035)	
Fund balances, beginning of year			65,926	
Fund balances, end of year			$ 53,891	

NON-MAJOR SPECIAL REVENUE FUND - CONTRACTED PROGRAMS
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Other	$ 4,741	$ 6,543	$ 5,824	$ (719)
State sources:				
Other	1,077	4,363	1,993	(2,370)
Federal sources:				
Other	254,209	280,722	234,020	(46,702)
Total revenues	260,027	291,628	241,837	(49,791)
EXPENDITURES:				
Current operating:				
Instructional services	163,557	178,497	163,195	15,302
Student and instructional support services	82,384	96,628	74,801	21,827
Student transportation services	1,117	1,030	1,389	(359)
Operation and maintenance of plant	444	478	188	290
School administration	177	858	804	54
General administration	12,188	13,977	11,062	2,915
Total current operating	259,867	291,468	251,439	40,029
Capital outlay	200	200	90	110
Total expenditures	260,067	291,668	251,529	40,139
Excess (deficiency) of revenues over (under) expenditures	(40)	(40)	(9,692)	(9,652)
OTHER FINANCING SOURCES (USES):				
Transfers in	40	40	40	-
Transfers out	-	-	-	-
Total other financing sources (uses)	40	40	40	-
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (budgetary basis)	$ -	$ -	(9,652)	$ (9,652)
Adjustment to conform with GAAP:				
Elimination of encumbrances			9,652	
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (GAAP basis)			-	
Fund balances, beginning of year			-	
Fund balances, end of year			$ -	

NON-MAJOR SPECIAL REVENUE FUND - OTHER SPECIAL REVENUE
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Other	$ 3,798	$ 1,388	$ 1,388	$ -
State sources:				
Total revenues	3,798	1,388	1,388	-
EXPENDITURES:				
Materials and supplies	3,908	1,411	1,411	-
Total expenditures	3,908	5,319	1,411	3,908
Excess (deficiency) of revenues over (under) expenditures (budgetary basis)	(110)	(3,931)	(23)	(3,908)
OTHER FINANCING SOURCES (USES):				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total other financing uses	-	-	-	-
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (budgetary basis)	$ (110)	$ (3,931)	(23)	$ (3,908)
Adjustment to conform with GAAP:				
Elimination of encumbrances			-	
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (GAAP basis)			(23)	
Fund balances, beginning of year			673	
Fund balances, end of year			$ 650	

Major Debt Service Funds Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Budgetary Basis) and Non-Major Debt Service Funds

Debt Service Funds are used to account for the accumulation of resources and the payment of general long-term debt principal and interest. The non-major Debt Service Funds are:

Capital Outlay Bond Issue – Used to account for the payment of current year's principal and interest obligations on COBI Bonds.

District Bonds – Used to account for the payment of current year's principal and interest requirements on General Obligation Bonds.

American Recovery and Reinvestment Act (ARRA) Debt Service Funds – Used to account for the accumulation of resources for the payment of debt principal, interest and related costs on the ARRA Economic Stimulus Capital Projects Funds.

NON-MAJOR DEBT SERVICE FUNDS
COMBINING BALANCE SHEET
AS OF JUNE 30, 2024
(in thousands)

	COBI BONDS	DISTRICT BONDS	ARRA ECONOMIC STIMULUS DEBT SERVICE FUNDS	TOTAL
ASSETS:				
Equity in pooled cash and investments	$ 53	$ 6,930	$ 262	$ 7,245
Cash and investments with trustees	-	-	35,949	35,949
Accrued interest receivable	-	127	1	128
Other assets	-	1,190	-	1,190
Total assets	$ 53	$ 8,247	$ 36,212	$ 44,512
LIABILITIES AND FUND BALANCES:				
LIABILITIES:				
Matured debt and interest payable	$ -	$ (11)	$ 1,667	$ 1,656
Total liabilities	-	(11)	1,667	1,656
FUND BALANCES:				
Restricted	53	8,258	34,545	42,856
Total fund balances	53	8,258	34,545	42,856
Total liabilities and fund balances	$ 53	$ 8,247	$ 36,212	$ 44,512

NON-MAJOR DEBT SERVICE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	COBI BONDS	DISTRICT BONDS	ARRA ECONOMIC STIMULUS DEBT SERVICE FUNDS	TOTAL
REVENUES:				
Local sources:				
Ad valorem taxes	$ -	$ 54,938	$ -	$ 54,938
Interest on investments	-	1,334	3,095	4,429
Other	-	22	-	22
Total local sources	-	56,294	3,095	59,389
State sources:				
Other	510	-	-	510
Total revenues	510	56,294	3,095	59,899
EXPENDITURES:				
Principal retirement	407	16,820	49,913	67,140
Interest charges and other	115	36,061	3,347	39,523
Total expenditures	522	52,881	53,260	106,663
Excess (deficiency) of revenues over (under) expenditures	(12)	3,413	(50,165)	(46,764)
OTHER FINANCING SOURCES (USES):				
Transfers in	-	-	11,433	11,433
Total other financing sources (uses)	-	-	11,433	11,433
Net change in fund balances	(12)	3,413	(38,732)	(35,331)
Fund balances, beginning of year	65	4,845	73,277	78,187
Fund balances, end of year	$ 53	$ 8,258	$ 34,545	$ 42,856

MAJOR DEBT SERVICE FUNDS - COP SERIES
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Interest on investments	$ -	$ 59	$ 59	$ -
Total revenues	-	59	59	-
EXPENDITURES:				
Principal retirement	122,733	118,598	118,598	-
Interest charges and other	63,597	60,694	60,694	-
Total expenditures	186,330	179,292	179,292	-
Excess (deficiency) of revenues over (under) expenditures	(186,330)	(179,233)	(179,233)	-
OTHER FINANCING SOURCES (USES):				
Transfers in	186,330	179,236	179,236	-
Total other financing sources (uses)	186,330	179,236	179,236	-
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses	$ -	$ 3	3	$ -
Fund balances, beginning of year			19	
Fund balances, end of year			$ 22	

NON-MAJOR DEBT SERVICE FUNDS - COBI BONDS
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
State sources:				
Other	$ 522	$ 510	$ 510	$ -
Total revenues	522	510	510	-
EXPENDITURES:				
Principal retirement	407	407	407	-
Interest charges and other	115	115	115	-
Total expenditures	522	522	522	-
Excess (deficiency) of revenues over (under) expenditures	$ -	$ (12)	(12)	$ -
Appropriated beginning fund balances	$ -	$ 12		
Fund balances, beginning of year			65	
Fund balances, end of year			$ 53	

NON-MAJOR DEBT SERVICE FUNDS - DISTRICT BONDS
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Ad valorem taxes	$ 55,034	$ 54,938	$ 54,938	$ -
Interest on investments	-	1,334	1,334	-
Other	-	22	22	-
Total local sources	55,034	56,294	56,294	-
Total revenues	55,034	56,294	56,294	-
EXPENDITURES:				
Principal retirement	16,820	16,820	16,820	-
Interest charges and other	36,082	36,061	36,061	-
Total expenditures	52,902	52,881	52,881	-
Excess (Deficiency) of revenues and other sources over (under) expenditures and other uses	$ 2,132	$ 3,413	3,413	$ -
Fund balances, beginning of year			4,845	
Fund balances, end of year			$ 8,258	

NON-MAJOR DEBT SERVICE FUNDS - ARRA ECONOMIC STIMULUS
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Interest on investments	$ -	$ 3,095	$ 3,095	$ -
Total revenues	-	3,095	3,095	-
EXPENDITURES:				
Principal retirement	-	49,913	49,913	-
Interest charges and other	3,348	3,347	3,347	-
Total expenditures	3,348	53,260	53,260	-
Excess (deficiency) of revenues over (under) expenditures	(3,348)	(50,165)	(50,165)	-
OTHER FINANCING SOURCES (USES):				
Transfers in	13,026	11,433	11,433	-
Total other financing sources (uses)	13,026	11,433	11,433	-
Excess (Deficiency) of revenues and other sources over (under) expenditures and other uses	$ 9,678	$ (38,732)	(38,732)	$ -
Fund balances, beginning of year			73,277	
Adjustments to fund balances			-	
Fund balances, beginning of year (restated)			73,277	
Fund balances, end of year			$ 34,545	

Broward County Public Schools



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Major Capital Projects Funds Comparative Schedules of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Budgetary Basis) and Non-Major Capital Projects Funds

Capital Projects Funds are used to account for the accumulation of resources and the payment of acquisition/construction of major facilities and equipment. The non-major Capital Projects Funds are:

Capital Outlay Bond Issue – Used to account for major construction projects on the Project Priority List financed by CO&DS revenues.

Capital Outlay and Debt Service – Used to account for State approved projects financed with bonds sold by the State Board of Education on behalf of School districts.

NON-MAJOR CAPITAL PROJECTS FUNDS
COMBINING BALANCE SHEET (in thousands)
AS OF JUNE 30, 2024
(in thousands)

	CAPITAL OUTLAY BOND ISSUE	PUBLIC EDUCATION CAPITAL OUTLAY	DISTRICT BONDS	CAPITAL OUTLAY AND DEBT SERVICE	ARRA ECONOMIC STIMULUS CAPITAL FUNDS	TOTAL
ASSETS:						
Equity in pooled cash and investments	$ -	$ 6	$ 63,558	$ 37,109	$ 8	$ 100,681
Due from other governmental agencies	-	-	-	382	-	382
Accrued interest receivable	-	-	-	89	-	89
TOTAL ASSETS	$ -	$ 6	$ 63,558	$ 37,580	$ 8	$ 101,152
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES:						
Liabilities:						
Accounts payable and accrued expenditures	$ -	$ -	$ 4,416	$ 998	$ 7	$ 5,421
Retainages payable	-	6	20,428	1,374	1	21,809
Total liabilities	-	6	24,844	2,372	8	27,230
Deferred inflows of resources:						
Unavailable revenue	-	-	-	16	-	16
Total deferred inflows of resources	-	-	-	16	-	16
Fund balances:						
Restricted	-	-	38,714	35,192	-	73,906
Total fund balances	-	-	38,714	35,192	-	73,906
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	$ -	$ 6	$ 63,558	$ 37,580	$ 8	$ 101,152

NON-MAJOR CAPITAL PROJECTS FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES (in thousands)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	CAPITAL OUTLAY BOND ISSUE	PUBLIC EDUCATION CAPITAL OUTLAY	DISTRICT BONDS	CAPITAL OUTLAY AND DEBT SERVICE	ARRA ECONOMIC STIMULUS CAPITAL FUNDS	TOTAL
REVENUES:						
Local sources:						
Interest on investments	$ -	$ -	$ 2,491	$ 1,628	$ -	$ 4,119
Total local sources	-	-	2,491	1,628	-	4,119
State sources:						
Other	-	-	-	10,916	-	10,916
Total state sources	-	-	-	10,916	-	10,916
Total revenues	-	-	2,491	12,544	-	15,035
EXPENDITURES:						
Interest charges and other	-	-	-	13	-	13
Capital outlay	4	-	138,368	10,956	-	149,328
Total expenditures	4	-	138,368	10,969	-	149,341
Net change in fund balances	(4)	-	(135,877)	1,575	-	(134,306)
Fund balances, beginning of year	4	-	174,591	33,617	-	208,212
Fund balances, end of year	$ -	$ -	$ 38,714	$ 35,192	$ -	$ 73,906

MAJOR CAPITAL PROJECTS FUNDS - LOCAL MILLAGE CAPITAL IMPROVEMENT
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Ad valorem taxes	$ 435,396	$ 434,662	$ 434,662	$ -
Interest on investments	-	19,512	19,512	-
Other	-	3,542	3,542	-
Total local sources	435,396	457,716	457,716	-
State sources:				
Other	-	35	35	-
Federal sources:				
Other	-	235	235	-
Total federal sources	-	235	235	-
Total revenues	435,396	457,986	457,986	-
EXPENDITURES:				
Capital outlay	388,919	424,095	208,352	215,743
Total expenditures	388,919	424,095	208,352	215,743
Excess (deficiency) of revenues over (under) expenditures	46,477	33,891	249,634	215,743
OTHER FINANCING SOURCES (USES):				
Sale of capital assets	-	301	551	250
Other loss recoveries	-	1,378	5,964	-
Payments to refunded bond escrow agent	-	(533)	(550)	
Transfers out	(322,740)	(316,668)	(316,668)	-
Total other financing sources (uses)	(322,740)	(315,522)	(310,703)	4,819
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (budgetary basis)	$ (276,263)	$ (281,631)	(61,069)	$ 220,562
Adjustments to conform with GAAP:				
Elimination of encumbrances			128,111	
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (GAAP basis)			67,042	
Fund balances, beginning of year			276,262	
Fund balances, end of year			$ 343,304	

MAJOR CAPITAL PROJECTS FUNDS - OTHER CAPITAL PROJECTS
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Interest on investments	$ -	$ 7,234	$ 7,234	$ -
Other	10,155	14,185	14,185	-
Total local sources	10,155	21,419	21,419	-
State sources:				
Other	41,209	30,634	30,634	-
Total revenues	51,364	52,053	52,053	-
EXPENDITURES:				
Capital outlay	446,396	457,764	301,673	156,091
Total expenditures	446,396	457,764	301,673	156,091
Excess (deficiency) of revenues over (under) expenditures	(395,032)	(405,711)	(249,620)	156,091
OTHER FINANCING SOURCES (USES):				
Equipment finance agreements	49,813	-	-	-
Sale of capital assets	-	170	170	-
Other loss recoveries	-	-	-	-
Transfers in	-	322	322	-
Transfers out	(41,260)	(39,999)	(39,999)	-
Total other financing sources (uses)	8,553	(39,507)	(39,507)	-
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (budgetary basis)	$ (386,479)	$ (445,218)	(289,127)	$ 156,091
Adjustment to conform with GAAP:				
Elimination of encumbrances			170,906	
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses (GAAP basis)			(118,221)	
Fund balances, beginning of year			386,480	
Fund balances, end of year			$ 268,259	

NON-MAJOR CAPITAL PROJECTS FUNDS - CAPITAL OUTLAY BOND ISSUES
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Interest on investments	$ -	$ -	$ -	$ -
Total revenues	-	-	-	-
EXPENDITURES:				
Capital outlay	-	-	4	(4)
Total expenditures	-	-	4	(4)
Excess (deficiency) of revenues over (under) expenditures (budgetary basis)	$ -	$ -	(4)	$ (4)
Adjustment to conform with GAAP:				
Elimination of encumbrances			-	
Excess (deficiency) of revenues over (under) expenditures (GAAP basis)			(4)	
Fund balances, beginning of year			4	
Fund balances, end of year			$ -	

NON-MAJOR CAPITAL PROJECTS FUNDS - DISTRICT BONDS
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Interest on investments	$ -	$ 2,491	$ 2,491	$ -
State sources:				
Other	-	-	-	-
Total revenues	-	2,491	2,491	-
EXPENDITURES:				
Interest charges and other	-	-	-	-
Capital outlay	174,591	177,082	203,930	(26,848)
Total expenditures	174,591	177,082	203,930	(26,848)
Excess (deficiency) of revenues over (under) expenditures (budgetary basis)	$ (174,591)	$ (174,591)	(201,439)	$ (26,848)
Adjustments to conform with GAAP:				
Elimination of encumbrances			65,562	
Excess (deficiency) of revenues over (under) expenditures (GAAP basis)			(135,877)	
Fund balances, beginning of year			174,591	
Fund balances, end of year			$ 38,714	

NON-MAJOR CAPITAL PROJECTS FUNDS - CAPITAL OUTLAY AND DEBT SERVICE
COMPARATIVE SCHEDULES OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (BUDGETARY BASIS)
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	BUDGET			VARIANCE Positive
	ORIGINAL	FINAL	ACTUAL	(Negative)
REVENUES:				
Local sources:				
Interest on investments	$ -	$ 1,628	$ 1,628	$ -
State sources:				
Other	9,000	10,916	10,916	-
Total revenues	9,000	12,544	12,544	-
EXPENDITURES:				
Interest charges and other	-	13	13	-
Capital outlay	42,617	46,148	19,234	26,914
Total expenditures	42,617	46,161	19,247	26,914
Excess (deficiency) of revenues over (under) expenditures (budgetary basis)	$ (33,617)	$ (33,617)	(6,703)	$ 26,914
Adjustments to conform with GAAP:				
Elimination of encumbrances			8,278	
Excess (deficiency) of revenues over (under) expenditures (GAAP basis)			1,575	
Fund balances, beginning of year			33,617	
Fund balances, end of year			$ 35,192	

Component Units

Component units are entities where the District or its officials appoint a voting majority of an organization's governing body, and is either able to impose its will on the organization or there is a potential for the organization to provide specific financial benefits to or to impose specific financial burdens on the District or the nature and significance of the relationship between the District and the organization is such that exclusion would cause the District's financial statements to be incomplete.

The Broward Education Foundation – a non-profit direct-support organization of the District, established to receive, hold, invest and administer property and to make expenditures to enhance public education.

Charter Schools – Charter schools are public schools operating under a performance contract with the local school district.

COMBINING STATEMENT OF NET POSITION
COMPONENT UNITS
AS OF JUNE 30, 2024
(in thousands)

	Academic Solutions Academy A	Academics Solutions High School	Andrews High	Ascend Career Academy	Atlantic Montessori Charter School
ASSETS:					
Current assets:					
Cash, cash equivalents and investments	$ 421	$ 521	$ 1,075	$ 814	$ 3
Due from other governmental agencies	350	237	1,525	66	89
Due from other schools	629	618	5	-	-
Accrued interest receivable	-	-	-	-	-
Inventories	-	-	-	-	-
Prepaids Other assets	34	25	-	33	37
Total Current Assets	1,434	1,401	2,605	913	129
Non-current assets:					
Restricted cash, cash equivalents and investments	-	-	12	-	-
Capital assets:					
Non-depreciable	-	-	132	-	562
Depreciable, net	1,365	1,079	829	4,703	27
Total non-current assets	1,365	1,079	973	4,703	589
Total assets	2,799	2,480	3,579	5,617	718
DEFERRED OUTFLOWS OF RESOURCES					
Deferred loss on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred outflows of resources	-	-	-	-	-
LIABILITIES:					
Current liabilities:					
Accounts payable and accrued expenses	12	5	209	18	25
Accrued payroll, taxes and withholding	-	-	14	49	-
Matured debt and interest payable	-	-	-	-	-
Due to other governmental agencies	76	134	-	-	-
Due to other schools	268	-	-	-	41
Unearned revenue	-	-	141	-	-
Management fees payable	-	-	-	-	-
Obligations under leases	-	-	-	-	562
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	-	-	412	-	-
Total current liabilities	355	139	776	68	629
Non-current liabilities:					
Obligations under leases	1,143	1,096	-	5,021	-
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	-	-	382	-	-
Net pension liability	-	-	-	-	-
Total non-current liabilities	1,143	1,096	382	5,021	-
Total liabilities	1,498	1,235	1,159	5,088	629
DEFERRED INFLOWS OF RESOURCES					
Deferred gain on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred inflows of resources	-	-	-	-	-
NET POSITION:					
Net investment in capital assets	222	(17)	217	(318)	206
Restricted for:					
State required carryover programs	-	-	-	73	-
Debt service	-	-	-	-	-
Scholarships and other purposes	-	-	-	-	-
Unrestricted (deficit)	1,079	1,262	2,203	772	(117)
Total net position	$ 1,301	$ 1,245	$ 2,420	$ 528	$ 89

Atlantic Montessori West	Avant Garde Academy	Avant Garde Academy K-8 Broward	Ben Gamla Charter	Ben Gamla North	Ben Gamla South
$ 23	$ 191	$ 5,455	$ 1,189	$ 907	$ 1,012
126	1,019	1,086	1,059	587	1,506
41	-	500	-	200	-
-	-	-	-	-	-
-	-	-	-	-	-
87	-	289	86	10	85
277	1,210	7,330	2,333	1,703	2,602
-	-	-	-	-	-
408	-	-	-	-	-
-	22,852	25,424	1,751	1,066	1,248
408	22,852	25,424	1,751	1,066	1,248
684	24,062	32,754	4,085	2,769	3,850
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
54	6	177	164	135	298
-	-	1,191	-	-	-
4	-	-	-	-	-
-	-	-	-	-	-
-	500	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
375	-	-	494	343	165
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
434	506	1,368	657	478	463
32	22,570	26,283	1,111	772	1,016
-	-	-	-	-	-
134	-	-	-	-	-
-	-	-	300	-	830
-	-	-	-	-	-
167	22,570	26,283	1,411	772	1,846
600	23,076	27,651	2,068	1,250	2,309
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
54	282	(859)	147	(49)	67
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
30	704	5,961	1,869	1,568	1,474
$ 84	$ 986	$ 5,102	$ 2,016	$ 1,518	$ 1,540

COMBINING STATEMENT OF NET POSITION
COMPONENT UNITS
AS OF JUNE 30, 2024
(in thousands)

	Bridge Prep Academy of Hollywood Hills	Bridgeprep Academy Of Broward K-8	Broward Math and Science Schools	Central Charter School	Championship Academy of Distinction Davie
ASSETS:					
Current assets:					
Cash, cash equivalents and investments	$ 479	$ 361	$ 483	$ 17,160	$ 522
Due from other governmental agencies	447	134	36	909	179
Due from other schools	97	-	-	-	-
Accrued interest receivable	-	-	-	-	-
Inventories	-	-	-	-	-
Prepaids Other assets	6	1	-	74	-
Total Current Assets	1,030	496	519	18,143	701
Non-current assets:					
Restricted cash, cash equivalents and investments	-	-	-	-	-
Capital assets:					
Non-depreciable	-	-	-	29,420	-
Depreciable, net	1,587	81	1,216	3,639	7,589
Total non-current assets	1,587	81	1,216	33,059	7,589
Total assets	2,616	577	1,735	51,202	8,290
DEFERRED OUTFLOWS OF RESOURCES					
Deferred loss on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	2,005	-
Total deferred outflows of resources	-	-	-	2,005	-
LIABILITIES:					
Current liabilities:					
Accounts payable and accrued expenses	606	71	23	267	50
Accrued payroll, taxes and withholding	-	-	-	1,428	225
Matured debt and interest payable	-	-	-	1,101	-
Due to other governmental agencies	-	-	-	-	-
Due to other schools	-	97	-	-	-
Unearned revenue	-	-	-	-	-
Management fees payable	-	-	-	-	-
Obligations under leases	280	11	331	29	-
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	37	-	-	-	-
Other liabilities	179	75	-	-	-
Total current liabilities	1,101	254	354	2,825	275
Non-current liabilities:					
Obligations under leases	1,418	59	724	-	8,029
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	214	-	-	50,558	-
Other liabilities	-	-	-	-	-
Net pension liability	-	-	-	6,263	-
Total non-current liabilities	1,632	59	724	56,821	8,029
Total liabilities	2,733	313	1,078	59,646	8,304
DEFERRED INFLOWS OF RESOURCES					
Deferred gain on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	847	-
Total deferred inflows of resources	-	-	-	847	-
NET POSITION:					
Net investment in capital assets	(111)	11	161	(17,527)	(440)
Restricted for:					
State required carryover programs	-	-	-	-	-
Debt service	-	-	-	5,254	-
Scholarships and other purposes	1	-	-	-	-
Unrestricted (deficit)	(7)	254	496	(532)	426
Total net position	$ (117)	$ 264	$ 657	$ (7,286)	$ (13)

Championship Academy of Distinction Hollywood	Championship Academy of Distinction MS	Charter School of Excellence Davie 1	Charter School of Excellence Ft Laud 1	Eagles' Nest Elementary	Eagles' Nest Middle
$ 479	$ 281	$ 262	$ 443	$ 448	$ 5
151	343	259	189	706	133
-	-	429	-	184	-
-	-	-	-	-	-
-	-	-	-	-	-
3	-	49	18	138	21
634	624	999	650	1,476	159
-	-	-	-	-	-
-	-	-	-	-	-
8,037	2,320	998	359	135	67
8,037	2,320	998	359	135	67
8,671	2,944	1,998	1,009	1,611	226
-	-	-	-	-	-
-	-	560	325	-	-
-	-	560	325	-	-
52	99	74	18	112	15
180	124	115	57	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	429	-	14
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	127	-	48
231	224	1,430	631	112	76
8,576	2,301	491	499	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	1,032	-	-
8,576	2,301	491	1,531	-	-
8,808	2,525	1,921	2,162	112	76
-	-	-	-	-	-
-	-	380	309	-	-
-	-	380	309	-	-
(540)	19	507	(140)	135	20
-	-	-	-	357	37
-	-	-	-	-	-
-	-	-	-	-	-
402	400	(250)	(997)	1,007	93
$ (137)	$ 419	$ 257	$ (1,136)	$ 1,499	$ 149

COMBINING STATEMENT OF NET POSITION
COMPONENT UNITS
AS OF JUNE 30, 2024
(in thousands)

	Everest Charter School	Franklin Academy Cooper City	Franklin Academy F	Franklin Academy Pembroke Pines	Franklin Academy Pembroke Pines HS
ASSETS:					
Current assets:					
Cash, cash equivalents and investments	$ 175	$ 5,603	$ 853	$ 850	$ 901
Due from other governmental agencies	13	2,432	1,443	1,968	1,146
Due from other schools	-	3,344	-	-	-
Accrued interest receivable	-	-	-	-	-
Inventories	-	-	-	-	-
Prepaids Other assets	29	-	-	-	-
Total Current Assets	217	11,378	2,297	2,818	2,047
Non-current assets:					
Restricted cash, cash equivalents and investments	-	-	-	-	-
Capital assets:					
Non-depreciable	-	-	-	-	-
Depreciable, net	37	18,567	45,203	21,118	45,259
Total non-current assets	37	18,567	45,203	21,118	45,259
Total assets	254	29,944	47,500	23,936	47,306
DEFERRED OUTFLOWS OF RESOURCES					
Deferred loss on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred outflows of resources	-	-	-	-	-
LIABILITIES:					
Current liabilities:					
Accounts payable and accrued expenses	10	110	8	137	190
Accrued payroll, taxes and withholding	34	877	757	867	838
Matured debt and interest payable	-	422	-	-	-
Due to other governmental agencies	-	-	-	-	-
Due to other schools	-	-	1,563	-	-
Unearned revenue	-	-	-	-	-
Management fees payable	-	-	-	-	-
Obligations under leases	-	-	-	-	-
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	-	-	-	-	-
Total current liabilities	44	1,410	2,328	1,004	1,028
Non-current liabilities:					
Obligations under leases	-	20,919	48,812	18,370	50,971
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	-	-	-	-	-
Net pension liability	-	-	-	-	-
Total non-current liabilities	-	20,919	48,812	18,370	50,971
Total liabilities	44	22,329	51,140	19,374	51,999
DEFERRED INFLOWS OF RESOURCES					
Deferred gain on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred inflows of resources	-	-	-	-	-
NET POSITION:					
Net investment in capital assets	37	(2,352)	(3,609)	731	(3,553)
Restricted for:					
State required carryover programs	-	-	-	-	-
Debt service	-	-	-	-	-
Scholarships and other purposes	-	2,048	0	-	-
Unrestricted (deficit)	173	7,920	(31)	3,831	(1,140)
Total net position	$ 210	$ 7,615	$ (3,640)	$ 4,561	$ (4,692)

Franklin Academy Sunrise	Greentree Prep Charter School	Hollywood Academy of Arts & Science Elem	Hollywood Academy of Arts & Science Middle	Imagine at Broward	Imagine at North Lauderdale Elem
$ 3,022	$ 520	$ 1,524	$ 2,842	$ 6,654	$ 339
2,502	193	3,733	1,433	553	308
887	-	32	-	-	655
-	-	-	-	-	-
-	-	-	-	-	-
91	19	334	50	116	8
6,502	732	5,624	4,325	7,324	1,309
-	-	-	-	-	-
-	-	-	-	5,940	-
32,879	3,326	10,408	4,343	19,797	2,347
32,879	3,326	10,408	4,343	25,737	2,347
39,380	4,058	16,032	8,668	33,061	3,656
-	-	1,388	787	-	-
-	-	-	-	-	-
-	-	1,388	787	-	-
71	128	122	87	746	223
824	115	517	151	-	299
-	-	76	33	-	-
-	-	-	-	-	-
-	-	53	243	-	-
-	-	-	-	92	9
-	-	102	29	-	-
-	-	279	120	-	493
-	-	45	8	-	-
-	-	-	-	-	-
-	-	-	-	-	-
895	243	1,194	670	838	1,025
35,383	3,504	14,768	6,343	-	1,480
-	-	16	3	-	-
-	-	-	-	28,507	-
-	-	-	-	-	-
-	-	-	-	-	-
35,383	3,504	14,784	6,346	28,507	1,480
36,278	3,747	15,978	7,016	29,345	2,504
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
(1,527)	(177)	(3,251)	(1,333)	(262)	374
-	-	-	-	-	-
-	-	-	-	2,348	-
109	-	303	72	-	-
4,520	487	4,391	3,699	1,471	778
$ 3,102	$ 310	$ 1,443	$ 2,438	$ 3,715	$ 1,152

COMBINING STATEMENT OF NET POSITION
COMPONENT UNITS
AS OF JUNE 30, 2024
(in thousands)

	Imagine at Weston	Imagine Schools Plantation Campus	Innovation Charter School	International School of Broward	International Studies Academy High School
ASSETS:					
Current assets:					
Cash, cash equivalents and investments	$ 836	$ 706	$ 1,852	$ 19	$ 480
Due from other governmental agencies	653	413	1,174	3	292
Due from other schools	72	25	-	-	-
Accrued interest receivable	-	3	-	-	-
Inventories	-	-	-	-	-
Prepaids Other assets	224	-	53	5	-
Total Current Assets	1,785	1,147	3,079	26	771
Non-current assets:					
Restricted cash, cash equivalents and investments	-	-	-	-	-
Capital assets:					
Non-depreciable	-	-	920	-	-
Depreciable, net	30,861	685	-	31	3,401
Total non-current assets	30,861	685	920	31	3,401
Total assets	32,646	1,831	3,999	57	4,173
DEFERRED OUTFLOWS OF RESOURCES					
Deferred loss on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred outflows of resources	-	-	-	-	-
LIABILITIES:					
Current liabilities:					
Accounts payable and accrued expenses	162	20	13	3	479
Accrued payroll, taxes and withholding	701	342	294	22	-
Matured debt and interest payable	-	-	-	-	-
Due to other governmental agencies	-	-	-	-	-
Due to other schools	-	-	-	-	-
Unearned revenue	439	-	-	-	-
Management fees payable	-	-	-	-	-
Obligations under leases	1,163	-	-	-	131
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	-	-	450	-	-
Total current liabilities	2,465	362	757	24	610
Non-current liabilities:					
Obligations under leases	27,904	533	-	304	3,288
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	-	-	468	-	-
Net pension liability	-	-	-	-	-
Total non-current liabilities	27,904	533	468	304	3,288
Total liabilities	30,370	895	1,225	329	3,897
DEFERRED INFLOWS OF RESOURCES					
Deferred gain on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred inflows of resources	-	-	-	-	-
NET POSITION:					
Net investment in capital assets	1,794	152	2	31	(17)
Restricted for:					
State required carryover programs	-	-	-	-	-
Debt service	-	-	-	(304)	-
Scholarships and other purposes	-	-	-	0	-
Unrestricted (deficit)	482	785	2,772	2	293
Total net position	$ 2,276	$ 936	$ 2,774	$ (271)	$ 275

International Studies Academy Middle School	New Life Charter Academy	North Broward Academy of Excellence Elem	North Broward Academy of Excellence Middle	Panacea Prep Charter School	Paragon Academy of Technology
$ 783	$ 52	$ 545	$ 1,484	$ 125	$ 385
318	300	1,906	1,184	110	30
-	-	25	-	-	61
-	-	-	-	-	-
-	-	-	-	-	-
-	41	284	70	19	26
1,101	393	2,761	2,738	255	503
-	-	-	-	-	-
-	-	-	-	-	-
3,100	36	6,938	3,305	165	2,172
3,100	36	6,938	3,305	165	2,172
4,201	429	9,700	6,043	420	2,674
-	-	-	146	-	-
-	-	-	-	-	-
-	-	-	146	-	-
112	231	93	187	42	100
-	-	308	175	-	-
-	-	27	14	-	-
-	-	-	-	-	-
-	-	10	101	100	-
-	-	-	-	-	-
-	-	1,233	13	-	-
116	-	143	74	-	-
-	-	35	15	-	-
-	-	-	-	-	14
-	65	-	-	160	-
228	296	1,850	579	303	114
2,915	-	6,029	3,106	-	-
-	-	12	5	-	-
-	-	-	-	-	2,272
250	-	-	-	-	-
-	-	-	-	-	-
3,165	-	6,041	3,111	-	2,272
3,394	296	7,891	3,690	303	2,386
-	-	1,263	-	-	-
-	-	-	-	-	-
-	-	1,263	-	-	-
69	36	(498)	271	5	(114)
-	(46)	-	-	(4)	-
-	-	-	-	-	-
-	-	60	12	-	-
739	143	983	2,215	116	403
$ 807	$ 133	$ 545	$ 2,498	$ 116	$ 288

COMBINING STATEMENT OF NET POSITION
COMPONENT UNITS
AS OF JUNE 30, 2024
(in thousands)

	Renaissance Charter School Cooper City	Renaissance Charter School Coral Springs	Renaissance Charter School Pines	Renaissance Charter School Pines Middle	Renaissance Charter School Plantation
ASSETS:					
Current assets:					
Cash, cash equivalents and investments	$ 2,421	$ 1,805	$ 641	$ 892	$ 1,712
Due from other governmental agencies	3,021	5,091	3,565	1,735	2,895
Due from other schools	32	27	63	22	32
Accrued interest receivable	-	-	-	-	-
Inventories	-	-	-	-	-
Prepaids Other assets	198	222	239	163	105
Total Current Assets	5,672	7,145	4,507	2,812	4,744
Non-current assets:					
Restricted cash, cash equivalents and investments	-	-	-	-	1,566
Capital assets:					
Non-depreciable	-	-	-	-	-
Depreciable, net	14,907	16,605	19,672	8,672	19,908
Total non-current assets	14,907	16,605	19,672	8,672	21,474
Total assets	20,579	23,750	24,179	11,484	26,218
DEFERRED OUTFLOWS OF RESOURCES					
Deferred loss on refunding debt (net)	-	2,615	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred outflows of resources	-	2,615	-	-	-
LIABILITIES:					
Current liabilities:					
Accounts payable and accrued expenses	157	88	320	6	125
Accrued payroll, taxes and withholding	566	669	347	189	405
Matured debt and interest payable	84	116	41	19	6
Due to other governmental agencies	-	-	-	-	-
Due to other schools	3	60	10	130	59
Unearned revenue	-	-	-	-	-
Management fees payable	444	390	749	34	2,019
Obligations under leases	345	425	312	140	26
Liability for compensated absences	40	49	26	11	34
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	-	-	-	-	-
Total current liabilities	1,639	1,796	1,805	529	2,675
Non-current liabilities:					
Obligations under leases	14,802	22,528	20,221	9,005	21,775
Liability for compensated absences	13	16	9	4	11
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	-	-	-	-	-
Net pension liability	-	-	-	-	-
Total non-current liabilities	14,816	22,544	20,229	9,009	21,786
Total liabilities	16,455	24,340	22,034	9,538	24,460
DEFERRED INFLOWS OF RESOURCES					
Deferred gain on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred inflows of resources	-	-	-	-	-
NET POSITION:					
Net investment in capital assets	(240)	(3,733)	(860)	(473)	(327)
Restricted for:					
State required carryover programs	-	-	-	-	-
Debt service	-	-	-	-	14
Scholarships and other purposes	161	105	117	8	5
Unrestricted (deficit)	4,204	5,653	2,889	2,411	2,066
Total net position	$ 4,124	$ 2,024	$ 2,144	$ 1,945	$ 1,757

Renaissance Charter School University	Rise Academy School of Sciencie & Technology	Somerset Academy Conservatory High	Somerset Academy Davie	Somerset Academy East Preparatory	Somerset Academy Elem
$ 1,584	$ 659	$ 2,264	$ 636	$ 813	$ 4,090
5,013	32	914	376	561	585
27	150	1,400	625	1,236	2,472
-	-	-	-	-	-
-	-	-	-	-	-
221	106	2	33	30	45
6,845	947	4,581	1,670	2,640	7,192
2,005	-	-	-	31	-
-	-	-	-	-	16
26,880	166	4,877	922	315	7,981
28,885	166	4,877	922	345	7,997
35,730	1,113	9,458	2,592	2,985	15,189
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
147	115	115	119	79	278
665	50	-	-	-	-
10	-	-	-	-	-
-	-	-	-	-	-
11	32	-	-	-	-
-	-	-	-	-	81
661	-	-	-	-	-
34	-	316	184	284	423
35	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
1,563	197	431	302	363	782
28,979	249	4,802	693	-	7,932
12	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
28,991	249	4,802	693	-	7,932
30,554	446	5,233	995	363	8,714
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
(128)	82	(241)	46	31	(439)
-	-	10	-	33	124
15	(165)	-	-	-	-
99	-	-	-	-	-
5,190	750	4,455	1,551	2,558	6,790
$ 5,175	$ 667	$ 4,224	$ 1,597	$ 2,621	$ 6,475

COMBINING STATEMENT OF NET POSITION
COMPONENT UNITS
AS OF JUNE 30, 2024
(in thousands)

	Somerset Academy Elem South Campus	Somerset Academy High	Somerset Academy Key HS	Somerset Academy Key MS	Somerset Academy Middle
ASSETS:					
Current assets:					
Cash, cash equivalents and investments	$ 816	$ 3,663	$ 616	$ 1,223	$ 2,951
Due from other governmental agencies	835	1,545	281	964	2,439
Due from other schools	-	2,065	424	-	-
Accrued interest receivable	-	-	-	-	-
Inventories	-	-	-	-	-
Prepaids Other assets	41	27	-	13	31
Total Current Assets	1,692	7,299	1,322	2,200	5,421
Non-current assets:					
Restricted cash, cash equivalents and investments	-	-	-	-	-
Capital assets:					
Non-depreciable	9	187	-	-	-
Depreciable, net	4,153	20,892	676	997	13,806
Total non-current assets	4,162	21,079	676	997	13,806
Total assets	5,854	28,379	1,997	3,197	19,227
DEFERRED OUTFLOWS OF RESOURCES					
Deferred loss on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred outflows of resources	-	-	-	-	-
LIABILITIES:					
Current liabilities:					
Accounts payable and accrued expenses	77	64	144	359	381
Accrued payroll, taxes and withholding	-	519	-	-	-
Matured debt and interest payable	-	-	-	-	-
Due to other governmental agencies	-	-	-	-	-
Due to other schools	-	-	-	-	-
Unearned revenue	-	-	-	-	-
Management fees payable	-	-	-	-	-
Obligations under leases	218	1,128	289	267	812
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	74	-	-	-	-
Total current liabilities	369	1,712	433	625	1,194
Non-current liabilities:					
Obligations under leases	4,086	16,955	304	280	12,207
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	844	200	-	200	143
Net pension liability	-	-	-	-	-
Total non-current liabilities	4,930	17,154	304	480	12,350
Total liabilities	5,299	18,866	737	1,106	13,544
DEFERRED INFLOWS OF RESOURCES					
Deferred gain on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred inflows of resources	-	-	-	-	-
NET POSITION:					
Net investment in capital assets	(186)	2,797	83	450	643
Restricted for:					
State required carryover programs	-	40	26	33	234
Debt service	-	-	-	-	-
Scholarships and other purposes	-	-	-	-	-
Unrestricted (deficit)	741	6,676	1,152	1,608	4,806
Total net position	$ 554	$ 9,512	$ 1,260	$ 2,091	$ 5,682

Somerset Academy Miramar	Somerset Academy Miramar High	Somerset Academy Miramar Middle	Somerset Academy Neighborhood	Somerset Academy North Lauderdale	Somerset Academy Pompano
$ 1,499	$ 619	$ 1,315	$ 2,375	$ 3,796	$ 578
1,039	706	999	898	1,468	452
5,020	-	714	200	-	-
-	-	-	-	-	-
-	-	-	-	-	-
3	156	14	142	1,569	40
7,561	1,481	3,041	3,615	6,833	1,070
-	-	-	-	-	-
-	-	-	44	-	-
8,261	474	6,566	863	3,199	138
8,261	474	6,566	906	3,199	138
15,822	1,955	9,607	4,521	10,032	1,208
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
438	101	311	205	294	129
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	1	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
513	197	425	312	445	88
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
951	298	736	516	739	217
7,800	207	6,126	328	2,646	-
-	-	-	-	-	-
-	-	-	-	-	-
-	1,050	-	-	-	-
-	-	-	-	-	-
7,800	1,257	6,126	328	2,646	-
8,751	1,554	6,862	844	3,385	217
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
(52)	70	15	267	108	50
382	-	290	-	520	10
-	-	-	-	-	-
-	-	-	-	-	-
6,742	331	2,439	3,410	6,018	930
$ 7,071	$ 400	$ 2,745	$ 3,677	$ 6,646	$ 990

COMBINING STATEMENT OF NET POSITION
COMPONENT UNITS
AS OF JUNE 30, 2024
(in thousands)

	Somerset Academy Riverside	Somerset Academy Riverside Charter MS	Somerset Miramar South	Somerset Parkland Academy	Somerset Pines Academy
ASSETS:					
Current assets:					
Cash, cash equivalents and investments	$ 426	$ 305	$ 2,486	$ 829	$ 2,050
Due from other governmental agencies	959	344	547	1,515	1,340
Due from other schools	-	-	2,283	-	500
Accrued interest receivable	-	-	-	-	-
Inventories	-	-	-	-	-
Prepaids Other assets	165	157	-	8	35
Total Current Assets	1,550	807	5,316	2,352	3,924
Non-current assets:					
Restricted cash, cash equivalents and investments	-	-	-	-	-
Capital assets:					
Non-depreciable	-	-	-	147	-
Depreciable, net	7,268	2,598	104	16,348	582
Total non-current assets	7,268	2,598	104	16,495	582
Total assets	8,818	3,405	5,420	18,847	4,506
DEFERRED OUTFLOWS OF RESOURCES					
Deferred loss on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred outflows of resources	-	-	-	-	-
LIABILITIES:					
Current liabilities:					
Accounts payable and accrued expenses	236	65	162	453	342
Accrued payroll, taxes and withholding	-	-	-	-	-
Matured debt and interest payable	-	-	-	-	-
Due to other governmental agencies	-	-	-	-	-
Due to other schools	-	-	-	-	-
Unearned revenue	-	-	-	-	-
Management fees payable	-	-	-	-	-
Obligations under leases	383	142	-	716	434
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	0	-	-	-	-
Other liabilities	-	-	-	-	-
Total current liabilities	619	206	162	1,169	776
Non-current liabilities:					
Obligations under leases	7,189	2,659	-	16,378	-
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	-
Other liabilities	701	475	-	154	-
Net pension liability	-	-	-	-	-
Total non-current liabilities	7,890	3,134	-	16,532	-
Total liabilities	8,509	3,341	162	17,700	776
DEFERRED INFLOWS OF RESOURCES					
Deferred gain on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred inflows of resources	-	-	-	-	-
NET POSITION:					
Net investment in capital assets	(305)	(203)	104	(752)	148
Restricted for:					
State required carryover programs	-	-	214	19	143
Debt service	-	-	-	-	-
Scholarships and other purposes	-	-	-	-	-
Unrestricted (deficit)	614	267	4,941	1,881	3,440
Total net position	$ 308	$ 64	$ 5,258	$ 1,146	$ 3,730

Somerset Prep Acad Charter HS at N Laud	Somerset Preparatory Middle	Somerset Village Academy	Somerset Village Academy Middle	South Broward Montessori	Summit Academy
$ 1,524	$ 429	$ 1,449	$ 1,046	$ 220	$ 442
780	1,056	811	393	467	483
-	390	270	-	-	-
-	-	-	-	-	-
-	-	-	-	72	-
349	100	37	3	128	148
2,653	1,975	2,568	1,443	887	1,072
-	-	-	-	-	-
-	-	-	-	-	-
1,499	527	529	174	942	4,308
1,499	527	529	174	942	4,308
4,152	2,502	3,097	1,617	1,829	5,381
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
113	152	109	66	35	277
-	-	-	-	-	252
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	70	-	-
-	-	-	-	-	-
-	-	-	-	-	-
219	225	215	149	190	-
-	-	-	-	-	-
-	-	-	-	77	-
-	-	-	-	-	-
332	377	324	286	303	529
1,303	260	-	-	706	4,792
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
1,303	260	-	-	706	4,792
1,635	637	324	286	1,009	5,321
-	-	-	-	467	-
-	-	-	-	-	-
-	-	-	-	467	-
(23)	42	314	25	46	(483)
247	-	25	17	-	-
-	-	-	-	-	-
-	-	-	-	-	0
2,293	1,823	2,434	1,289	308	544
$ 2,516	$ 1,864	$ 2,773	$ 1,331	$ 354	$ 60

COMBINING STATEMENT OF NET POSITION
COMPONENT UNITS
AS OF JUNE 30, 2024
(in thousands)

	Suned High of South Broward	SunEd High School of N Broward	SunFire High School	Sunrise High	Sunshine Elementary
ASSETS:					
Current assets:					
Cash, cash equivalents and investments	$ 1,654	$ 2,467	$ 1,526	$ 1,720	$ 173
Due from other governmental agencies	129	106	236	1,684	40
Due from other schools	-	11	-	-	-
Accrued interest receivable	-	-	-	-	-
Inventories	-	-	-	-	-
Prepaids Other assets	94	182	48	6	3,051
Total Current Assets	1,877	2,766	1,809	3,409	3,265
Non-current assets:					
Restricted cash, cash equivalents and investments	-	-	-	-	-
Capital assets:					
Non-depreciable	-	-	984	290	2,880
Depreciable, net	1,089	1,419	158	751	3,518
Total non-current assets	1,089	1,419	1,142	1,041	6,398
Total assets	2,966	4,185	2,951	4,451	9,663
DEFERRED OUTFLOWS OF RESOURCES					
Deferred loss on refunding debt (net)	-	-	-	-	-
Pension actuarial adjustments	-	-	-	-	-
Total deferred outflows of resources	-	-	-	-	-
LIABILITIES:					
Current liabilities:					
Accounts payable and accrued expenses	32	23	91	124	274
Accrued payroll, taxes and withholding	76	94	-	40	-
Matured debt and interest payable	-	-	-	-	-
Due to other governmental agencies	-	-	-	138	-
Due to other schools	-	-	-	-	-
Unearned revenue	-	-	-	-	-
Management fees payable	-	-	-	-	-
Obligations under leases	243	1,010	297	-	-
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	16	-	55
Other liabilities	-	-	-	380	-
Total current liabilities	351	1,127	405	682	329
Non-current liabilities:					
Obligations under leases	927	260	687	-	-
Liability for compensated absences	-	-	-	-	-
Debt, net of premiums and discounts	-	-	-	-	7,705
Other liabilities	-	-	-	320	-
Net pension liability	-	-	-	82	-
Total non-current liabilities	927	260	687	402	7,705
Total liabilities	1,278	1,387	1,091	1,084	8,034
DEFERRED INFLOWS OF RESOURCES					
Deferred gain on refunding debt (net)	-	-	-	-	2,119
Pension actuarial adjustments	-	-	-	-	-
Total deferred inflows of resources	-	-	-	-	2,119
NET POSITION:					
Net investment in capital assets	(82)	149	158	259	(1,362)
Restricted for:					
State required carryover programs	-	-	-	-	49
Debt service	0	0	-	-	-
Scholarships and other purposes	-	-	-	-	-
Unrestricted (deficit)	1,770	2,649	1,702	3,108	822
Total net position	$ 1,688	$ 2,798	$ 1,859	$ 3,367	$ (490)

West Broward Academy	Broward Education Foundation	Total Non-Major Component Units
$ 1,340	$ 3,663	$ 123,803
489	-	80,037
-	100	25,868
43	-	46
-	2,284	2,356
81	4,496	14,852
1,953	10,543	246,961
-	-	3,614
-	-	41,939
17,655	704	581,452
17,655	704	627,005
19,608	11,247	873,966
-	-	4,936
-	-	2,890
-	-	7,827
290	62	12,721
320	-	14,696
-	-	1,954
1	-	349
-	-	3,793
-	492	1,253
-	-	5,673
-	-	16,514
-	-	298
-	-	200
-	21	1,990
611	575	60,682
17,162	-	560,019
-	-	100
-	-	89,391
-	505	6,822
-	-	7,377
17,162	505	663,709
17,773	1,081	724,391
-	-	3,849
-	-	1,536
-	-	5,384
493	177	(34,476)
-	-	2,835
-	-	7,161
44	4,506	7,651
1,298	5,483	163,168
$ 1,835	$ 10,166	$ 152,018

COMBINING STATEMENT OF ACTIVITIES
COMPONENT UNITS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	Academic Solutions Academy A	Academics Solutions High School	Andrews High	Ascend Career Academy	Atlantic Montessori Charter School
EXPENSES:					
Instructional services	$ 685	$ 584	$ 823	$ 728	$ 172
Instructional support services	137	99	368	99	35
Student transportation services	60	11	35	32	1
Operation and maintenance of plant	442	892	1,293	397	314
School administration	774	617	789	555	216
General administration	23	112	361	90	47
Food services	-	-	76	192	7
Scholarships and programs	-	-	-	-	-
Facilities acquisition and construction	-	-	-	-	-
Interest expense	40	335	51	184	44
Depreciation - unallocated *	-	-	-	320	-
Total expenses	2,160	2,650	3,796	2,597	836
PROGRAM REVENUES:					
Charges for services	-	-	-	-	213
Operating grants and contributions	366	352	149	379	-
Capital grants and contributions	133	145	339	167	44
Total program revenues	499	496	488	546	257
Net program expense	(1,661)	(2,154)	(3,309)	(2,051)	(579)
GENERAL REVENUES:					
Grants and contributions not restricted to specific programs	2,130	2,323	-	160	-
Other federal sources	-	-	-	-	620
Other state sources	-	-	-	2,141	-
Other local sources	2	18	-	17	-
Unrestricted investment earnings	-	-	4,253	-	-
Total general revenues	2,132	2,341	4,253	2,317	620
Change in net position	472	187	944	266	41
Total net position, beginning of year	829	1,059	1,476	262	48
Total net position (deficit), end of year	$ 1,301	$ 1,245	$ 2,420	$ 528	$ 89

* This amount excludes the depreciation that is included in the direct expenses of the various programs.

Atlantic Montessori West	Avant Garde Academy	Avant Garde Academy K-8 Broward	Ben Gamla Charter	Ben Gamla North	Ben Gamla South
$ 406	$ 6,622	$ 5,759	$ 1,999	$ 1,501	$ 2,922
53	115	100	43	34	103
12	245	247	-	-	-
704	2,275	2,360	1,019	740	668
155	879	869	379	260	449
63	93	99	443	183	301
22	638	628	253	114	192
-	-	-	-	-	-
-	582	700	5	-	-
40	1,580	1,233	93	65	63
-	-	-	-	-	-
1,454	13,029	11,994	4,234	2,896	4,699
532	-	5	352	34	13
-	2,131	2,615	796	523	950
75	640	641	255	206	242
607	2,770	3,261	1,403	763	1,205
(847)	(10,259)	(8,733)	(2,831)	(2,133)	(3,494)
-	10,351	10,871	4,421	3,279	4,406
1,007	-	-	-	-	-
-	-	-	-	-	-
-	316	592	-	-	-
-	-	-	45	54	(570)
1,007	10,667	11,462	4,466	3,333	3,836
160	409	2,729	1,635	1,200	342
(76)	578	2,373	381	319	1,198
$ 84	$ 986	$ 5,102	$ 2,016	$ 1,518	$ 1,540

COMBINING STATEMENT OF ACTIVITIES
COMPONENT UNITS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	Bridge Prep Academy of Hollywood Hills	Bridgeprep Academy Of Broward K-8	Broward Math and Science Schools	Central Charter School	Championship Academy of Distinction Davie
EXPENSES:					
Instructional services	$ 1,519	$ 402	$ 1,799	$ 9,050	$ 1,856
Instructional support services	170	64	14	285	35
Student transportation services	-	-	-	357	38
Operation and maintenance of plant	562	208	280	1,413	1,555
School administration	865	384	475	2,591	822
General administration	245	152	138	56	880
Food services	186	42	132	965	291
Scholarships and programs	146	1	120	223	-
Facilities acquisition and construction	-	-	-	-	-
Interest expense	121	10	70	2,970	-
Depreciation - unallocated *	-	-	348	403	-
Total expenses	3,816	1,262	3,376	18,313	5,478
PROGRAM REVENUES:					
Charges for services	208	3	76	-	118
Operating grants and contributions	531	141	398	1,981	733
Capital grants and contributions	247	92	-	-	305
Total program revenues	986	237	474	1,981	1,156
Net program expense	(2,830)	(1,025)	(2,902)	(16,332)	(4,322)
GENERAL REVENUES:					
Grants and contributions not restricted to specific programs	3,187	1,131	79	-	3,867
Other federal sources	-	-	-	-	-
Other state sources	-	-	2,454	10,823	-
Other local sources	-	-	423	3,957	170
Unrestricted investment earnings	-	-	-	-	-
Total general revenues	3,187	1,131	2,956	14,780	4,037
Change in net position	358	106	54	(1,552)	(285)
Total net position, beginning of year	(475)	158	603	(5,734)	271
Total net position (deficit), end of year	$ (117)	$ 264	$ 657	$ (7,286)	$ (13)

* This amount excludes the depreciation that is included in the direct expenses of the various programs.

Championship Academy of Distinction Hollywood	Championship Academy of Distinction MS	Charter School of Excellence Davie 1	Charter School of Excellence Ft Laud 1	Eagles' Nest Elementary	Eagles' Nest Middle
$ 1,940	$ 1,446	$ 1,631	$ 1,178	$ 1,082	$ 259
26	46	143	69	465	71
27	37	103	92	215	70
1,037	797	669	769	395	99
673	885	385	390	364	57
28	166	22	30	97	21
232	142	158	177	185	34
-	-	-	-	-	-
-	-	-	-	-	-
445	117	27	55	24	12
-	-	-	-	464	4
4,408	3,636	3,138	2,758	3,292	626
-	-	43	19	28	11
819	516	250	492	838	159
205	202	172	149	224	40
1,023	718	465	660	1,090	211
(3,385)	(2,918)	(2,673)	(2,099)	(2,202)	(416)
2,664	2,474	2,444	2,126	369	84
-	-	-	-	-	-
-	-	-	-	2,545	430
1,445	5	1	1	-	-
-	-	-	-	-	-
4,108	2,479	2,445	2,127	2,914	514
723	(439)	(229)	28	711	99
(860)	859	486	(1,164)	788	51
$ (137)	$ 419	$ 257	$ (1,136)	$ 1,499	$ 149

COMBINING STATEMENT OF ACTIVITIES
COMPONENT UNITS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	Everest Charter School	Franklin Academy Cooper City	Franklin Academy F	Franklin Academy Pembroke Pines	Franklin Academy Pembroke Pines HS
EXPENSES:					
Instructional services	$ 713	$ 8,279	$ 6,269	$ 8,355	$ 5,958
Instructional support services	4	265	448	488	650
Student transportation services	-	316	541	528	657
Operation and maintenance of plant	460	2,739	3,267	3,890	3,548
School administration	237	1,430	506	1,628	1,381
General administration	61	48	205	-	102
Food services	150	662	373	554	545
Scholarships and programs	-	-	-	-	-
Facilities acquisition and construction	-	-	-	-	-
Interest expense	2	1,018	2,249	849	2,249
Depreciation - unallocated *	149	-	-	-	-
Total expenses	1,777	14,757	13,859	16,292	15,090
PROGRAM REVENUES:					
Charges for services	12	213	-	260	234
Operating grants and contributions	383	2,847	1,808	1,968	1,137
Capital grants and contributions	96	943	609	993	842
Total program revenues	491	4,003	2,417	3,220	2,214
Net program expense	(1,286)	(10,755)	(11,442)	(13,072)	(12,876)
GENERAL REVENUES:					
Grants and contributions not restricted to specific programs	1,272	13,251	10,414	14,004	11,403
Other federal sources	-	-	-	-	-
Other state sources	-	-	-	-	-
Other local sources	111	536	6	643	585
Unrestricted investment earnings	-	-	-	-	-
Total general revenues	1,382	13,786	10,420	14,647	11,988
Change in net position	97	3,032	(1,022)	1,575	(888)
Total net position, beginning of year	114	4,584	(2,618)	2,987	(3,805)
Total net position (deficit), end of year	$ 210	$ 7,615	$ (3,640)	$ 4,561	$ (4,692)

* This amount excludes the depreciation that is included in the direct expenses of the various programs.

Franklin Academy Sunrise	Greentree Prep Charter School	Hollywood Academy of Arts & Science Elem	Hollywood Academy of Arts & Science Middle	Imagine at Broward	Imagine at North Lauderdale Elem
$ 7,620	$ 1,565	$ 5,898	$ 2,074	$ 6,156	$ 2,494
265	-	895	272	476	61
374	2	-	-	-	85
4,110	726	2,468	762	1,739	1,166
1,410	486	1,730	379	2,881	1,143
22	45	1,436	552	30	116
640	18	393	142	253	431
-	-	653	137	-	47
-	-	-	-	-	-
1,599	190	1,057	460	1,200	91
-	-	-	-	-	-
16,039	3,032	14,529	4,780	12,734	5,636
204	-	543	38	1,171	-
3,174	402	4,022	1,360	1,441	1,097
980	198	808	327	631	233
4,358	600	5,373	1,725	3,243	1,330
(11,680)	(2,432)	(9,156)	(3,055)	(9,491)	(4,305)
13,514	2,246	12,920	-	667	22
-	-	-	5,013	-	-
-	-	-	-	8,484	3,224
378	488	104	109	2,376	798
-	-	-	-	-	-
13,892	2,734	13,024	5,122	11,526	4,044
2,212	302	3,868	2,067	2,035	(262)
890	9	(2,425)	372	1,680	1,414
$ 3,102	$ 310	$ 1,443	$ 2,438	$ 3,715	$ 1,152

COMBINING STATEMENT OF ACTIVITIES
COMPONENT UNITS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	Imagine at Weston	Imagine Schools Plantation Campus	Innovation Charter School	International School of Broward	International Studies Academy High School
EXPENSES:					
Instructional services	$ 6,464	$ 2,711	$ 2,711	$ 448	$ 1,197
Instructional support services	181	227	481	4	60
Student transportation services	253	-	211	-	-
Operation and maintenance of plant	2,711	834	611	62	500
School administration	2,168	1,085	865	107	202
General administration	338	52	137	26	334
Food services	230	78	541	-	68
Scholarships and programs	233	107	-	-	-
Facilities acquisition and construction	-	-	-	3	-
Interest expense	697	-	40	10	602
Depreciation - unallocated *	-	-	-	155	-
Total expenses	13,276	5,095	5,597	813	2,963
PROGRAM REVENUES:					
Charges for services	1,404	235	6	-	154
Operating grants and contributions	619	399	1,059	95	454
Capital grants and contributions	631	253	312	42	163
Total program revenues	2,654	886	1,377	137	771
Net program expense	(10,622)	(4,209)	(4,220)	(676)	(2,192)
GENERAL REVENUES:					
Grants and contributions not restricted to specific programs	-	90	4,928	542	2,338
Other federal sources	-	-	-	-	-
Other state sources	8,755	3,485	-	-	-
Other local sources	1,788	742	129	146	-
Unrestricted investment earnings	238	-	-	-	93
Total general revenues	10,781	4,318	5,057	688	2,430
Change in net position	159	109	837	12	239
Total net position, beginning of year	2,117	828	1,938	(284)	37
Total net position (deficit), end of year	$ 2,276	$ 936	$ 2,774	$ (271)	$ 275

* This amount excludes the depreciation that is included in the direct expenses of the various programs.

International Studies Academy Middle School	New Life Charter Academy	North Broward Academy of Excellence Elem	North Broward Academy of Excellence Middle	Panacea Prep Charter School	Paragon Academy of Technology
$ 1,510	$ 542	$ 3,315	$ 2,398	$ 407	$ 725
64	125	764	198	131	140
-	-	-	-	72	-
609	162	1,693	499	127	189
261	260	1,051	154	137	171
218	42	796	244	39	67
89	97	274	191	67	-
-	-	238	53	-	4
-	-	-	-	-	74
155	2	310	190	12	137
-	196	-	-	54	-
2,906	1,426	8,441	3,927	1,046	1,508
13	-	131	55	10	-
450	444	1,445	790	138	224
213	64	455	258	72	82
677	508	2,031	1,103	220	306
(2,229)	(918)	(6,410)	(2,824)	(827)	(1,202)
2,870	187	7,236	4,002	125	-
-	-	-	-	-	-
-	881	-	-	818	1,274
-	-	11	39	-	87
54	-	-	-	-	-
2,924	1,068	7,247	4,040	943	1,361
696	150	837	1,216	116	159
112	(17)	(291)	1,283	0	130
$ 807	$ 133	$ 545	$ 2,498	$ 116	$ 288

COMBINING STATEMENT OF ACTIVITIES
COMPONENT UNITS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	Renaissance Charter School Cooper City	Renaissance Charter School Coral Springs	Renaissance Charter School Pines	Renaissance Charter School Pines Middle	Renaissance Charter School Plantation
EXPENSES:					
Instructional services	$ 6,139	$ 8,807	$ 3,676	$ 2,246	$ 4,831
Instructional support services	980	933	734	306	1,081
Student transportation services	-	-	8	-	256
Operation and maintenance of plant	2,378	3,263	2,192	728	2,689
School administration	1,395	1,309	1,316	288	1,308
General administration	1,363	1,818	1,222	629	1,465
Food services	460	542	417	224	518
Scholarships and programs	541	370	247	80	156
Facilities acquisition and construction	-	-	-	-	-
Interest expense	1,105	1,629	936	426	1,584
Depreciation - unallocated *	-	-	-	-	-
Total expenses	14,362	18,671	10,750	4,927	13,888
PROGRAM REVENUES:					
Charges for services	517	581	272	22	158
Operating grants and contributions	2,778	3,532	2,907	1,296	2,902
Capital grants and contributions	856	1,079	596	324	700
Total program revenues	4,151	5,192	3,776	1,642	3,761
Net program expense	(10,211)	(13,479)	(6,974)	(3,285)	(10,128)
GENERAL REVENUES:					
Grants and contributions not restricted to specific programs	13,406	17,109	-	5,033	11,237
Other federal sources	-	-	9,618	-	-
Other state sources	-	-	-	-	-
Other local sources	132	174	55	41	982
Unrestricted investment earnings	-	-	-	-	-
Total general revenues	13,538	17,284	9,672	5,074	12,219
Change in net position	3,327	3,804	2,698	1,789	2,091
Total net position, beginning of year	798	(1,780)	(553)	156	(333)
Total net position (deficit), end of year	$ 4,124	$ 2,024	$ 2,144	$ 1,945	$ 1,757

* This amount excludes the depreciation that is included in the direct expenses of the various programs.

Renaissance Charter School University	Rise Academy School of Sciencie & Technology	Somerset Academy Conservatory High	Somerset Academy Davie	Somerset Academy East Preparatory	Somerset Academy Elem
$ 7,828	$ 1,905	$ 1,836	$ 716	$ 1,164	$ 3,374
546	1	144	8	8	38
2	-	88	-	-	62
2,949	642	1,038	510	650	1,414
1,519	783	383	295	371	636
2,300	38	171	89	214	272
530	366	112	72	156	162
563	-	-	9	-	-
-	38	-	-	-	7
2,096	31	261	40	22	429
-	349	-	-	-	-
18,334	4,153	4,033	1,739	2,585	6,393
426	-	36	35	28	222
4,741	808	685	348	545	961
1,025	244	286	107	135	464
6,192	1,052	1,007	490	709	1,648
(12,141)	(3,101)	(3,026)	(1,250)	(1,875)	(4,745)
16,054	2,706	4,870	1,768	2,269	7,728
-	-	-	-	-	-
-	-	-	-	-	-
1,367	691	0	-	-	10
-	-	93	26	53	148
17,421	3,397	4,963	1,794	2,322	7,886
5,280	296	1,937	545	446	3,141
(104)	371	2,288	1,052	2,175	3,334
$ 5,175	$ 667	$ 4,224	$ 1,597	$ 2,621	$ 6,475

COMBINING STATEMENT OF ACTIVITIES
COMPONENT UNITS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	Somerset Academy Elem South Campus	Somerset Academy High	Somerset Academy Key HS	Somerset Academy Key MS	Somerset Academy Middle
EXPENSES:					
Instructional services	$ 2,130	$ 6,913	$ 1,846	$ 2,052	$ 4,887
Instructional support services	20	669	53	71	392
Student transportation services	33	326	-	-	225
Operation and maintenance of plant	1,214	4,174	661	928	3,134
School administration	391	1,303	372	461	945
General administration	516	589	234	405	2,133
Food services	267	400	89	118	296
Scholarships and programs	-	-	-	-	-
Facilities acquisition and construction	-	63	-	-	-
Interest expense	471	933	40	34	672
Depreciation - unallocated *	-	-	-	-	-
Total expenses	5,044	15,371	3,296	4,069	12,684
PROGRAM REVENUES:					
Charges for services	822	380	6	97	2,066
Operating grants and contributions	430	2,565	984	943	2,171
Capital grants and contributions	249	1,050	212	286	746
Total program revenues	1,501	3,995	1,202	1,326	4,983
Net program expense	(3,543)	(11,376)	(2,093)	(2,743)	(7,701)
GENERAL REVENUES:					
Grants and contributions not restricted to specific programs	4,044	17,858	3,245	4,341	11,816
Other federal sources	-	-	-	-	-
Other state sources	-	-	-	-	-
Other local sources	-	-	-	40	23
Unrestricted investment earnings	43	183	31	-	79
Total general revenues	4,087	18,041	3,276	4,381	11,918
Change in net position	544	6,665	1,183	1,637	4,217
Total net position, beginning of year	11	2,848	78	454	1,466
Total net position (deficit), end of year	$ 554	$ 9,512	$ 1,260	$ 2,091	$ 5,682

* This amount excludes the depreciation that is included in the direct expenses of the various programs.

Somerset Academy Miramar	Somerset Academy Miramar High	Somerset Academy Miramar Middle	Somerset Academy Neighborhood	Somerset Academy North Lauderdale	Somerset Academy Pompano
$ 3,409	$ 1,581	$ 2,300	$ 2,711	$ 3,890	$ 906
78	44	65	70	207	7
-	-	-	-	57	-
1,258	528	981	890	1,677	407
615	369	500	569	1,063	130
670	508	213	265	567	172
234	131	175	220	431	85
-	-	-	-	-	-
-	-	-	-	-	-
424	767	333	9	166	7
-	-	-	-	-	-
6,689	3,928	4,567	4,735	8,058	1,715
477	256	46	161	155	27
1,053	605	976	991	2,409	448
366	205	301	337	528	109
1,896	1,066	1,323	1,490	3,092	585
(4,793)	(2,862)	(3,244)	(3,245)	(4,966)	(1,129)
5,808	3,113	4,679	5,178	8,130	1,786
-	-	-	-	-	-
-	-	-	-	-	-
-	5	0	-	-	39
325	27	49	124	109	-
6,132	3,145	4,728	5,302	8,239	1,825
1,339	284	1,483	2,056	3,272	695
5,732	117	1,262	1,621	3,374	295
$ 7,071	$ 400	$ 2,745	$ 3,677	$ 6,646	$ 990

COMBINING STATEMENT OF ACTIVITIES
COMPONENT UNITS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	Somerset Academy Riverside	Somerset Academy Riverside Charter MS	Somerset Miramar South	Somerset Parkland Academy	Somerset Pines Academy
EXPENSES:					
Instructional services	$ 2,530	$ 1,525	$ 994	$ 5,123	$ 2,762
Instructional support services	116	58	25	118	69
Student transportation services	-	-	-	-	-
Operation and maintenance of plant	1,222	756	576	2,377	1,189
School administration	474	251	255	896	496
General administration	437	203	116	939	362
Food services	230	148	43	346	275
Scholarships and programs	-	-	-	-	-
Facilities acquisition and construction	-	-	-	0	-
Interest expense	773	144	-	2,273	33
Depreciation - unallocated *	-	-	-	-	-
Total expenses	5,782	3,084	2,008	12,073	5,187
PROGRAM REVENUES:					
Charges for services	315	20	11	544	105
Operating grants and contributions	894	309	555	1,707	1,402
Capital grants and contributions	293	187	152	670	319
Total program revenues	1,502	516	719	2,921	1,825
Net program expense	(4,280)	(2,568)	(1,289)	(9,152)	(3,362)
GENERAL REVENUES:					
Grants and contributions not restricted to specific programs	4,527	2,593	2,525	10,121	5,277
Other federal sources	-	-	-	-	-
Other state sources	-	-	-	-	-
Other local sources	-	-	-	-	3
Unrestricted investment earnings	28	16	108	146	74
Total general revenues	4,555	2,609	2,633	10,267	5,354
Change in net position	275	41	1,343	1,115	1,992
Total net position, beginning of year	33	23	3,915	32	1,738
Total net position (deficit), end of year	$ 308	$ 64	$ 5,258	$ 1,146	$ 3,730

* This amount excludes the depreciation that is included in the direct expenses of the various programs.

Somerset Prep Acad Charter HS at N Laud	Somerset Preparatory Middle	Somerset Village Academy	Somerset Village Academy Middle	South Broward Montessori	Summit Academy
$ 1,905	$ 1,812	$ 1,508	$ 790	$ 969	$ 2,303
101	38	11	9	73	88
-	-	-	-	1	-
703	591	564	292	477	1,810
468	411	323	257	334	504
242	251	276	73	-	-
176	154	195	136	102	195
-	-	-	-	-	-
-	-	-	-	-	-
82	276	16	11	-	252
-	-	-	-	74	-
3,676	3,534	2,893	1,568	2,029	5,151
1	9	59	-	10	229
1,035	877	959	562	362	280
240	239	189	114	101	276
1,277	1,126	1,207	676	473	784
(2,399)	(2,409)	(1,686)	(892)	(1,557)	(4,367)
3,635	3,650	3,058	1,778	1,576	4,532
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	77	-
81	30	55	37	-	-
3,715	3,680	3,113	1,815	1,653	4,532
1,316	1,271	1,426	923	96	165
1,201	594	1,347	408	258	(105)
$ 2,516	$ 1,864	$ 2,773	$ 1,331	$ 354	$ 60

COMBINING STATEMENT OF ACTIVITIES
COMPONENT UNITS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024
(in thousands)

	Suned High of South Broward	SunEd High School of N Broward	SunFire High School	Sunrise High	Sunshine Elementary
EXPENSES:					
Instructional services	$ 818	$ 1,016	$ 740	$ 1,008	$ 1,283
Instructional support services	180	208	39	544	113
Student transportation services	40	44	62	50	-
Operation and maintenance of plant	441	528	624	1,371	375
School administration	911	1,272	1,346	702	405
General administration	101	99	37	417	158
Food services	-	-	96	57	151
Scholarships and programs	-	-	-	-	27
Facilities acquisition and construction	-	-	-	-	156
Interest expense	69	48	40	54	469
Depreciation - unallocated *	-	-	-	-	-
Total expenses	2,560	3,215	2,983	4,203	3,136
PROGRAM REVENUES:					
Charges for services	-	-	104	-	-
Operating grants and contributions	116	123	-	399	596
Capital grants and contributions	193	202	40	325	124
Total program revenues	309	325	144	724	719
Net program expense	(2,251)	(2,890)	(2,839)	(3,479)	(2,417)
GENERAL REVENUES:					
Grants and contributions not restricted to specific programs	-	-	-	4,706	-
Other federal sources	33	116	-	-	-
Other state sources	3,146	3,233	4,258	-	1,978
Other local sources	56	135	-	-	164
Unrestricted investment earnings	-	-	18	-	138
Total general revenues	3,235	3,484	4,275	4,706	2,280
Change in net position	984	594	1,436	1,226	(137)
Total net position, beginning of year	704	2,204	423	2,141	(354)
Total net position (deficit), end of year	$ 1,688	$ 2,798	$ 1,859	$ 3,367	$ (490)

* This amount excludes the depreciation that is included in the direct expenses of the various programs.

West Broward Academy	Broward Education Foundation	Total Non-Major Component Units
$ 3,706	$ -	$ 228,109
333	-	17,350
251	-	6,127
717	-	100,678
609	-	59,742
642	548	29,315
-	-	18,775
131	5,925	10,011
-	-	1,628
1,037	29	38,721
340	-	2,856
7,765	6,502	513,313
107	108	14,748
1,012	6,995	94,139
508	-	28,107
1,627	7,103	136,994
(6,138)	601	(376,319)
-	314	358,865
-	-	16,408
5,870	-	63,798
1,105	-	21,120
109	359	6,654
7,084	673	466,844
946	1,274	90,525
890	8,892	61,494
$ 1,835	$ 10,166	$ 152,019

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

Broward County Public Schools

Statistical Section

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

Statistical Tables

This section of the School Board of Broward County's Annual Comprehensive Financial Report (ACFR) is the chief source of information regarding the School Board's economic condition. It presents detailed information for understanding what the information in the financial statements, note disclosures and required supplemental information says about the School Board's overall financial position. All of the information presented in the statistical section is organized around five specific objectives.

Financial Trends (Table 1 – 4)
These schedules contain trend information to assist the reader in understanding how the School Board's financial position has changed over time.

Revenue Capacity (Table 5 – 10)
These schedules contain information to assist the reader in understanding and assessing the School Board's major revenue sources.

Debt Capacity (Table 11 – 15)
These schedules present information to assist the reader in understanding the School Board's current levels of outstanding debt and its ability to issue additional debt in the future.

Demographic & Economic Information (Table 16 - 19)
These schedules offer demographic and economic indicators to assist the reader in understanding the environment in which the School Board's financial activities take place.

Operating Information (Table 20 – 23)
These schedules contain service and infrastructure data to assist the reader in understanding how the information in the School Board's financial report relates to the service the School Board provides and the activities it performs.

TABLE 1 - NET POSITION BY COMPONENT
LAST TEN FISCAL YEARS (accrual basis of accounting)
(dollars in thousands)

	2015 [1]	2016	2017	2018 [2]
PRIMARY GOVERNMENT:				
NET POSITION:				
Net investment in capital assets	$ 1,282,288	$ 1,269,067	$ 1,184,034	$ 1,139,984
Restricted for:				
State required carryover programs	3,973	15,901	21,633	8,491
Debt service	2,716	4,547	10,027	7,816
Capital projects	145,340	140,887	198,345	254,952
Scholarships and other purposes	47,010	53,653	53,772	54,071
Unrestricted (deficits)	(39,613)	(895,450)	(993,193)	(985,493)
Net position	1,441,714	588,605	474,618	479,821
Adjustments to fund balances	(854,566)	-	-	(93,768)
Total net position	$ 587,148	$ 588,605	$ 474,618	$ 386,053

[1] Decrease resulted from the implementation of GASB Statement No. 68 and No. 71

[2] Decrease resulted from the implementation of GASB Statement No. 75

[3] Increase resulted from the implementation of GASB Statement No. 84

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

2019	2020	2021 [3]	2022	2023	2024
$ 1,243,304	$ 1,265,239	$ 1,308,120	$ 1,246,104	$ 1,346,856	$ 1,509,760
9,512	10,989	13,417	15,541	18,281	16,602
15,258	15,969	63,059	71,400	78,018	42,156
224,229	260,236	270,925	337,437	434,713	494,306
47,300	38,732	42,991	60,378	66,599	54,541
(1,158,220)	(1,301,125)	(1,462,621)	(1,246,422)	(1,307,389)	(1,643,807)
381,383	290,040	235,891	484,438	637,078	473,558
-	-	574	-	-	-
$ 381,383	$ 290,040	$ 236,465	$ 484,438	$ 637,078	$ 473,558

(UNAUDITED)

TABLE 2 - CHANGES IN NET POSITION
LAST TEN FISCAL YEARS (accrual basis of accounting)
(dollars in thousands)

	2015	2016	2017	2018
PRIMARY GOVERNMENT:				
PROGRAM EXPENSES:				
Instructional services	$ 1,538,275	$ 1,573,265	$ 1,658,219	$ 1,743,765
Instructional support services	235,943	242,100	263,323	288,027
Student transportation services	84,884	82,507	90,201	98,958
Operation and maintenance of plant	240,306	242,762	248,433	256,761
School administration	133,624	131,931	142,920	150,580
General administration	69,449	82,943	90,709	100,525
Food services	104,666	105,719	113,167	112,512
Interest expense	138,546	114,369	74,749	66,900
Facilities acquisition and construction	49,691	70,698	77,203	71,049
Depreciation - unallocated[(1)]	-	-	-	-
Total expenses	2,595,384	2,646,294	2,758,924	2,889,077
PROGRAM REVENUES:				
Charges for services				
Instructional services	28,133	29,258	31,327	32,196
Instructional support services				
Student transportation services	1,209	1,109	1,332	1,378
Operation and maintenance of plant				
School administration				
General administration				
Food services	17,009	16,062	15,261	12,076
Facilities acquisition and construction				
Interest expense				
Total charges for services	46,351	46,429	47,920	45,650
Operating grants and contributions	88,904	671,496	688,271	722,161
Capital grants and contributions	29,441	26,391	31,600	24,889
Total program revenues	164,696	744,316	767,791	792,700
Total net program (expense) revenue	$ (2,430,688)	$ (1,901,978)	$ (1,991,133)	$ (2,096,377)
GENERAL REVENUES:				
Ad valorem taxes levied for:				
General purposes	$ 864,701	$ 901,439	$ 916,007	$ 918,653
Debt service	13	11,220	12,061	12,080
Capital outlays	218,479	237,117	257,477	277,021
Grants and contributions not restricted to specific programs:				
Florida education finance program	628,202	655,072	688,328	703,547
Other federal sources	208,119	17,161	22,189	23,947
Other state sources	394,190	2,041	7,856	2,096
Other local sources	239,471	75,556	60,869	70,571
Other revenues and sources of funds				
Unrestricted investment earnings (losses)	1,920	3,829	6,127	10,272
Total general revenues	2,555,095	1,903,435	1,970,914	2,018,187
Change in net postion before Extraordinary/Special Items	124,407	1,457	(20,219)	(78,190)
Extraordinary Items	-	-	-	(10,375)
Special Items				
Change in net position	$ 124,407	$ 1,457	$ (20,219)	$ (88,565)

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

2019	2020	2021	2022	2023	2024
$ 1,776,465	$ 1,887,766	$ 1,880,381	$ 1,825,932	$ 2,002,707	$ 2,318,951
296,868	319,624	350,322	340,676	355,361	429,848
98,157	107,446	90,898	96,909	109,429	126,523
272,416	284,671	303,062	289,632	338,055	366,999
154,077	166,039	160,596	151,307	162,849	189,602
98,461	111,480	135,442	158,627	146,752	170,942
116,401	105,671	86,446	103,980	117,415	137,567
67,863	112,436	56,935	58,561	58,519	53,843
43,417	37,260	48,294	72,380	36,107	83,698
-	-	-	-	-	-
2,924,125	3,132,393	3,112,376	3,098,004	3,327,194	3,877,973
35,480	28,685	13,242	25,943	29,271	32,862
1,148	1,338	180	1,309	1,884	1,574
15,723	11,642	553	2,069	7,884	3,879
52,351	41,665	13,975	29,321	39,039	38,315
728,054	682,503	677,643	690,302	697,566	698,546
51,027	53,091	41,933	52,467	54,015	41,955
831,432	777,259	733,551	772,090	790,620	778,816
$ (2,092,693)	$ (2,355,134)	$ (2,378,825)	$ (2,325,914)	$ (2,536,574)	$ (3,099,157)
$ 936,365	$ 1,062,139	$ 1,065,979	$ 1,094,137	$ 1,138,748	$ 1,427,350
25,068	21,576	19,786	32,702	47,928	54,938
294,134	310,280	325,360	340,634	383,775	434,662
710,182	741,322	775,209	707,104	755,355	741,152
29,235	28,245	85,294	314,103	283,676	229,523
3,944	2,037	2,210	1,970	5,636	7,357
68,522	69,206	45,793	92,844	42,339	44,908
					5,433
20,573	28,986	5,045	(9,607)	31,757	66,587
2,088,023	2,263,791	2,324,676	2,573,887	2,689,214	3,011,910
(4,670)	(91,343)	(54,149)	247,973	152,640	(87,247)
-	-	-	-	-	-
					(76,273)
$ (4,670)	$ (91,343)	$ (54,149)	$ 247,973	$ 152,640	$ (163,520)

(UNAUDITED)

TABLE 3 - FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS (modified accrual basis of accounting)
(dollars in thousands)

	2015 [2]	2016 [2]	2017 [2]	2018 [2]
GENERAL FUND:				
Nonspendable	$ 20,361	$ 20,959	$ 21,540	$ 20,049
Restricted	3,973	15,901	21,633	8,491
Committed	54,635	54,327	54,327	54,323
Assigned	23,199	27,429	31,312	20,334
Unassigned	59,264	60,565	61,213	57,372
Total General Fund	$ 161,432	$ 179,181	$ 190,025	$ 160,569
Total Change in General Fund Balance	$ 16,652	$ 17,749	$ 10,844	$ (29,456)
ALL OTHER GOVERNMENTAL FUNDS:[1]				
Nonspendable	$ 2,951	$ 3,544	$ 3,517	$ 3,108
Restricted	443,041	390,260	388,739	362,346
Assigned	3,136	4,050	4,513	4,838
Unassigned	-	-	-	-
Total All Other Governmental Funds	$ 449,128	$ 397,854	$ 396,769	$ 370,292
Change in Other Gov't Funds Balance	173,969	(51,274)	(1,085)	(26,477)
Adjustments to fund balances	-	-	-	-
Total Change in Other Gov't Funds Balance	$ 173,969	$ (51,274)	$ (1,085)	$ (26,477)

[1] Includes Special Revenue, Debt Service and Capital Projects Funds.

[2] The fund balances from the prior fiscal years were updated for comparison purposes.

[3] Increase resulted from the implementation of GASB Statement No. 84.

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

2019 [2]	2020 [2]	2021 [3]	2022	2023	2024
$ 21,099	$ 23,822	$ 25,450	$ 27,838	$ 32,392	$ 33,211
9,512	10,989	13,417	15,541	18,281	16,602
54,327	54,327	54,327	54,327	54,327	54,327
19,116	44,120	61,719	77,868	56,074	67,055
57,143	64,055	46,337	42,574	29,838	27,855
$ 161,197	$ 197,313	$ 201,250	$ 218,148	$ 190,912	$ 199,050
$ 628	$ 36,116	$ 3,937	$ 16,898	$ (27,236)	$ 8,138
$ 3,259	$ 4,431	$ 3,125	$ 6,034	$ 5,425	$ 4,333
543,559	684,291	793,293	1,118,666	1,009,661	777,905
-	-	-	784	673	650
-	-	-	-	-	-
$ 546,818	$ 688,722	$ 796,418	$ 1,125,484	$ 1,015,759	$ 782,888
176,526	141,904	107,122	329,066	(109,725)	(232,871)
-	-	574	-	-	-
$ 176,526	$ 141,904	$ 107,696	$ 329,066	$ (109,725)	$ (232,871)

(UNAUDITED)

TABLE 4 - GENERAL GOVERNMENT SUMMARY OF REVENUES BY SOURCE AND EXPENDITURES BY FUNCTION [1] (modified accrual basis of accounting)
LAST TEN FISCAL YEARS
(dollars in thousands)

	2015 [2]	2016 [2]	2017 [2]	2018 [2]
REVENUES:				
Local sources:				
Ad valorem taxes	$ 1,083,193	$ 1,149,776	$ 1,185,545	$ 1,207,754
Food sales	17,009	16,062	15,261	12,076
Interest income	1,917	3,829	6,126	10,272
Other	85,166	94,784	99,212	104,001
Total local sources	1,187,285	1,264,451	1,306,144	1,334,103
State sources:				
Florida education finance program	628,202	655,072	688,328	703,547
Public education capital outlay	4,530	4,845	7,188	4,808
Discretionary lottery funds	980	-	4,698	497
Categorical programs and other	419,458	417,043	424,366	436,410
Total state sources	1,053,170	1,076,960	1,124,580	1,145,262
Federal sources:				
Food service	79,241	83,126	84,995	88,826
Grants and other	216,447	205,523	223,017	237,860
Total federal sources	295,688	288,649	308,012	326,686
Total revenues	2,536,143	2,630,060	2,738,736	2,806,051
EXPENDITURES:				
Current operating:				
Instructional services	1,454,184	1,497,067	1,553,343	1,617,397
Instructional support services	222,934	231,260	249,180	268,451
Student transportation services	81,293	80,659	87,398	92,795
Operation and maintenance of plant	233,826	237,729	239,925	245,051
School administration	130,628	130,282	137,352	142,207
General administration	73,213	88,544	95,728	106,555
Food services	102,672	106,512	112,849	111,599
Total current operating	2,298,750	2,372,053	2,475,775	2,584,055
Debt service:				
Principal retirement	84,091	88,184	85,329	81,800
Interest charges	84,460	83,780	82,372	79,599
Total debt service	168,551	171,964	167,701	161,399
Capital outlay:				
Facilities acquisition & construction-non capitalized	49,676	70,758	74,540	59,202
Facilities acquisition & construction-capitalized	24,913	50,134	44,342	90,043
Total capital outlay	74,589	120,892	118,882	149,245
Total expenditures	2,541,890	2,664,909	2,762,358	2,894,699
Excess of revenues over (under) expenditures	(5,747)	(34,849)	(23,622)	(88,648)
OTHER FINANCING SOURCES (USES):				
Proceeds of loans	-	-	-	-
Proceeds of bonds sold	155,055	-	-	-
Premium on refunding bonds	-	-	-	-
Proceeds of refunding bonds issued	9,200	-	42,930	207,530
Proceeds of certificates of participation	423,165	282,145	-	-
Proceeds of refunding certificates of participation	-	-	-	-
Premium (discount) on long-term debt issued	93,451	36,978	512	36,075
Equipment finance/lease agreements	30,000	-	28,777	22,855
Proceeds from sale of capital assets	831	3,310	627	12,450
Proceeds of loss recovery	-	-	-	-
Payments to refunded bond escrow agents	(515,334)	(321,109)	(39,465)	(246,195)
Transfers in	236,476	243,229	240,505	249,720
Transfers out	(236,476)	(243,229)	(240,505)	(249,720)
Total other financing sources (uses)	196,368	1,324	33,381	32,715
Net change in fund balances	$ 190,621	$ (33,525)	$ 9,759	$ (55,933)
Debt service as a percentage of noncapital expenditures	6.70%	6.58%	6.17%	5.75%

(1) **Includes General, Special Revenue, Debt Service and Capital Projects Funds**

(2) **The principal retirement from the prior fiscal years were updated for comparison purposes.**

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

2019 [2]	2020 [2]	2021	2022	2023	2024
$ 1,255,567	$ 1,393,995	$ 1,411,125	$ 1,467,473	$ 1,570,451	$ 1,916,950
15,723	11,642	553	2,069	7,884	3,880
20,570	28,986	5,045	(9,607)	31,758	66,583
115,104	98,746	76,369	110,669	101,622	107,422
1,406,964	1,533,369	1,493,092	1,570,604	1,711,715	2,094,835
710,182	741,322	775,209	707,104	755,353	741,151
4,826	-	-	-	-	-
953	283	-	-	-	-
460,464	455,241	432,119	400,462	438,602	405,025
1,176,425	1,196,846	1,207,328	1,107,566	1,193,955	1,146,176
87,255	69,613	65,311	107,702	91,404	97,566
253,940	237,194	303,482	538,746	508,104	469,238
341,195	306,807	368,793	646,448	599,508	566,804
2,924,584	3,037,022	3,069,213	3,324,618	3,505,178	3,807,815
1,646,141	1,694,788	1,704,104	1,804,696	1,896,069	2,064,303
275,876	284,715	316,166	348,512	345,938	374,920
94,215	91,550	83,598	93,576	98,865	105,209
261,272	264,663	284,679	294,993	329,824	333,287
145,121	149,515	145,769	156,570	156,880	166,177
102,698	113,313	138,598	170,948	164,932	176,750
115,754	101,549	81,270	104,548	116,298	127,856
2,641,077	2,700,093	2,754,184	2,973,843	3,108,806	3,348,502
97,570	106,300	110,324	121,982	132,374	187,188
82,090	120,112	89,776	91,933	110,877	107,155
179,660	226,412	200,100	213,915	243,251	294,343
27,913	27,285	34,709	35,437	32,719	53,062
123,592	229,598	282,793	280,184	290,624	354,449
151,505	256,883	317,502	315,621	323,343	407,511
2,972,242	3,183,388	3,271,786	3,503,379	3,675,400	4,050,356
(47,658)	(146,366)	(202,573)	(178,761)	(170,222)	(242,541)
-	-	-	-	-	-
174,750	-	207,465	262,730	-	-
678	-	-	-	-	-
-	1,652	-	-	-	-
-	372,915	-	151,260		-
-	-	-	65,765		-
26,564	92,929	69,477	58,762		-
19,967	35,313	36,183	40,547	4,604	11,077
2,853	359	507	20,509	4,883	767
-	-	-	-	23,774	5,964
-	(178,782)	-	(74,869)	-	-
294,635	293,556	307,026	317,003	354,958	357,379
(294,635)	(293,556)	(307,026)	(316,982)	(354,958)	(357,379)
224,812	324,386	313,632	524,725	33,261	17,808
$ 177,154	$ 178,020	$ 111,059	$ 345,964	$ (136,961)	$ (224,733)
6.31%	7.67%	6.69%	6.64%	7.19%	7.96%

(UNAUDITED)

TABLE 5 - ASSESSED VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS
(dollars in thousands)

FISCAL YEAR	ASSESSED VALUE[1] REAL PROPERTY	ASSESSED VALUE[1] PERSONAL PROPERTY	EXEMPTIONS[2] REAL PROPERTY	EXEMPTIONS[2] PERSONAL PROPERTY	NET ASSESSED TAXABLE PROPERTY VALUE	DIRECT TAX RATE
2015	$ 198,141,803	$ 7,700,685	$ 51,306,429	$ 996,305	$ 153,539,754	7.4380
2016	216,055,369	8,047,509	58,337,283	1,082,829	164,682,766	7.2740
2017	234,894,131	8,503,953	63,484,062	1,110,211	178,803,811	6.9063
2018	252,239,719	9,991,198	67,697,864	1,061,203	193,471,850	6.5394
2019	268,239,664	10,175,940	72,044,414	1,063,791	205,307,399	6.4030
2020	283,724,241	10,086,594	75,599,006	1,076,390	217,135,439	6.7393
2021	294,127,444	10,199,667	76,566,842	1,046,235	226,714,034	6.5052
2022	309,786,042	10,105,735	81,574,323	1,036,050	237,281,404	6.4621
2023	362,364,002	10,620,292	104,296,953	1,141,485	267,545,856	6.1383
2024	422,074,877	12,049,193	130,618,403	1,147,241	302,358,426	6.6156

(1) The basis of assessed value is approximately 100% of actual value.

(2) Exemptions allowed by Florida Statutes, Chapter 196

SOURCE: Broward County Property Appraiser

(UNAUDITED)

TABLE 6 - PROPERTY TAX RATES AND LEVIES - DIRECT AND OVERLAPPING GOVERNMENTS
LAST TEN FISCAL YEARS
(dollars in thousands)

FISCAL YEAR	THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA				BROWARD COUNTY COMMISSION	SPECIAL TAXING DISTRICTS[1]	TOTAL
	GENERAL FUND	CAPITAL PROJECTS	DEBT SERVICE	TOTAL			
Property Tax Rates (per $1,000 of assessed value)							
2015	5.9380	1.5000	0.0000	7.4380	5.4580	0.3840	13.2800
2016	5.7030	1.5000	0.0710	7.2740	5.4740	0.3550	13.1030
2017	5.3360	1.5000	0.0703	6.9063	5.4470	0.3310	12.6843
2018	4.9740	1.5000	0.0654	6.5394	5.4620	0.3100	12.3114
2019	4.7750	1.5000	0.1280	6.4030	5.4790	0.2940	12.1760
2020	5.1350	1.5000	0.1043	6.7393	5.4880	0.2800	12.5073
2021	4.9140	1.5000	0.0912	6.5052	5.4999	0.2675	12.2726
2022	4.8180	1.5000	0.1441	6.4621	5.5134	0.2572	12.2327
2023	4.4510	1.5000	0.1873	6.1383	5.5134	0.2301	11.8818
2024	4.9260	1.5000	0.1896	6.6156	5.5492	0.2301	12.3949
Property Tax Levies							
2015	911,719	230,309	-	1,142,028	838,020	58,959	2,039,007
2016	939,186	247,024	11,692	1,197,902	901,473	58,462	2,157,837
2017	954,097	268,206	12,570	1,234,873	973,944	59,184	2,268,001
2018	962,329	290,208	12,653	1,265,190	1,056,801	59,976	2,381,967
2019	980,343	307,961	26,259	1,314,563	1,124,920	60,278	2,499,761
2020	1,114,991	325,703	22,647	1,463,341	1,191,596	60,689	2,715,626
2021	1,114,073	340,071	20,676	1,474,820	1,246,905	60,646	2,782,371
2022	1,143,222	355,922	34,192	1,533,336	1,308,227	61,029	2,902,592
2023	1,190,846	401,319	50,111	1,642,276	1,475,087	61,562	3,178,925
2024	1,489,418	453,538	57,327	2,000,283	1,677,847	69,572	3,747,702

[1] Includes South Florida Water Management District

SOURCE: Broward County Property Appraiser

(UNAUDITED)

TABLE 7 - PRINCIPAL TAXPAYERS - BROWARD COUNTY
CURRENT YEAR AND NINE YEARS AGO
(dollars in thousands)

	2024			2015		
TAXPAYER	**TAX LEVY[1]**	**RANK**	**PERCENT OF TOTAL AGGREGATE TAX LEVY**	**TAX LEVY[1]**	**RANK**	**PERCENT OF TOTAL AGGREGATE TAX LEVY**
Florida Power & Light Co	$ 111,726	1	1.76%	$ 37,533	1	1.11%
Sunrise Mills Ltd Prtnr	15,591	2	0.25%	9,154	2	0.27%
Hollywood Fl Owner LLC	10,237	3	0.16%	-		-
City of Fort Lauderdale	7,137	4	0.11%	-		-
Publix Super Markets Inc.	6,862	5	0.11%	-		-
NXRT Pembroke LLC	6,444	6	0.10%	-		-
Harbor Beach Property LLC	5,829	7	0.09%	-		-
Wal-Mart Stores East LP	5,755	8	0.09%	8,260	3	0.24%
MVHF LLC (Bldg) City of Hollywood (Land)	5,298	9	0.08%	-		-
Dania Live 1748 II LLC	4,824	10	0.08%	-		-
Bellsouth Telecommunications	-	-	-	7,118	4	0.21%
Diplomat Hotel Owner LLC	-	-	-	4,666	5	0.14%
Arium Resort LLC	-	-	-	4,352	6	0.13%
Sunbeam Dev Corp	-	-	-	3,899	7	0.11%
Sunbeam Properties Inc	-	-	-	3,655	8	0.11%
JRA HHF Venture LLC	-	-	-	2,761	9	0.08%
Arium Resort LLC	-	-	-	2,699	10	0.08%
Total principal taxpayers	179,703		2.83%	84,097		2.48%
All other taxpayers	6,162,290		97.17%	3,310,449		97.52%
Total aggregate tax levy	$ 6,341,993		100.00%	$ 3,394,546		100.00%

[1] Includes Tax Levy from all taxing jurisdictions within Broward County.

SOURCE: Broward County Revenue Collections Department
SOURCE: Broward County School Board

(UNAUDITED)

Broward County Public Schools



Educating Today's Students
To Succeed in Tomorrow's World

TABLE 8 - PROPERTY TAX LEVIES AND COLLECTIONS
ALL GOVERNMENTAL FUND TYPES
LAST TEN FISCAL YEARS
(dollars in thousands)

FISCAL YEAR	TOTAL TAX LEVY	LESS ADJUSTMENTS		CURRENT TAX COLLECTIONS	PRIOR YEAR TAX COLLECTIONS	TOTAL TAX COLLECTIONS
		DEDUCTIONS[1]	DISCOUNTS[2]			
2015[3]	$ 1,142,028	$ 11,382	$ 39,633	$ 1,083,180	$ 13	$ 1,083,193
2016	1,197,902	7,644	41,445	1,148,144	1,633	1,149,777
2017	1,234,873	8,307	42,922	1,182,717	2,829	1,185,546
2018	1,265,190	12,734	44,124	1,206,362	1,392	1,207,754
2019	1,314,563	12,076	45,364	1,254,219	1,348	1,255,567
2020	1,463,341	14,569	50,746	1,393,082	913	1,393,995
2021	1,474,820	11,398	51,707	1,407,187	3,938	1,411,125
2022	1,533,336	12,250	55,084	1,464,694	2,780	1,467,474
2023	1,642,276	11,788	58,394	1,571,004	(551)	1,570,453
2024	2,000,283	13,978	70,643	1,915,806	1,143	1,916,949

[1] Deductions reflect adjustments by Value Adjustment Board

[2] Reflects discounts for early payment

[3] Prior year revenue in General Fund and Capital Funds were added here due to negative balances

SOURCE: The School Board of Broward County - Treasurer's Office

% OF CURRENT TAX COLLECTED TO PROPERTY TAXES LEVIED	% OF CURRENT TAX COLLECTED PLUS DEDUCTIONS AND DISCOUNTS TO PROPERTY TAXES LEVIED	% OF TOTAL TAX COLLECTED TO PROPERTY TAXES LEVIED	% OF TOTAL TAX COLLECTED PLUS DEDUCTIONS AND DISCOUNTS TO PROPERTY TAXES LEVIED
94.85%	99.31%	94.85%	99.32%
95.85%	99.94%	95.98%	100.08%
95.78%	99.92%	96.01%	100.15%
95.35%	99.84%	95.46%	99.95%
95.41%	99.78%	95.51%	99.88%
95.20%	99.66%	95.26%	99.72%
95.41%	99.69%	95.68%	99.96%
95.52%	99.91%	95.70%	100.10%
95.66%	99.93%	95.63%	99.90%
95.78%	100.01%	95.83%	100.06%

(UNAUDITED)

TABLE 9 - EDUCATIONAL IMPACT FEE REVENUES
LAST TEN FISCAL YEARS
(dollars in thousands)

FISCAL YEAR	REVENUE
2015	$ 15,728
2016	13,599
2017	14,714
2018	14,985
2019	15,900
2020	18,373
2021	20,819
2022	15,632
2023	15,822
2024	13,280

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

(UNAUDITED)

TABLE 10 - ANTICIPATED LOCAL OPTION MILLAGE LEVY REQUIRED TO COVER COMBINED MAXIMUM ANNUAL BASIC LEASE PAYMENTS REPRESENTED BY THE OUTSTANDING CERTIFICATES OF PARTICIPATION
(dollars in thousands)

		2024
(1) Net Taxable Assessed Valuation	$	302,358,426
Funds generated from Local Option Millage Levy assuming a levy of 1.50 mills	$	435,396
Local Option Millage Levy Legally Available to make Lease Payments assuming 75% of the 1.50 mills is Available	$	326,547
(2) Maximum Combined Annual Lease Payment represented by the Outstanding Certificates	$	191,565
(3) Minimum Millage Required to Produce 1.00x coverage of Maximum Annual Basic Lease Payments represented by the Outstanding Certificates		0.660
(3) Minimum Local Option Millage Levy Required under Applicable Law to Produce 1.00x Coverage of Maximum Annual Basic Lease Payments represented by the Outstanding Certificates		0.880

(1) SOURCE: Broward County Property Appraiser

(2) Net of U.S. Treasury direct subsidy rebate

(3) SOURCE: The School Board of Broward County - Treasury Department

(UNAUDITED)

TABLE 11 - RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS
(dollars in thousands, except per capita amount)

FISCAL YEAR	CAPITAL OUTLAY BONDS [3]	GENERAL OBLIGATION BONDS [3]	CERTIFICATES OF PARTICIPATION[3]	EQUIPMENT FINANCE AGREEMENTS	LEASES	TOTAL	PERCENT OF ASSESSED TAXABLE PROPERTY VALUATION[2]	PERCENT OF TOTAL OUTSTANDING DEBT TO PERSONAL INCOME[1]	PER CAPITA[1]
2015	$ 28,382	$ 163,787	$ 1,731,741	$ 51,560	$ -	$ 1,975,470	1.29%	2.28%	$ 1,053
2016	20,291	160,572	1,676,373	40,619	-	1,897,855	1.15%	2.13%	998
2017	15,763	156,361	1,578,952	56,079	-	1,807,155	1.01%	1.93%	938
2018	12,906	151,991	1,497,821	62,745	-	1,725,463	0.89%	1.75%	884
2019	10,533	346,821	1,398,298	68,850	-	1,824,502	0.89%	1.79%	923
2020	8,314	337,681	1,536,304	89,593	-	1,971,892	0.91%	1.80%	986
2021	5,990	605,165	1,475,739	105,730	-	2,192,624	0.97%	1.76%	1,083
2022	3,984	884,660	1,532,335	124,566	2,633	2,548,178	1.07%	NA	1,288
2023	2,650	861,969	1,419,940	94,157	2,101	2,380,817	0.89%	NA	1,215
2024	2,189	837,692	1,255,327	77,854	1,613	2,174,675	0.72%	NA	1,101

NA Not Available

[1] Refer to TABLE 16 for Personal Income and Per Capita

[2] Refer to TABLE 5 for Net Assessed Taxable Property Value

[3] Includes Premiums/Discounts

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

(UNAUDITED)

TABLE 12 - RATIO OF NET GENERAL BONDED DEBT TO ASSESSED VALUE AND NET BONDED DEBT PER CAPITA
LAST TEN FISCAL YEARS
(dollars in thousands, except net bonded debt per capita and per pupil)

FISCAL YEAR	NET ASSESSED TAXABLE VALUE[1]	TOTAL BONDED DEBT	LESS DEBT SERVICE FUNDS	NET BONDED DEBT[2]	RATIO OF NET BONDED DEBT TO TAXABLE VALUE	NET BONDED DEBT PER CAPITA[3]	NET BONDED DEBT PER PUPIL[3]
2015	$ 153,539,754	$ 192,169	$ 1,148	$ 191,021	0.12%	$ 102	$ 720
2016	164,682,766	180,863	8,379	172,484	0.10%	91	642
2017	178,803,811	172,124	7,493	164,631	0.09%	85	607
2018	193,471,850	164,897	5,747	159,150	0.08%	82	586
2019	205,307,399	357,354	15,258	342,096	0.17%	173	1,264
2020	217,135,439	345,995	15,969	330,026	0.15%	165	1,265
2021	226,714,034	611,155	63,059	548,096	0.24%	271	2,161
2022	237,281,404	888,644	71,400	817,244	0.34%	413	3,282
2023	267,545,856	864,619	78,018	786,601	0.29%	401	3,181
2024	302,358,426	839,881	133,772	706,109	0.23%	358	2,894

[1] SOURCE: Broward County Property Appraiser

[2] SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

[3] Refer to TABLE 16 for population and school enrollment data.

(UNAUDITED)

TABLE 13 - COMPUTATION OF DIRECT AND OVERLAPPING DEBT
CURRENT YEAR AND NINE YEARS AGO
(dollars in thousands, except per capita amount)

FINANCIAL PARAMETERS	JUNE 30, 2024	JUNE 30, 2015
Direct debt:		
General obligation bonds	$ 727,030	$ 155,055
Certificates of Participation	1,149,430	1,576,077
Special obligation bonds [1]	2,065	26,260
Equipment finance agreements	77,854	-
Leases	1,613	51,560
Premium/Discount (net)	216,683	122,570
Interest Rate Swap	-	43,948
TOTAL DIRECT DEBT	2,174,675	1,975,470
Overlapping debt: [2]		
Broward County [3]	39,205	279,630
TOTAL DIRECT AND OVERLAPPING DEBT	$ 2,213,880	$ 2,255,100
Population [4]	1,974,702	1,876,261
Assessed property valuation [5]	$ 434,124,070	$ 205,842,488
Net Assessed taxable property valuation [5]	$ 302,358,426	$ 153,539,754
DEBT RATIOS		
PERCENT OF ASSESSED PROPERTY VALUATION		
Direct debt	0.50%	0.96%
Overlapping debt	0.01%	0.14%
Direct and overlapping debt	0.51%	1.10%
PERCENT OF ASSESSED TAXABLE PROPERTY VALUATION		
Direct debt	0.72%	1.29%
Overlapping debt	0.01%	0.18%
Direct and overlapping debt	0.73%	1.47%
PER CAPITA		
Direct debt	$ 1,101	$ 1,053
Overlapping debt	$ 20	$ 149
Direct and overlapping debt	$ 1,121	$ 1,202

[1] Special obligation debt is payable from motor vehicle and gross receipts taxes.

[2] Overlapping debt includes only general obligation debt secured by ad valorem taxes as of September 30, 2017.

[3] Because the county and the school district coincide, the percentage of overlap is 100%.

[4] SOURCE: Broward County Government, Planning Services Division

[5] SOURCE: Broward County Property Appraiser

(UNAUDITED)

Broward County Public Schools



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TABLE 14 - LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS
(dollars in thousands)

	2015	2016	2017	2018
Limit on bond indebtedness	$ 15,353,975	$ 16,468,277	$ 17,880,381	$ 19,347,185
Total net debt applicable to limit	191,021	172,484	164,631	159,150
Legal debt margin on bonded debt	$ 15,162,954	$ 16,295,793	$ 17,715,750	$ 19,188,035
Total net debt applicable to limit as a percentage of debt limit	1.24%	1.05%	0.92%	0.82%

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

2019	2020	2021	2022	2023	2024
$ 20,530,740	$ 21,713,544	$ 22,671,403	$ 23,728,140	$ 26,754,586	$ 30,235,843
337,199	330,026	548,096	731,013	786,601	706,109
$ 20,193,541	$ 21,383,518	$ 22,123,307	$ 22,997,127	$ 25,967,985	$ 29,529,734
1.64%	1.52%	2.42%	3.08%	2.94%	2.34%

LEGAL DEBT MARGIN CALCULATION FOR FISCAL YEAR	
Net Assessed Taxable Property Value - January 2024	$ 302,358,426
Limit on Bond Indebtedness, 10% of net assessed taxable property value	$ 30,235,843
Total Bonded Debt	839,881
Less:	
Net Position in Debt Service Funds	(133,772)
TOTAL AMOUNT APPLICABLE TO DEBT LIMIT	706,109
LEGAL DEBT MARGIN ON BONDED DEBT	$ 29,529,734

(UNAUDITED)

TABLE 15 - RATIO OF ANNUAL DEBT SERVICE FOR GENERAL BONDED DEBT
TOTAL GENERAL EXPENDITURES
LAST TEN FISCAL YEARS
(dollars in thousands)

FISCAL YEAR	PRINCIPAL[1]	INTEREST[1]	TOTAL DEBT SERVICE	TOTAL GENERAL EXPENDITURES	RATIO OF DEBT SERVICE TO GENERAL EXPENDITURES
2015	$ 6,445	$ 1,363	$ 7,808	$ 2,541,890	0.31%
2016	10,868	8,153	19,021	2,664,909	0.71%
2017	7,847	7,333	15,180	2,762,358	0.55%
2018	6,129	6,869	12,998	2,894,699	0.45%
2019	7,173	9,963	17,136	2,972,242	0.58%
2020	9,035	15,002	24,037	3,183,388	0.76%
2021	9,518	18,436	27,954	3,271,786	0.85%
2022	13,075	24,447	37,522	3,503,379	1.07%
2023	15,763	38,514	54,277	3,675,400	1.48%
2024	17,727	36,174	53,901	4,050,356	1.33%

[1] Excludes Certificates of Participation (COP)

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

(UNAUDITED)

TABLE 16 - DEMOGRAPHIC STATISTICS
LAST TEN FISCAL YEARS

FISCAL YEAR	POPULATION[1]	PER CAPITA INCOME [4]	CIVILIAN LABOR FORCE[2]	UNEMPLOYMENT RATE[2]	PERSONAL INCOME [4]	FALL SCHOOL ENROLLMENT[3]
2015	1,876,261	$ 46,033	990,036	5.10%	$ 86,773,734	265,401
2016	1,901,796	46,657	1,014,397	4.60%	89,234,938	268,836
2017	1,927,112	48,456	1,043,881	4.10%	93,738,981	271,105
2018	1,952,092	50,538	1,048,194	3.70%	98,352,536	271,517
2019	1,976,697	52,308	1,051,537	3.30%	102,145,579	270,550
2020	2,000,888	57,878	992,435	11.80%	109,473,926	260,918
2021	2,024,613	64,453	1,056,520	5.80%	124,458,321	253,668
2022	1,979,133	NA	1,032,507	5.50%	NA	249,043
2023	1,959,651	NA	1,097,004	2.90%	NA	247,319
2024	1,974,702	NA	1,096,090	3.40%	NA	243,985

NA Not Available

[1] SOURCE: Broward County Government, Planning and Development Division (estimate)

[2] SOURCE: Bureau of Labor Statistics, United States Department of Labor

[3] SOURCE: Broward School Board Benchmark Day Enrollment Counts

[4] SOURCE: Bureau of Economic Analysis

(UNAUDITED)

TABLE 17 - SCHEDULE OF DISTRICT STATISTICS
LAST TEN FISCAL YEARS

	2015	2016	2017	2018
Student Enrollment: [1]				
Pre-K	4,839	5,339	5,731	5,939
K	15,015	14,661	14,551	14,459
1	16,811	15,917	15,599	15,629
2	16,813	16,681	16,160	15,856
3	17,084	17,021	17,771	17,069
4	16,332	16,826	16,263	16,744
5	15,905	16,253	16,920	16,617
6	15,402	15,392	15,796	16,413
7	15,862	15,748	15,550	16,109
8	16,563	15,973	15,801	15,813
9	18,137	18,251	17,686	17,753
10	17,690	18,413	18,274	17,995
11	16,995	17,200	17,712	17,682
12	16,571	16,604	16,732	17,256
Centers	5,330	5,275	5,194	5,090
Total District Schools	225,349	225,554	225,740	226,424
Charter Schools	40,052	43,282	45,365	45,093
Total	265,401	268,836	271,105	271,517
Number of Schools:				
Elementary	137	137	136	136
Middle	40	40	38	37
High	33	33	33	33
Adult/Vocational	9	9	10	11
Centers	19	19	19	17
Charter	99	96	97	89
K-8	-	-	-	-
Total	337	334	333	323

[1] SOURCE: Demographics & Student Assignments Department
Benchmark Day Enrollment Report

2019	2020	2021	2022	2023	2024
6,158	5,714	5,061	4,771	5,353	5,794
14,456	14,280	12,304	12,987	12,723	12,469
15,340	15,199	14,049	13,478	13,986	13,162
15,667	15,314	14,447	13,976	13,859	14,113
16,533	16,126	14,788	14,549	15,400	14,247
16,012	15,469	15,313	14,072	13,066	14,322
16,856	16,085	15,240	15,049	14,246	13,418
16,205	16,077	15,328	14,668	14,400	13,419
16,507	16,223	15,853	15,151	14,350	14,335
16,092	16,481	16,128	15,872	14,905	14,488
17,840	18,068	18,084	17,796	17,461	16,792
17,735	17,729	17,937	18,028	17,460	17,453
17,426	16,974	17,126	17,403	17,168	16,903
17,357	17,070	16,746	16,732	16,619	16,766
4,447	4,457	4,103	3,443	3,725	3,592
224,631	221,266	212,507	207,975	204,721	201,273
45,919	39,652	41,161	41,068	42,598	42,712
270,550	260,918	253,668	249,043	247,319	243,985
136	135	135	135	137	137
37	35	35	35	35	35
33	32	32	32	32	32
11	18	18	18	16	16
17	18	18	18	17	16
84	85	88	89	86	83
-	-	-	-	-	-
318	323	326	327	323	319

(UNAUDITED)

TABLE 18 - COMPARATIVE ENROLLMENT TRENDS [1]
TEN LARGEST U.S. SCHOOL DISTRICTS
LAST TEN FISCAL YEARS

SCHOOL DISTRICT	2014	2015	2016	2017
New York City, NY	1,104,479	1,122,783	1,141,232	984,462
Los Angeles, CA	653,826	646,683	639,337	633,621
Chicago, IL	399,930	397,138	391,961	378,199
Miami-Dade County, FL	356,232	356,964	357,579	357,249
Clark County, NV (Las Vegas)	314,598	318,040	319,712	326,953
Broward County, FL [2]	**262,563**	**265,401**	**268,836**	**271,105**
Houston, TX	210,716	215,225	214,891	216,106
Hillsborough County, FL	203,432	207,469	211,923	214,386
Orange County, FL	187,092	191,648	200,667	200,674
Palm Beach County, FL	NA	186,605	189,322	192,721

NA Not Available

[1] Based on students enrolled in grades kindergarten through twelve during the fall with 1/2 day kindergarten students counted as 1/2 student.

SOURCE: American School & University Magazine Sept 2017 Issue from 2009 to 2016
SOURCE: The National Center for Education Statistics from FY 2017 onward
[2] SOURCE: Broward School Board Twentieth Day Membership Count

2018	2019	2020	2021	2022	2023
976,771	961,040	957,195	912,994	859,514	847,030
621,414	495,255	483,234	460,633	435,958	427,795
373,700	359,476	347,484	341,382	329,836	321,666
354,840	350,434	347,307	334,261	328,589	334,090
329,259	330,225	328,991	315,646	315,787	309,787
271,517	**270,550**	**260,918**	**253,668**	**249,043**	**247,319**
214,175	209,772	210,061	196,943	194,607	189,934
217,072	220,252	223,305	218,943	224,149	224,538
203,982	208,203	208,875	199,089	203,224	207,561
191,786	192,533	194,675	187,057	187,943	188,843

(UNAUDITED)

TABLE 19 - LARGEST EMPLOYERS IN BROWARD COUNTY
CURRENT YEAR AND NINE YEARS AGO

	2024		
EMPLOYERS	**EMPLOYEES**	**RANK**	**PERCENTAGE OF TOTAL COUNTY EMPLOYMENT**
School Board of Broward County	25,319	1	2.3%
Broward County Government	13,678	2	1.2%
Memorial Healthcare System	16,167	3	1.5%
Broward Health	8,769	4	0.8%
First Service Residential	4,869	5	0.4%
HEICO	4,532	6	0.4%
Nova Southeastern University	4,089	7	0.4%
American Express	3,500	8	0.3%
Spirit Airlines	2,734	9	0.2%
Mednax	2,484	10	0.2%
	86,141		7.7%

	2015		
	EMPLOYEES	**RANK**	**PRODUCTS/ SERVICE**
School Board of Broward County	25,709	1	Public Education
Broward County Government	12,409	2	County Government
Memorial Healthcare System	11,200	3	Hospital District
Broward Health	8,219	4	Hospital District
AutoNation	3,971	5	Automobile Retailer
Nova Southeastern University	3,783	6	University
American Express	3,200	7	Financial Services
The Answer Group	2,800	8	Financial Services
Broward College	2,800	9	State College
City of Fort Lauderdale	2,457	10	City Government
	76,548		

SOURCE: 2024 Greater Fort Lauderdale Alliance/Broward County
(Economic Sourcebook & Market Profile)
SOURCE: 2015 School Board of Broward County ACFR - Statistical Section

(UNAUDITED)

TABLE 20 - CLASSIFICATION OF FULL-TIME PERSONNEL
LAST TEN FISCAL YEARS

FISCAL YEAR	INSTRUCTIONAL STAFF[1]	TEACHER AIDES	PRINCIPALS & ASSISTANT PRINCIPALS	MANAGEMENT & SUPPORT STAFF[2]	TOTAL
2015	14,756	2,447	640	7,866	25,709
2016	14,970	2,645	642	7,998	26,255
2017	15,095	2,804	655	8,067	26,621
2018	15,490	2,938	658	8,134	27,220
2019	15,328	3,006	654	8,155	27,143
2020	15,140	2,977	662	8,396	27,175
2021	14,711	2,745	659	7,933	26,048
2022	14,744	2,616	664	7,737	25,761
2023	14,195	2,676	664	7,935	25,470
2024	13,695	2,934	666	8,024	25,319

[1] Includes Elementary and Secondary Teachers, Exceptional Student Teachers, Other Teachers, Guidance/Psychological, Librarians, Other Professional Instructional Staff.

[2] Includes Officials, Administrators and Managers (Instructional and Non-Instructional), Supervisors of Instructional, Technicians, Clerical/Secretarial Staff, Service Workers, Skilled Crafters, Laborers.

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

(UNAUDITED)

TABLE 21 - TEACHERS' SALARIES
LAST TEN FISCAL YEARS

FISCAL YEAR	MINIMUM SALARY	MAXIMUM SALARY	AVERAGE SALARY
2015	$ 39,000	$ 79,250	$ 59,125
2016	39,000	79,250	59,125
2017	43,286	83,035	63,161
2018	44,411	83,035	63,723
2019	45,370	84,656	65,013
2020	46,446	85,369	65,908
2021	48,661	87,127	67,894
2022	49,182	87,974	68,578
2023	51,148	91,173	71,161
2024	53,015	94,209	73,612

SOURCE: The School Board of Broward County - Compensation & HRIS Department

(UNAUDITED)

TABLE 22 - SCHEDULE OF OPERATING STATISTICS
LAST TEN FISCAL YEARS

FISCAL YEAR	ENROLLMENT	OPERATING EXPENDITURES	COST PER PUPIL	INSTRUCTIONAL STAFF
2015	265,401	$ 2,298,750,000	$ 8,661	14,756
2016	268,836	2,372,053,000	8,823	14,970
2017	271,105	2,475,775,000	9,132	15,095
2018	271,517	2,584,055,000	9,517	15,490
2019	270,550	2,641,077,000	9,762	15,328
2020	260,918	2,700,093,000	10,348	15,140
2021	253,668	2,754,184,000	10,857	14,711
2022	249,043	2,973,843,000	11,941	14,744
2023	247,319	3,108,806,000	12,570	14,195
2024	243,985	3,348,502,000	13,724	13,695

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

(UNAUDITED)

TABLE 23 - CAPITAL ASSET INFORMATION
LAST TEN FISCAL YEARS

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Schools										
Elementary										
Permanent Buildings:										
Number	1,097	1,111	1,115	1,103	1,103	1,103	1,080	1,077	1,093	1,094
Square Feet	15,074,527	15,218,294	15,162,208	15,058,704	15,062,776	15,062,776	14,888,737	14,888,467	15,086,375	15,081,144
Portables:										
Number	520	543	506	450	452	452	414	404	393	382
Square Feet	447,083	442,716	411,360	368,076	368,000	368,000	337,496	329,036	319,976	310,280
Student stations	120,922	122,479	121,380	120,734	120,734	120,734	118,077	117,640	119,311	119,170
Enrollment	102,799	100,201	99,577	98,926	97,656	94,827	87,965	85,432	86,670	85,640
Middle										
Permanent Buildings:										
Number	373	375	375	367	367	367	320	311	311	311
Square Feet	7,289,620	7,292,163	7,289,601	7,112,856	7,113,768	7,113,768	6,595,128	6,520,276	6,520,955	6,520,955
Portables:										
Number	454	440	382	344	344	344	307	345	296	276
Square Feet	362,183	344,628	300,700	276,756	276,756	276,756	251,026	282,006	242,994	227,406
Student stations	67,381	67,548	66,737	64,172	64,172	64,175	59,565	60,050	59,028	58,884
Enrollment	47,827	45,550	44,869	44,442	44,965	43,600	42,142	40,697	39,107	37,858
Combination										
Permanent Buildings:										
Number	56	56	56	56	56	56	139	139	123	113
Square Feet	1,083,291	1,096,643	1,096,643	1,096,643	1,096,643	1,096,643	2,148,764	2,148,764	1,950,954	1,909,276
Portables:										
Number	19	19	19	19	19	19	42	42	38	38
Square Feet	16,260	16,260	16,260	16,260	16,260	16,260	33,784	33,784	30,396	30,396
Student stations	8,419	8,395	8,395	8,395	8,395	8,395	18,044	18,083	16,148	15,731
Enrollment	5,646	5,987	7,686	9,308	9,353	10,984	11,132	11,215	9,105	8,814
High										
Permanent Buildings:										
Number	450	452	454	453	453	453	456	456	456	454
Square Feet	9,205,240	9,183,975	9,184,779	9,178,033	9,177,293	9,177,293	9,340,169	9,340,178	9,360,484	9,367,707
Portables:										
Number	567	525	498	380	402	402	347	353	280	280
Square Feet	461,515	427,999	406,931	310,603	329,627	329,627	287,575	291,800	227,916	227,916
Student stations	82,720	82,323	82,023	81,134	81,559	81,559	83,023	83,004	81,890	81,827
Enrollment	69,393	68,541	68,414	68,658	68,210	67,398	67,165	67,188	66,114	65,369
Other										
Permanent Buildings:										
Number	156	132	139	160	160	160	148	148	148	148
Square Feet	1,997,898	1,867,055	1,867,695	2,214,258	2,214,258	2,214,258	1,925,950	1,925,977	1,925,977	1,926,159
Portables:										
Number	106	95	93	105	105	105	106	106	106	106
Square Feet	86,168	77,388	75,320	85,352	85,352	85,352	85,756	85,756	85,756	85,756
Student stations	14,061	12,661	12,705	14,067	14,067	14,067	10,746	10,689	10,689	10,689
Enrollment	5,330	5,275	5,194	5,090	4,447	4,457	4,103	3,443	3,725	3,592
Administrative										
Permanent Buildings:	76	76	76	69	68	68	68	66	66	66
Portables:	304	304	303	178	178	178	198	100	100	100
Square Feet	1,557,264	1,584,259	1,583,395	1,403,537	1,401,587	1,401,587	1,450,162	1,361,272	1,361,272	1,361,272

SOURCE: The School Board of Broward County - Accounting & Financial Reporting Department

(UNAUDITED)

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Broward County  Public Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	GG. General Counsel
DEPARTMENT:	General Counsel

Agenda Item Number:	GG-1.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Settlement Agreement – T&G Constructors – Dillard 6-12

REQUESTED ACTION:

Approve the Settlement Agreement between The School Board of Broward County, Florida and T&G Corporation, D/B/A T&G Constructors. District 5.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Settlement Agreement

FINANCIAL IMPACT:

The financial impact to the District is a credit in the amount of $2,400,000 to be returned to the approved SMART Program construction project budget for the Project.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Marylin C. Batista, Esq.	Phone:	754-321-2050
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Marylin Batista, General Counsel

Signature

Marylin Batista, General Counsel Jan. 24, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Marylin C. Batista, Esq., B.C.S.
Title: General Counsel
Phone: 754-321-2050

EXECUTIVE SUMMARY

Settlement Agreement – T&G Constructors – Dillard 6-12

Board Meeting Date: February 19, 2025

Recommended Action

Approve the Settlement Agreement between The School Board of Broward County, Florida and T&G Corporation, d/b/a T&G Constructors.

District-zone Impact: District 5.

Impact if the Board Voted Yes or No

If the Board votes "Yes": T&G Corporation, d/b/a T&G Constructors (T&G) will issue a credit to the School Board for uncompleted roofing and the pending lawsuit will be dismissed.

If the Board votes "No": The ongoing litigation will proceed, increasing the financial risk for the School Board.

Background/History

On or about March 1, 2019, The School Board of Broward County, Florida ("SBBC") and T&G Corporation, D/B/A T&G Constructors (T&G)(collectively, the "Parties"), entered into a written contract ("Contract") pursuant to which T&G was to perform renovations including reroofing at Dillard 6-12, Project No: P.001726 (hereinafter referred to as the "Project").

During the course of the Project, a dispute arose between the Parties concerning the value of a deductive change order related to the removal of the roofing scope of work from the Contract and other claims.

On or about May 20, 2022, SBBC filed a complaint for breach of contract against T&G styled The School Board of Broward County, Florida v. T&G Corporation d/b/a T&G Constructors, and pending in the Circuit Court of Broward County, Florida, Case Number CACE-22-007439, and T&G filed a counterclaim for breach of contract against SBBC (hereinafter, the "Lawsuit").

The Parties, without admitting liability, desire to compromise all pending and claims and damages arising out of, relating to, or in connection with the Project or Lawsuit, including all claims that were raised, or could have been raised, in the Lawsuit. Pursuant to the Settlement Agreement, T&G shall submit to SBBC a deductive change order in the

amount of Two Million Four Hundred Thousand Dollars and 00/100 ($2,400,000.00).

Within seven (7) calendar days of the SBBC's approval of the Settlement Agreement (the Effective Date), the Parties shall file a Joint Stipulation of Dismissal and Order of Dismissal with Prejudice of all claims or causes of action that were raised, or could have been raised in the Lawsuit, with each Party bearing their own attorneys' fees and costs, and the Court reserving jurisdiction to enforce the terms of this Agreement.

Nothing in the Settlement Agreement releases T&G from T&G's existing and continued obligations under the Contract and Contract Documents to, among other things, complete all remaining work required to be performed at the Project, reach Final Completion as the term is defined in the Contract Documents, and submit any remaining closeout documentation required by the Contract Documents to SBBC.

Nothing in this Agreement shall operate to release T&G from its post-completion obligations under the Contract and Contract Documents for the Project, including without limitation, T&G's warranty obligations or T&G's indemnity obligations, which are rights specifically reserved by SBBC. Further, nothing in the Settlement Agreement shall be construed to release the Parties from any existing or future obligations under the terms of the Contract, and the surviving terms and conditions of the Contract as shall remain in full force and effect.

This Office and AECOM recommend approval of the Settlement Agreement as a fair, reasonable and cost-effective partial resolution of the dispute between the parties.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Approving the Settlement Agreement will permit the receipt of a supported credit amount for work not performed by T&G and will avoid exposure for additional costs to the SBBC.

Financial Impact
The financial impact to the District is a credit in the amount of $2,400,000 to be returned to the approved SMART Program construction project budget for the Project.

SETTLEMENT AGREEMENT

THIS SETTLEMENT AGREEMENT (hereinafter "**Agreement**") is effective on the date last signed below (the "**Effective Date**") and is entered into between THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ("**SBBC**"), and T&G CORPORATION, d/b/a T&G CONSTRUCTORS ("**Contractor**")(SBBC and Contractor hereinafter collectively referred to as the "**Parties**"):

RECITALS:

WHEREAS, on or about March 1, 2019, the Parties entered into a written contract (hereinafter "**Contract**") pursuant to which Contractor was to perform various renovations at Dillard 6-12, Project No: P.001726 (hereinafter, the "**Dillard Project**"); and

WHEREAS, during the course of the Dillard Project, a dispute arose between the Parties concerning the value of a deductive change order related to the removal of the roofing scope of work from the Contract and other claims; and

WHEREAS, on or about May 20, 2022, SBBC filed a complaint for breach of contract against Contractor styled *School Board of Broward County, Florida v. T&G Corporation d/b/a T&G Constructors*, and pending in the Circuit Court of Broward County, Florida, Case Number CACE-22-007439, and Contractor filed a counterclaim for breach of contract against SBBC (hereinafter, the "**Lawsuit**"); and

WHEREAS, the Parties, without admitting liability, desire to compromise all pending and claims and damages arising out of, relating to, or in connection with the Project or Lawsuit, including all claims that were raised, or could have been raised, in the Lawsuit.

NOW, THEREFORE, in consideration of the foregoing representation of the mutual covenants, promises and considerations hereinafter set forth with the intent to be legally bound, it is agreed by and between the Parties as follows:

1. **Incorporation of Recitals.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

2. **Approval of Agreement.** This Agreement shall not be effective or enforceable until fully executed and approved by SBBC at a duly called Board Meeting.

3. **Deductive Change Order.** SBBC and Contractor hereby agree that the value of the remaining deductive change order for the removal of the roofing work from the Contract is Two Million Four Hundred Thousand Dollars and 00/100 ($2,400,000.00). Within ten (10) calendar days of the Effective Date, Contractor shall submit a deductive change order through E-Builder reflecting the foregoing credit, which shall be promptly processed by SBBC's Program Manager.

4. **Contractor's Surviving Contractual Obligations.** Nothing in this Agreement shall release Contractor from Contractor's existing and continued obligations under the Contract and Contract Documents (as defined therein) to, among other things, complete all remaining work required to be performed at the Dillard Project, reach Final Completion as the term is defined in the Contract Documents, and submit any remaining closeout documentation required by the Contract Documents to SBBC. Nothing in this Agreement shall operate to release Contractor from its post-completion obligations under the Contract and Contract Documents for the Dillard Project, including without limitation, Contractor's warranty obligations or Contractor's indemnity obligations, which are rights specifically reserved by SBBC.

5. **SBBC's Surviving Contractual Obligations.** Nothing in this Agreement shall release SBBC from SBBC's existing and continued obligations under the Contract and Contract Documents (as defined therein) to, among other things, pay Contractor for completion of the remaining non-roof related work on Dillard Project.

6. **Contractor's Release:** Except for the obligations set forth in this Agreement, Contractor hereby waives, releases, and discharges SBBC from and against any and all claims, causes of action, and damages of any kind that arise out of or relate to the Dillard Project, or that were raised, or could have been raised, in the Lawsuit, inclusive of claims for extended general conditions or delay damages of any kind.

7. **SBBC's Limited Release:** SBBC hereby waives and releases Contractor from any and all claims for delays and liquidated damages on the Dillard Project. SBBC and Contractor agree that the Contract Time shall be increased and adjusted to reflect excusable and non-compensable delays with completion, and Contractor shall not be required to submit a final time impact analysis associated with those delays.

8. **Assignment of Claims:** Contractor hereby warrants and represents to SBBC that, as an inducement to SBBC to issuing the Settlement Payment to Contractor, Contractor has not assigned or transferred any right, title or interest in any of the monies being paid pursuant to this Agreement.

9. **Dismissal:** Within seven (7) calendar days of the Effective Date of this Agreement, the Parties shall file a Joint Stipulation of Dismissal and Order of Dismissal with Prejudice (attached hereto as **Exhibit "A"**) of all claims or causes of action that were raised, or could have been raised in the Lawsuit, with each Party bearing their own attorneys' fees and costs, and the Court reserving jurisdiction to enforce the terms of this Agreement.

10. **Choice of Law and Venue:**

a. This Agreement shall be interpreted in accordance with the substantive laws of the State of Florida.

b. Venue for any dispute arising out of this Agreement shall lie solely and exclusively in a court of competent jurisdiction in the 17th Judicial Circuit in and for Broward County, Florida and the Parties waive the right to venue elsewhere.

11. **Waiver of Jury Trial: THE PARTIES TO THIS AGREEMENT EXPRESSLY WAIVE THEIR RIGHT TO A JURY TRIAL FOR ANY DISPUTE ARISING OUT OF THIS AGREEMENT.**

12. **Authority:** The signatories to the Agreement represent that they have the authority to enter into this Agreement.

13. **Entire Agreement:**

a. This Agreement sets forth the entire Agreement between the Parties hereto and supersedes any and all prior agreements, understandings, or representations between the Parties hereto pertaining to the subject matter hereof.

b. The Parties acknowledge that this Agreement is the result of their joint efforts and shall be construed as having been drafted by all Parties hereto.

c. The Parties acknowledge they have had the opportunity to consult with and have in fact discussed this matter with counsel of their choice.

d. The Parties have read this Agreement and the Exhibits attached hereto, and have freely and voluntarily entered into this Agreement.

14. **Modification and Waiver:**

a. This Agreement may not be modified except by a writing signed by all Parties hereto.

b. The failure of any of the Parties executing this Agreement to require the performance of any term or obligation of this Agreement or the waiver by any of the Parties executing this Agreement of any breach of this Agreement shall not prevent any subsequent enforcement of such term or obligation and shall not be deemed a waiver of any subsequent breach.

15. **Counterparts:** This Agreement may be executed in counterparts with each copy being deemed an original.

16. **Notices:** Notices, to the extent they are referenced in this Agreement, shall be to the following persons on behalf of the Parties by certified mail, return receipt requested:

As to SBBC:
THOMAS C. COONEY, ESQ.
OFFICE OF THE GENERAL COUNSEL
The School Board of Broward County, Florida
600 Southeast Third Avenue - 11th Floor
Fort Lauderdale, Florida 33301

As to CONTRACTOR:
KIMBERLY A. ASHBY, ESQ.
Kirwin Norris, P.A.
840 Denning Drive, Suite 200
Winter Park, FL 32789

17. **Time is of the Essence:** Time is of the essence for the performance and completion of all duties required by this Agreement.

18. **Headings:** All headings contained in this Agreement are designed and used for reference purposes only. The language used in the headings is not controlling and is not considered a substantive part of this Agreement.

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For SBBC

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(Corporate Seal)

By _____

ATTEST: Debra Hixon, Chair

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to form and legal content

_____
Office of the General Counsel

Cadre Counsel for the School Board

_____
Jon M. Kendrick, Esquire

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For CONTRACTOR

(CORPORATE SEAL)

ATTEST:

T&G CORPORATION, d/b/a T&G CONSTRUCTORS

By_____
Ricardo Gonzalez, President

_____
, Secretary

Approved As To Form and Legal Content:

_____
Kimberly A. Ashby, Esq.
Counsel

ACKNOWLEDGEMENT

STATE OF FLORIDA)
)
COUNTY OF ORANGE)

The foregoing instrument was acknowledged before me, by means of ☑ physical presence or ☐ online notarization, this 19 day of December, 2024 by RICARDO GONZELEZ on behalf of T&G CORPORATION, d/b/a T&G CONSTRUCTORS. He is personally known to me or produced as Identification_____ and did/did not first take an oath.

My commission expires:

(SEAL)

ARACELI MENDOZA
Notary Public - State of Florida
Commission # HH 346965
My Comm. Expires Jan 8, 2027
Bonded through National Notary

_____
Signature, Notary Public

Araceli Mendoza
Printed Name of Notary

IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
IN AND FOR BROWARD COUNTY, FLORIDA

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA,

Plaintiff,

v.

T&G CORPORATION, d/b/a T&G CONSTRUCTORS, a Florida corporation,

Defendant.
_____/

CASE NO.: CACE-22-007439 (21)

JOINT STIPULATION OF DISMISSAL WITH PREJUDICE

Plaintiff, SCHOOL BOARD OF BROWARD COUNTY and Defendant T&G CORPORATION d/b/a T&G CONSTRUCTORS, by and through their respective counsel, stipulate and agree as follows:

1. All claims asserted in this action, by any party, are hereby DISMISSED WITH PREJUDICE as this matter has been amicably settled.
2. Each party shall bear its own costs and attorney's fees in connection with this matter.
3. The parties request the Court to enter a Final Order of Dismissal with Prejudice.

Dated: _____.

/s/ Thomas C. Cooney
Thomas C. Cooney
Fla. Bar No: 551961
OFFICE OF THE GENERAL COUNSEL
The School Board of Broward County, Florida
K.C. Wright Administration Building
600 Southeast Third Ave – 11th Floor
Fort Lauderdale, Florida 33301
Counsel for Plaintiff. School Board of Broward County, Florida

/s/ Kimberly A. Ashby
Kimberly A. Ashby
Fla. Bar No. 322881
KIRWIN NORRIS, PA
840 S. Denning Dr., Ste 200
Winter Park, FL 32789
Counsel for Defendant, T&G Corporation

Exhibit "A"

IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
IN AND FOR BROWARD COUNTY, FLORIDA

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA,

CASE NO.: CACE-22-007439 (21)

Plaintiff,

v.

T&G CORPORATION, d/b/a T&G CONSTRUCTORS, a Florida corporation,

Defendant.
_____/

FINAL ORDER OF DISMISSAL WITH PREJUDICE

This cause HAVING COME ON TO BE HEARD ON THE FILING OF THE Joint Stipulation for Dismissal with Prejudice, and the Court being duly advised in the premises, it is

ORDERED:

1. This case is hereby dismissed, and the Clerk shall administratively close the case.

DONE AND ORDERED, in Chambers, Ft. Lauderdale, Broward County, Florida, this ____ day of _____, 2025.

_____

CIRCUIT JUDGE

Copies to all counsel and parties of record

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	GG. General Counsel
DEPARTMENT:	General Counsel

Agenda Item Number:	GG-2.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Authorization to Initiate Litigation

REQUESTED ACTION:

Authorize the General Counsel, through its Cadre Counsel, to initiate litigation and assert all appropriate claims against M. C. Harry and Associates, Inc., and CSA Central, Inc. Districts 4 and 6.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

Executive Summary

FINANCIAL IMPACT:

The financial impact is undetermined at this time. It is legal counsel's opinion that the outcome of the lawsuits will be favorable to the School Board. The source of funds is the General Counsel's department budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Marylin C. Batista, Esq.	Phone:	754-321-2050
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Marylin Batista, General Counsel

Signature

Marylin Batista, General Counsel Feb. 5, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Marylin C. Batista, Esq.
Title: General Counsel
Phone: 754-321-2050

EXECUTIVE SUMMARY

Authorization to Initiate Litigation

Board Meeting Date: February 19, 2025

Recommended Action

Authorize the General Counsel, through its Cadre Counsel, to initiate litigation and assert all appropriate claims against M. C. Harry and Associates, Inc., and CSA Central, Inc.

District-zone Impact: Districts 4 and 6.

Impact if the Board Voted Yes or No

If the Board votes "Yes": Cadre Counsel will initiate litigation against the architectural firms of M. C. Harry and Associates, Inc., and CSA Central, Inc. (collectively, the "Third-Party Defendants"), to shift all or a portion of liability to which the School Board is exposed in pending litigation.

If the Board votes "No": Cadre Counsel will not initiate litigation as described above, which will result in greater exposure to the School Board for claimed damages and costs to defend the Lawsuits.

Background/History

In May and October of 2024, Lunacon Engineering Group, Corp. ("Contractor") filed two separate lawsuits against the School Board seeking damages associated with delays on school construction projects at Maplewood Elementary School and Central Park Elementary School. On the Central Park Elementary School project, the Contractor is seeking 689 additional days and damages for delay exceeding $500,000.00. On the Maplewood Elementary School project, the Contractor is seeking 689 additional days and is also seeking damages for delay exceeding $500,000.00.

Construction Litigation Cadre Counsel, the Soto Law Group, has been assigned to defend the School Board in both matters. After investigation, Cadre Counsel has determined that the Project Consultants (architects) for each of the individual projects (the Third-Party Defendants) have some liability for delays for which the Contractor seeks damages against the School Board. Cadre Counsel recommends initiating litigation against the Third-Party Defendants to protect the School Board's best financial interests.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Bringing the Third-Party Defendants into the pending matters will provide a mechanism to defray the School Board's exposure to damages, which exceeds $1,000,000.00.

Financial Impact
The financial impact is undetermined at this time. It is legal counsel's opinion that the outcome of the Lawsuits will be favorable to The School Board. The source of funds is the General Counsel's department budget.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-1.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #1 - Oriole ES

REQUESTED ACTION:

Approve Change Order #1 in the amount of $211,085 granting 82 additional calendar days. District 5.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

Executive Summary
Change Order
Time Impact Analysis (TIA)
Approved COI Log
Collaboration Form

FINANCIAL IMPACT:

This item is funded from the current project budget and requires $211,085 additional spending authority.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY
Change Order #1
West Construction, Inc.
VIA Design Studio, LLC
Oriole Elementary School, Lauderdale Lakes
Project No. P.001970
ITB FY22-140

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**3,176,000**
Approved Add. Funding: (JJ-24, 11/09/21)	$	3,990,974
New Funding Request:	$	0
Current Revised Budget:	**$**	**7,166,974**

Total Project Schedule Summary

-Notice to Proceed: 12/20/2021

-Current Projected Substantial Completion Date: 09/30/2025

-Current Projected Final Completion Date: 10/30/2025

Change Order Analysis

Consultant Error	0.00%
Consultant Omission	0.00%
Owner's Request	-0.21%
Unforeseen	3.77%
Tax Savings from DOP	0.00%
Total	**3.56%**

Board Meeting Date: February 19, 2025

Recommended Action
Approve Change Order #1 in the amount of $211,085, which includes 82 days.

District-zone Impact: District 5

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Contractor will be granted 82 days for delays that were unforeseeable and beyond its control, as well as, be compensated for additional work required.

If the Board votes "No": The Contractor will be unfairly assessed for delays to the project that were beyond its control and subject to possible liquidated damages. The Contractor will also be unfairly denied compensation for additional work performed in good faith.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	5,600,930.57	600 Days
DIRECT OWNER PURCHASE(S):	$	(649,781.17)	0 Days
PREVIOUSLY APPROVED CO'S:	$	(11,823.15)	0 Days
CURRENT CO REQUEST:	$	211,085.00	82 Days
CURRENT REVISED CONTRACT:	$	**5,150,411.25**	**682 Days**

Status of Work:
The construction phase is 94% complete. The project is expected to achieve Substantial Completion by September 30, 2025, and Final Completion by October 30, 2025. There is minimal contracted work remaining. This is not the final change order for this Project.

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

Background/History
The scope of work for this project includes fire alarm, fire sprinklers, HVAC improvements, media center improvements and building envelope improvements.

Change Order Items:
Item #1 – (COI #1) Roof Replacement at Building 1: During construction, it was discovered that the lightweight concrete had deteriorated over time. Based on engineering tests performed by two separate companies, it was determined the roof needed to be replaced. Therefore, the Contractor is to provide labor, material and equipment for the replacement of Lightweight Concrete in Building 1. (Unforeseen – $211,085; Add 82 Days)

Action Plan:
This change order has been reviewed for entitlement by AECOM and for cost by Atkins. The above-referenced Change Order Item, COI #1, received a recommendation for approval by the Change Order Review Panel (CORP).

The request for additional time is supported by a Time Impact Analysis (TIA), which has been analyzed and recommended for approval by an Independent Claims Analyst Forensic Scheduler. See Exhibit 3 – Time Impact Analysis (TIA).

Alignment to 2027 Goals and Guardrails
Business Operations.

Measurable Outcome(s)/Return on Investment
There is no measurable outcome or return on investment associated with this item. This item ensures that the Contractor is compensated for work performed in good faith and is granted time for unforeseeable days.

Financial Impact
The financial impact of this item is $211,085 and will be funded from the current project budget.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 01

Facility Name:	Oriole Elementary School	Date:	11.07.2024
Project Name:	Oriole ES - SMART Program Renovations	Project #	P.001970
Location No:	1831		
Contractor:	WEST CONSTRUCTION, INC. 820 N 4TH ST LANTANA,FL 33462	Reference Letter Dated:	

Description of Change:
Provide labor and material to remove and replace Lightweight Insulating Concrete (LWIC) over temporary roof system on metal deck in Building # 1.

Attachments: _____

Reason For Change:
Based on engineering tests performed, it was determined the roof needed to be replaced.

Summary:
Total Credits and/or Added Costs: Add: $211,085.00
Deduct:
The Contract Time will be Increased by: 82 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Yohana Bello 01.17.2025	Angel Olivera 01.20.2025	Edwin Alisetti 01.20.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Yohana Bello	Angel Olivera	Edwin Alisetti
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
VIA DESIGN STUDIO, LLC	WEST CONSTRUCTION, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☒Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

AECOM

Established 1915
BROWARD
County Public Schools

Time Impact Analysis Review

Project: P.001970, Oriole Elementary School

Reference: PCO # 22

November 4, 2024

Delivering a better world

Quality information

Prepared by	Checked by	Verified by	Approved by
Ibrahim Haider Project Controls Analyst	Edward Kucher Project Controls Manager	Clay McKenna Project Controls Manager	

Revision History

Revision	Revision date	Details
00	04-Nov-2024	Initial Report

1. Project Information

Project Details	
Owner:	Broward County Public School District
Project Number:	P.001970
School:	Oriole High School
Contractor:	West Construction, Inc
Architect/Engineer (A/E):	Via Design Studio, LLC
Contract Details	
Scope of Work:	The project scope includes roofing, electrical and mechanical work.
Project NTP Date:	20-Dec-21
Period of Performance:	600 Calendar Days
Original SC Date:	11-Aug-23
Approved Time Extensions:	119 Calendar Days
Current SC Date:	10-Feb-24
Time Impact Analysis (TIA) Details	
TIA Subject:	PCO-22 Roofing Scope Change Building #1
Date Submitted by Contractor:	16-Oct-24
Recommendation	
Acceptance/Rejection:	Accepted

Table 1 Project Information

2. Executive Summary

2.1 PCO 22

The Contractor submitted PCO-22 on 16-Oct-24 requesting a 170-day extension through the new Substantial Completion (SC). The Contractor claims delay due to roofing scope change in Building #1.

2.2 Analyst Recommendation

The Analyst reviewed the TIAs submitted with PCO-22 along with project records, conducted an independent TIA and recommended,

- Granting an excusable, non-compensable time extension of 82 days to the Substantial Completion (SC) date;
- Adjusting Final Completion (FC) to 30 days following SC;
- Not granting compensation for General Conditions.

The breakdown of responsibility for this time extension is as follows:

Delay Event	Days	Responsibility
PCO-22: Roofing Scope Change BLD #1	82	Unforeseen Condition

2.3 Justification for Recommendation

2.1 Roofing Scope Change Building #1:

This delay started at the beginning of the project with a discrepancy in building #1 roof capacity reports. Two companies conducted studies on roofing metal deck one in 2018 and another in 2022. The 2018 study categorized the metal deck acceptable, whereas the 2022 study categorized it as unacceptable, leading to ASI #1, which revised to the roofing scope for building #1. ASI #1 was approved by the BD on 19-Aug-22. The roofing work in Building #1 was completed on 09-Oct-23. **This event independently delayed the SC by 201 days. However, the Contractor was previously granted a 119 days extension for another unforeseen condition (PCO-18) that was fully concurrent with this delay. Therefore, the net impact of this delay on the SC is 82 (201 – 119) days, and it has been categorized as an unforeseeable condition.**

AECOM does not recommend defining any delays mentioned above as compensable based on Article 6.05 of the Project Manual which was incorporated into the Construction Contract. The contract is subject to a no damage for delay clause which is enforceable except in the case of fraud, bad faith or active interference by the Owner which is not the cause of the delay in question.

3. Background & Submission

3.1 Project Background

1. NTP was issued on 20-Dec-21. The original Contract duration was 600 days from NTP to SC, and an additional 30 days from SC to FC, 630 days total.
2. The Contractor was granted a previous extension of 119 days through PCO-18.

3.2 Delay Timeline

1. Roofing Capacity report for Building #1 20-Dec-21 to 19-Aug-22
2. ASI #1 approved 19-Aug-22
3. Roofing binder approved 07-Sep-22
4. Building #1 Roofing work completed on 10-Oct-23

3.3 Summary of Contractor's TIA

1. PCO-22 lists delay due to Building #1 roofing scope change due to inconsistent roof capacity report conducted by two different companies in different time periods.

3.4 Files Reviewed

List of files reviewed for this report's analysis

- De-Status Baseline Data Date 20-Dec-21
- Time Delay Narrative PCO 18 & PCO 22
- July 2022 Updates July 2022
- April 22 Updates Apr 2022
- June 2022 Updates
- Pre-impact schedule March 2022
- Oriole ES NTP
- Architect's Supplemental Instruction (ASI) 1
- ISS # 22245, 23378, 21748, 23366, 23308
- Request for Information (RFI) # 2, 5, 25,
- September 2022 Updates
- Dec 2022 Updates

4. Analysis

4.1 Quantitative

1. The Analyst used AACE Recommended Practice MIP 3.6 per RP29R-03 and a validation review of the Contractor's method for prospective Time Impact Analysis. MIP 3.6 was chosen as the "best fit" since the delay event can be modeled, added and is single-based.
2. There was no native baseline schedule was available for Oriole ES to determine the critical path. The pre-impact schedule submitted with the TIA indicates roofing on the critical path, meaning delay event impacted SC from its onset. Roofing work across buildings is grouped under one one activity *NEW MODIFIED BITUMEN ROOFING SYSTEM BUILDING 1, 2, & 75* with a total duration of 305 days. The pre-impact has numerous modifications, such as adjustments to relationships, addition of activities, and extended durations.
3. Therefore, the reviewer opted to de-status a progressed schedule submitted with the first pay app dated 20-Apr-22, to establish a baseline, per ACCE "International Recommended Practice 29R-03 Forensic Schedule Analysis".
4. The roofing permit delay started with a discrepancy in the roofing report conducted by two different entities that led to ASI#1 revision of the roofing scope.
5. On 19-Aug-22 the Building Department approved ASI #1.
6. The Contractor completed Building #1 roofing work on 10-Oct-23.
7. The table below shows the added delays:

Table 2 - Building #6 Delays

Task ID	Task Name	Duration	Predecessor	Successor
61	Discussion on Roofing Scope Change	34 days		62FS+2 days
62	Roofing Binder-Submittal Preparation	17 days	7,10,61FS+2 days	63
63	Roofing Binder-Arch Review/Approval	15 days	62	64
64	Change Roofing Scope	10 days	63	65
65	ASI # 1 Approval	96 days	64	66
66	Roofing Binder Building Dept. Approval	14 days	65	67FS+1 day
67	Material Procurement	75 days	13,19,66FS+1 day	455FS+7 days

- The delay duration was determined using the Contractor's pre and post-impact schedules along with RFI, and ASI Dates.

8. After inserting the delay into the de-status baseline the SC was delayed by 201 days.
9. However,but the Contractor was previously granted has already received an extension ofa 119 days extension for another unforeseen condition (PCO-18) that was fully wholly concurrent to with this delay. Therefore, the net impact of this delay on the SC is 82 (201 – 119) days, and it has been categorized as an unforeseeable condition.

4.2 Responsibility Matrix

PCO#	Contractor	Unforeseen Condition	AE	Net Impact
PCO-22	0	82	0	82

Table 3 Matrix

5. Definition

1. The term “longest-path” is defined as the interconnected chain of critical activities in which the total duration of that path is longer than any other path. For continuity of understanding across all present and forthcoming parties to view this document, the term “critical” will be used as the short form of the term “longest path.”
3. The term “unimpacted schedule” can be defined as the “base” schedule or latest Owner-accepted schedule prior to the start of the subject delay event.
4. The term “Excusable Delays” is defined as delays that are unforeseeable and beyond the control of the Contractor.
5. The term “Non-Excusable Delays” is defined as delays that are foreseeable or within the Contractor's control.
6. The term “days” refers to calendar days unless otherwise specified.

6. Disclaimer

This review is intended to be in accordance with specification section 01 32 16 Construction Schedule Critical Path Method-CPM and section 01 26 00 Change Modification Procedures of the contract documents. This review does not include verification of compliance with contractual instruments or any other management operations related Change modification procedures. This review is not intended in any way to conflict with or misconstrue the program’s management or contractual instruments or processes for settling cost or time changes. This review does not include verification of the program’s change modification procedures. The findings, data, and recommendation contained in this review letter does not include or guarantee compliance with any local or international building code, or any validation that any referenced design is compliant with any engineering or architectural standards (building, structural, roofing, electrical, mechanical, plumbing, or any other construction discipline); this is the responsibility of the Owner and Authorities Having Jurisdiction. Any project delays, past, concurrent to, or future, other than the subject delay being reviewed herein, reflected in the Contractor’s construction schedule are not approved or accepted as a result of comments or the recommendations contained throughout this review document. This review is intended to be independent in methodology and based on industry recommended practices for Time Impact Analysis, while also in orchestration with the stipulations and objectives of the above referenced program. AECOM notes that the analysis and report is quantitative in approach, not qualitative. Thus, any anecdotal reasoning or information that is counter to or outside of AECOM’s independent investigation, or counter to the recommendation contained herein, AECOM reserves the right to consider those at a later time.

Appendix A

A.1 Pre-impact Schedule Data Date 20-Dec-21

A.2 Post-impact Schedule Data Date 20-Dec-21

Prepared by:

AECOM
Ibrahim Haider AECOM
cc: PPM Project Controls Group East Region
aecom.com

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Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Superintendent Letter CO-3				**$ (11,823.15)**	**0**	**-0.21%**					
P.001970	Oriole ES - SMART Program Renovations	14	12.08.2023	$ (11,823.15)	0	-0.21%	West Construction, Inc.	Owner's Request	The conversion of the storage/workroom into media room scope was deemed not necessary.	$ 5,600,930.57	12.20.2021
Change Order: 1				**$ 211,085.00**	**82**	**3.77%**					
P.001970	Oriole ES - SMART Program Renovations	1	Pending Board Approval 02.19.2025	$ 211,085.00	82	3.77%	West Construction, Inc.	Unforeseen	During construction, it was discovered that the lightweight concrete had deteriorated over time. Based on engineering tests performed by two separate companies, it was determined the roof needed to be replaced. Therefore, the Contractor is to provide labor, material and equipment for the replacement of Lightweight Concrete in Building 1.	$ 5,600,930.57	12.20.2021
Grand Totals:				**$ 199,261.85**	**0**	**3.56%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #1
WEST CONSTRUCTION, INC.
Oriole Elementary School
P.001970

School Board Meeting: 02.19.2025

The financial impact of this item is $211,085.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/31/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-2.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #1 - Peters ES

REQUESTED ACTION:

Approve Change Order #1 granting 211 additional calendar days. District 5.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Time Impact Analysis (TIA)
- Approved COI Log
- Collaboration Form

FINANCIAL IMPACT:

There is no financial impact to the current project budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY
Change Order #1
West Construction, Inc.
Delta G - Consulting Engineers, Inc.
Peters Elementary School, Plantation
Project No. P.002041
ITB FY22-238

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**3,038,000**
Approved Add. Funding: (JJ-18, 05/17/22)	$	7,655,200
New Funding Request:	$	0
Current Revised Budget:	**$**	**10,693,200**

Total Project Schedule Summary

-Notice to Proceed: 07/05/2022

-Current Projected Substantial Completion Date: 07/31/2025

-Current Projected Final Completion Date: 09/01/2025

Change Order Analysis

Consultant Error	0.01%
Consultant Omission	0.00%
Owner's Request	0.00%
Unforeseen	0.32%
Tax Savings from DOP	0.00%
Total	**0.33%**

Board Meeting Date: February 19, 2025

Recommended Action
Approve Change Order #1 which includes 211 days.

District-zone Impact: District 5

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Contractor will be granted 211 days for delays that were unforeseeable and beyond its control.

If the Board votes "No": The Contractor will be unfairly assessed for delays to the project that were beyond its control and subject to possible liquidated damages.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	8,391,143.00	510 Days
DIRECT OWNER PURCHASE(S):	$	(878,093.50)	0 Days
PREVIOUSLY APPROVED CO'S:	$	(27,094.96)	0 Days
CURRENT CO REQUEST:	$	0.00	211 Days
CURRENT REVISED CONTRACT:	$	**7,485,954.54**	**721 Days**

Status of Work:
The construction phase is 85% complete. The project is expected to achieve Substantial Completion by July 31, 2025, and Final Completion by September 01, 2025. There is essential contracted work remaining. This is not the final change order for this Project.

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

Background/History
The scope of work for this project includes fire alarm, fire sprinklers, HVAC improvements, media center improvements and building envelope improvements.

Change Order Items:
Item #1 – (COI #16) Time Extension Request to Revise and Change Storefronts for Increased Safety: To increase the safety of Buildings 5, 7, 8, 9, 11 and 12, the contractor was instructed to change from glass to impact panels. Revision of shop drawings, fabrication and delivery of new materials impacted the critical path of this project. This change order represents the time impact only, an additional change order reflecting the financial impact is forthcoming. (Owner's Request – $0.00; Add 211 Days)

Action Plan:
This change order has been reviewed for entitlement by AECOM. The above-referenced Change Order Item, COI #16, received a recommendation for approval by the Change Order Review Panel (CORP).

The request for additional time is supported by a Time Impact Analysis (TIA), which has been analyzed and recommended for approval by an Independent Claims Analyst Forensic Scheduler. See Exhibit 3 – Time Impact Analysis (TIA).

Alignment to 2027 Goals and Guardrails
Business Operations.

Measurable Outcome(s)/Return on Investment
Staff intends to analyze the total delays to the construction schedule, determine whether the Owner was damaged by the delays, and assess possible liquidated damages.

Financial Impact
There is no financial impact to the current project budget.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 16

Facility Name:	Peters Elementary School	Date:	10.04.2024
Project Name:	Peters ES - SMART Program Renovations	Project #	P.002041
Location No:	0931		
Contractor:	WEST CONSTRUCTION, INC. 820 N 4TH ST LANTANA,FL 33462	Reference Letter Dated:	

Description of Change:
To grant an extension of time for two-hundred and eleven (211) days to the current Substantial Completion Date.

Attachments:

Reason For Change:
In Buildings #: 5, 7, 8, 9, 11, and 12, the glass of the storefront frames were replaced with impact spandrel panels and their doors received reflective mirror glass. The owner requested these changes for increased safety.

Summary:
Total Credits and/or Added Costs: Add: $0.00
Deduct:
The Contract Time will be Increased by: 211 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Bryce Toolan 10.28.2024	Mary Carroll 11.01.2024	Victor Coachman 12.30.2024
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Bryce Toolan	Mary Carroll	Victor Coachman
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
DELTA G - CONSULTING ENGINEERS, INC.	WEST CONSTRUCTION, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☒Owner's Request ☐Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

AECOM

Established 1915
BROWARD
County Public Schools

Time Impact Analysis Review

Project: P.002041, Peters ES

Reference: PCO 12

September 6, 2024

Delivering a better world

Quality information

Prepared by	Checked by	Verified by	Approved by
Nadia Shihabuddin Project Controls Analyst	Edward Kutcher Project Controls Manager	Clay McKenna Project Controls Manager	

Revision History

Revision	Revision date	Details
01	20-Aug-24	Initial Report

1. Project Information

Project Details	
Owner:	Broward County Public School District
Project Number:	P.002041
School:	Peters Elementary School
Contractor:	West Construction, Inc.
Architect/Engineer (A/E):	Delta G - Consulting Engineers, Inc.
Contract Details	
Scope of Work:	Building Envelope Improvements (Roof, Window, Ext Wall, etc.) Fire Alarm Fire Sprinklers HVAC Improvements Media Center improvements
Project NTP Date:	5-Jul-22
Period of Performance:	510 Calendar Days
Original SC Date:	27-Nov-23
Approved Time Extensions:	0 Calendar Days
Current SC Date:	27-Nov-23
Time Impact Analysis (TIA) Details	
TIA Subject:	PCO 12 - Changes in Storefront Design resulted in approval, permitting, and material delivery delays.
Date Submitted by Contractor:	2-Feb-24
Recommendation	
Acceptance/Rejection:	Accepted

Table 1 Project Information

2. Executive Summary

2.1 PCO #12

The Contractor submitted PCO #12 on 2-Feb-24 requesting an additional 325 days be added to the contract through Substantial Completion (SC). PCO #12 states that the Storefront system for building 5, 7, 8, 9, 11, and 12 were revised and changed. The Contractor states that this design change will cause a delay due to the requirement for permitting (ASI-11, SD-3, SD-29), as well as the need for manufacturing and delivery of the material required to complete these building. The design change was to change the glass covered opening at the entrance of the U-shaped Buildings and install impact panels at the Storefront Frame along with reflective mirror glass instead.

2.2 Analyst Recommendation

The Analyst reviewed the TIA submitted with PCO #12 along with project records and conducted an independent TIA.

- Granting an excusable, non-compensable time extension of **211** days to the Substantial Completion (SC) date; **25-Jun-24**
- Adjusting Final Completion (FC) to 30 days following SC; **25-Jul-24**
- Not granting compensation for General Conditions.

The breakdown of responsibility for this time extension is as follows:

Delay Event	Days	Responsibility
PCO #12 Storefront openings design change	211	Owner

The Analyst reviewed the TIA submitted with PCO #12 along with project records and recommends that the Contractor's TIA request should be accepted.

2.3 Justification for Recommendation

- The Owner requested a design change for the storefront of buildings 5, 7, 8, 9, 11, and 12. The Owner requested a change from glass to impact panels which resulted in the need for an ASI-11, shop drawings, and fabrication and delivery of new materials.
- **Note:** Since the work for PCO-12 is still ongoing and continues to affect the Substantial Completion (SC), the analyst has estimated 24-Sep-24 as the most optimistic date for the Contractor to receive storefront material.
- The exact impact of this TIA will be known once the Contractor completes the work and actual dates are available. This 211 day impact assumes that the Contractor receives the material on or before 24-Sep-24 and is able to resume demolition of existing store front after that.
- AECOM does not recommend defining any delays mentioned above as compensable based on Article 6.05 of the Project Manual which was incorporated into the Construction Contract. The contract is subject to a no damage for delay clause which is enforceable except in the case of fraud, bad faith or active interference by the Owner which is not the cause of the delay in question.

3. Background & Submission

3.1 Project Background

1. NTP was issued on 2-Feb-24. The Contract duration was 510 days from NTP to SC, and an additional 30 CDs from SC to Final Completion (FC), 540 CDs total. Building Envelope Improvements, Fire Alarm, Fire Sprinklers, HVAC Improvements, Media Center improvements.
2. No time extensions have been granted on the project to date and there are no pending time extensions in review.

3.2 Delay Timeline

Date	Event
2-Jan-24	A/E let Contractor know that Owner is requesting to change the Storefront openings from glass to Impact Panels
3-Jan-24	Contractor confirmed to A/E that it is possible to make that change and receive impact panel materials
29-Jan-24	Building Department received ASI-11
4-Mar-24	Building Department approved ASI-11 (after second submission)
6-May-24	Building Department received shop drawings (SD-3 + SD-29)
24-Jul-24	Building Department approved shop drawings (3 revisions SD-3 + SD-29)
25-Jul-24	Material Ordered
24-Sep-24	Materials Delivered

1. The storefront design change is currently ongoing on the date this report was submitted. The materials are yet to be delivered and work for this delay has not began yet.
2. The dates presented for ‘Material Delivered’ and ‘Work Began on Storefront’ are estimated dates. If the materials are delivered after the estimated date of 24-Sep-24 then the TIA can revisited.

3.3 Summary of Contractor’s TIA

1. The Contractor proceeded by adopting the same schedule as the post-impact schedule, integrating all additional fragment activities to depict the delays attributed to the delay events. This approach aligns with Contract requirements and the AACE MIP 3.6 implementation protocol, which the reviewer also adheres to in this report.
2. The Contractor chose ‘*Peters ES P002041-Jan_.2024_Update_r2Pre Impact*’ (data date 31-Jan-24) as the pre-impact schedule. This schedule is not acceptable and a better schedule to have used is ‘Peters ES P002041-Dec_.2023_Update_r3’ (data date 31-Dec-23), which is a schedule that reflects the project right before the onset of the delay.
3. The Contractor’s pre-impact schedule showed a Substantial Completion (SC) of 22-May-24. This date is 177 days delayed from the contractual Substantial Completions (SD) date of 27-Nov-23. this 177-day delay is not associated with PCO-12 storefront delays.
4. For the post-impact schedule, the Contractor added delays which were already addressed in previous PCO and new delays addressed in PCO-12. The following activities were added to the schedule:

Activity ID	Tast Name	Duration	Start	Finish	Predecessor	Successor
628	Ushape Bldg. 5,7,8,9,11,12 Redesign ASI Permitting	45	3-Feb-24	20-Mar-24	15FS-15 Days	629
629	UShape Bldg 5,7,8,9,11,12 Redisign CO Approval	45	20-Mar-24	6-May-24	628	630
630	UShape Bldg 5,7,8,9,11,12 Redesign Submittal Approval and Permitting	45	6-May-24	21-Jun-24	629	631
631	UShape Bldg 5,7,8,9,11,12 Redesign Fab & Delivery	60	22-Jun-24	23-Aug-24	**630**	**136,334,378, 420,459,511**
631	Restroom Details Structural approval RFI 00061	45	3-Feb-24	20-Mar-24	209	210

5. This TIA analysis was submitted on 2-Feb-24, hence most of the dates that the Contractor provided were estimated dates.
6. The post-impact schedule had a Substantial Completion (SC) date of **17-Oct-24**, which is a **148** day delay from the pre-impact's Substantial Completion date of **22-May-24**.
7. Note that the Contractor requested 325 day extension and not 148 day extension. It appears that the Contractor's 325 day request is calculated as the difference between the contractual Substantial Completion (SC) date of 27-Nov-23 and the Contract's post-impact schedule 2-May-24. That is incorrect because it accounts for delays not relating to PCO-12. The correct way of calculating the delay, is finding the difference between the Contractor's Pre-impact schedule and Post-Impact schedule's Substantial Completion which comes out to 148 days.

3.4 Files Reviewed

1. PES_TIA Feb.02 Schedule_Narrative_2024
2. Peters ES P.002041-Jan_2024_Update_r2Pre-Impact-file
3. Peters ES P002041 - TIA_Schedule_Update_Feb02.2024_r3
4. West's Knowledge of Change Condition
5. Peters ES - P.002041 Notice of Potential Delay
6. Peters ES - P.002041 Notice ASI 11
7. P.002041 - Peters ES ASI #12 Bldg 10 Permitted Notification
8. AECOM Direction
9. P.002041.Peters ES.Notice to Proceed.FY22-238.West Construction

4. Analysis

4.1 Quantitative

1. The Analyst conducted an independent Time Impact Analysis (TIA) to assess the impact of the delay on the schedule *and used an earlier schedule as the pre-impact schedule*. The dates and durations of each delay event's activities were validated by extracting data from the submittal log, the Contractor's PCO narratives, construction schedule updates, RFIs and ASIs, project records, Contract Documents, and other qualitative information.
2. The Analyst selected 'Peters ES P002041-Dec_.2023_Update_r3' (with a data date of 31-Dec-23) as the pre-impact schedule. This schedule is the closest schedule that has data right up to the moment before the impact began.
3. The **pre-impact** schedule indicated a substantial completion (SC) of *21-Apr-24*, which is 146 days delayed from the contractual SC date of *27-Nov-24*. This delay is not related to delays associated Storefront design change (PCO-12).
4. To develop the **post-impact** schedule, the following activities were added to reflect the delay impacts associated with the Storefront design change delay:

Activity ID	Tast Name	Duration	Start	Finish	Predecessor	Successor
628	Owner requested Storefront openings design change from glass to Impact Panels	1 day	2-Jan-24	2-Jan-24	2	629
629	A/E prepares ASI-11	25 days	3-Jan-24	28-Jan-24	628	630
630	Building Department receives ASI-11	1 day	29-Jan-24	29-Jan-24	629	631
631	Building Department Accepts ASI-11 (Second revision)	33 days	30-Jan-24	4-Mar-24	630	632
632	A/E prepares Store front Shop Drawings	61 days	4-Mar-24	6-May-24	631	633
633	Building Department receives storefront Shop Drawings	1 day	6-May-24	7-May-24	632	634
634	Building Department Accepts storefront Shop Drawings	75 days	7-May-24	24-Jul-24	633	635
635	Material delivery (order / received)	60 days	24-Jul-24	24-Sep-24	634	334,378,420, 459,511,000

- The Analyst set a "start on or after" 2-Jan-24 constraint to the start of activity 628. This is because that is the start of the delay when the Owner requested that the Storefront openings be redesigned. The Analyst set the NTP as the predecessor for Activity 628.
- Since this delay is still ongoing the Analyst estimated 24-Sep-24 as the most optimistic date to receive the material needed to for the Contractor to resume the work on demolishing windows and storefront on building 5,7,8,9,11, and 12.

5. When the post-impact schedule rescheduled, it indicated a 211 day delay to Contractual Substantial Completion (SC), extending it from 21-Apr-24 to 18-Nov-24.
6. The 211 day delay is the responsibility of the Owner due to their request to a design change. They requested to install impact panels or spandrel panels instead of glass.

4.2 Responsibility Matrix

Window	Delays						Delay Events
	Contractor	Owner	AE	Weather	Supply Chain	Net Impact	
1	0	211	0	0	0	0	PCO-12
Total	0	211	0	0	0	0	

Table 2 Matrix

5. Definition

1. The term “longest-path” is defined as the interconnected chain of critical activities in which the total duration of that path is longer than any other path. For continuity of understanding across all present and forthcoming parties to view this document, the term “critical” will be used as the short form of the term “longest path.”
2. The term “unimpacted schedule” can be defined as the “base” schedule or latest Owner-accepted schedule prior to the start of the subject delay event.
3. The term “Excusable Delays” is defined as delays that are unforeseeable and beyond the control of the contractor.
4. The term “Non-Excusable Delays” is defined as delays that are foreseeable or within the contractor's control.
5. The term “days” refers to calendar days unless otherwise specified.

6. Disclaimer

This review is intended to be in accordance with specification section 01 32 16 Construction Schedule Critical Path Method-CPM and section 01 26 00 Change Modification Procedures of the contract documents. This review does not include verification of compliance with contractual instruments or any other management operations related Change modification procedures. This review is not intended in any way to conflict with or misconstrue the program’s management or contractual instruments or processes for settling cost or time changes. This review does not include verification of the program’s change modification procedures. The findings, data, and recommendation contained in this review letter does not include or guarantee compliance with any local or international building code, or any validation that any referenced design is compliant with any engineering or architectural standards (building, structural, roofing, electrical, mechanical, plumbing, or any other construction discipline); this is the responsibility of the Owner and Authorities Having Jurisdiction. Any project delays, past, concurrent to, or future, other than the subject delay being reviewed herein, reflected in the Contractor’s construction schedule are not approved or accepted as a result of comments or the recommendations contained throughout this review document. This review is intended to be independent in methodology and based on industry recommended practices for Time Impact Analysis, while also in orchestration with the stipulations and objectives of the above referenced program. AECOM notes that the analysis and report is quantitative in approach, not qualitative. Thus, any anecdotal reasoning or information that is counter to or outside of AECOM’s independent investigation, or counter to the recommendation contained herein, AECOM reserves the right to consider those at a later time.

Appendix A

A.1 Pre-impact Schedule (DD: 31-Dec-23)

A.2 Post-impact Schedule (DD: 31-Dec-23)

Prepared by:

AECOM
Naida Shihabuddin AECOM
cc: PPM Project Controls Group East Region
aecom.com

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Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Superintendent Letter CO-2				**$ 9,616.96**	**0**	**0.11%**					
P.002041	Peters ES - SMART Program Renovations	3	05.10.2023	$ 9,616.96	0	0.11%	West Construction, Inc.	Unforeseen	The specified Roof Top Unit (RTU) was discontinued and is no longer being produced. The Contractor is to replace the RTU.	$ 8,391,143.00	07.05.2022
Superintendent Letter CO-4				**$ 17,478.00**	**0**	**0.21%**					
P.002041	Peters ES - SMART Program Renovations	15	09.05.2024	$ 17,478.00	0	0.21%	West Construction, Inc.	Unforeseen	The Contractor found electrical conduits installed within the concrete slab and on top of the grade at Buildings 7 and 9. These installations voilated the National Electric Code; therefore, the Contractor was required to repair and properly install electrical conduits under the concrete walkways at Buildings 7 and 9.	$ 8,391,143.00	07.05.2022
Superintendent Letter CO-6				**$ 873.78**	**0**	**0.01%**					
P.002041	Peters ES - SMART Program Renovations	17	Pending Superintendent Signature	$ 873.78	0	0.01%	West Construction, Inc.	Consultant Error	During inspection, power inconsistencies were noted between the four brand new FCUs installed per the specifications and the existing safety devices. Provide labor and materials to install new electrical safety devices for new Fan Coil Units (FCUs) in Building #5.	$ 8,391,143.00	07.05.2022
Change Order: 1				**$ -**	**211**	**0.00%**					
P.002041	Peters ES - SMART Program Renovations	16	Pending Board Approval 02.19.2025	$ -	211	0.00%	West Construction, Inc.	Owner's Request	To increase the safety of Buildings 5, 7, 8, 9, 11 and 12, the contractor was instructed to change from glass to impact panels. Revision of shop drawings, fabrication and delivery of new materials impacted the critical path of this project. This change order represents the time impact only, an additional change order reflecting the financial impact is forthcoming.	$ 8,391,143.00	07.05.2022
Grand Totals:				**$ 27,968.74**	**211**	**0.33%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #1
WEST CONSTRUCTION, INC.
Peters Elementary School
P.002041

School Board Meeting: 02.19.2025

The financial impact of this item is $0.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 02/03/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-3.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE: **Change Order #2 - Margate ES**

REQUESTED ACTION: **Approve Change Order #2 granting 70 additional calendar days. District 7.**

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Approved COI Log
- Time Impact Analysis (TIA)
- Collaboration Form

FINANCIAL IMPACT:

There is no financial impact to the current project budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Change Order #2
LEGO Construction Co.
Song & Associates, Inc.
Margate Elementary School, Margate
SMART Program Renovations
Project No. P.002859
ITB FY22-270

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**672,120**
Approved Add. Funding: (JJ-11, 07/19/22)	$	8,347,560
New Funding Request:	$	0
Current Revised Budget:	**$**	**9,019,680**

Total Project Schedule Summary

-Notice to Proceed: 09/27/2022

-Actual Substantial Completion Date: 11/04/2024

-Current Projected Final Completion Date: 02/28/2025

Change Order Analysis

Consultant Error	0.03%
Consultant Omission	0.83%
Owner's Request	0.05%
Unforeseen	0.53%
Tax Savings from DOP	-0.30%
Total	**1.14%**

Board Meeting Date: February 19, 2025

Recommended Action
Approve Change Order #2, which includes 70 days.

District-zone Impact: District 7

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The Contractor will be granted 70 days for delays that were unforeseeable and beyond its control.

If the Board votes "No": The Contractor will be unfairly assessed for delays to the project that were beyond its control and subject to possible liquidated damages.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	7,877,777.00	420 Days
DIRECT OWNER PURCHASE(S):	$	(412,914.00)	0 Days
PREVIOUSLY APPROVED CO'S:	$	86,286.38	232 Days
CURRENT CO REQUEST:	$	0.00	70 Days
CURRENT REVISED CONTRACT:	$	**7,551,149.38**	**722 Days**

Status of Work:
The project is in construction closeout. The project achieved Substantial Completion on November 4, 2024, and is expected to achieve Final Completion by February 28, 2025. This is not the final change order for this Project.

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

Background/History

The scope of work for the project includes HVAC improvements, music room renovation, demolition of buildings 2 – 6, 8 and building envelope improvements.

Change Order Items:

Item #1 – (COI #12) Request for Time Extension Due to Multiple Conditions: This request for time extension is due to multiple factors; asbestos abatement, underground utility issues and weather delays. A third-party vendor was responsible for the asbestos abatement, however, the building required evacuation and the Contractor could not proceed until the test was complete. Additionally, the chilled water supply and return pipes conflicted with the footer locations which led to a change order to relocate the existing underground utilities. The project was also impacted by hurricane delays which altered its critical path. (Owner Request - $0.00; Add 32 Days) (Unforeseen - $0.00; Add 31 Days) (Force Majeure – $0.00; Add 7 Days)

Action Plan:

The change order has been reviewed for entitlement by AECOM. The above-referenced Change Order Item, COI #12, was recommended for approval by the Change Order Review Panel (CORP).

The request for additional time is supported by a Time Impact Analysis (TIA), which has been analyzed and recommended for approval by an Independent Claims Analyst Forensic Scheduler. See Exhibit 3 – Time Impact Analysis (TIA).

Staff intends to analyze the total delays to the construction schedule, determine whether the Owner was damaged by the delays, and assess possible liquidated damages.

Alignment to 2027 Goals and Guardrails

Business Operations.

Measurable Outcome(s)/Return on Investment

There is no measureable outcome or return on investment associated with this item. This item ensures that the Contractor is granted additional days for delays that were unforeseeable and beyond its control.

Financial Impact

There is no financial impact to the current project budget.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 12

Facility Name:	Margate Elementary School	Date:	12.19.2024
Project Name:	Margate ES - Classroom Addition SMART Program	Project #	P.002859
Location No:	1161		
Contractor:	LEGO CONSTRUCTION CO. 1011 SUNNYBROOK AVE - STE #905 MIAMI,FL 33136	Reference Letter Dated:	

Description of Change:
Time impact request for seventy (70) days.

Attachments:

Reason For Change:
Project delays included completion of asbestos abatement for buildings 3 & 5 (Owner delay- 32 days), unforeseen conditions with an underground utility issue (Unforeseen- 31 days) and due to Hurricane Helene & Milton (Force Majeure- 7 days).

Summary:
Total Credits and/or Added Costs: Add: $0.00
Deduct:
The Contract Time will be Increased by: 70 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Edgar Paniagua 01.14.2025	Vaseem Shaik 01.15.2025	Niveditha Pullalarevu 01.15.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Edgar Paniagua	Vaseem Shaik	Niveditha Pullalarevu
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
SONG & ASSOCIATES, INC.	LEGO CONSTRUCTION CO.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☐Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings
See Above

AECOM

Established 1915
BROWARD
County Public Schools

Time Impact Analysis Review

Project: P.002859, Margate Elementary School

Reference: PCO # 25

December 10, 2024

Delivering a better world

Quality information

Prepared by	Checked by	Verified by	Approved by
Ibrahim Haider Project Controls Analyst		Edward Kucher Project Controls Manager	

Revision History

Revision	Revision date	Details
00	10-Dec-2024	Initial Report

1. Project Information

Project Details	
Owner:	Broward County Public School District
Project Number:	P.002859
School:	Margate Elementary High School
Contractor:	Lego Construction Co
Architect/Engineer (A/E):	Song & Associates, INC
Contract Details	
Scope of Work:	roofing, replacing non-load bearing walls including doors and windows, and new elementary playground etc.
Project NTP Date:	27-Sep-22
Period of Performance:	420 Calendar Days
Original SC Date:	20-Nov-23
Approved Time Extensions:	232 Calendar Days
Current SC Date:	9-Jul-24
Time Impact Analysis (TIA) Details	
TIA Subject:	PCO-10 Time Extension Request
Date Submitted by Contractor:	14-Nov-23
Recommendation	
Acceptance/Rejection:	Accepted

Table 1 Project Information

2. Executive Summary

2.1 PCO 25

The Contractor submitted PCO-125 on 08-Nov-24 requesting a 105-day extension through 22-Oct-24. The Contractor claims delay due to the asbestos abatement completion for buildings 3 and 5, unforeseen site conditions, and weather. The Contractor has achieved SC on 07-Oct-24.

2.2 Analyst Recommendation

The Analyst reviewed the TIAs submitted with PCO 25 along with project records, conducted an independent TIA, and recommends,

- Granting an excusable, non-compensable time extension of 70 days to the Substantial Completion (SC) date;
- Adjusting Final Completion (FC) to 60 days following SC;
- Not granting compensation for General Conditions.

The breakdown of responsibility for this time extension is as follows:

Delay Event	Days	Responsibility
PCO-25: Asbestos Abatement Building 3&5	32	Owner
PCO-25: Underground Utility issue	31	Unforeseen Condition
PCO-25: Hurricane Helene & Milton	7	Force majeure

2.3 Justification for Recommendation

2.1 **Asbestos Abatement in Buildings 3&5:** A third-party vendor was responsible for the asbestos abatement in Buildings 3&5. The Contractor could not proceed with the work before the asbestos abatement was completed. The Owner had to evacuate the building for the test. These critical activities delayed project SC by 32 days. This is an owner's delay.

2.2 **Underground utility issues:** The Contractor submitted Request for Information (RFI) #203 to inform the AE about a conflict between the drawings and a site condition discovered during excavation. The chilled water supply and return pipes conflicted with the current footer locations. This led to a Change Order relocating the existing underground utilities. This was an unforeseen condition that impacted the SC by 31 days.

2.3 **Hurricane Delays:** The Contractor claims 7 days of delays to the project due to Hurricanes Helene and Milton. Both hurricanes impacted construction work in Broward County, so it is recommended that those 7 days be granted. The delay has been categorized as force majeure.

2.4 AECOM does not recommend defining any delays mentioned above as compensable based on Article 6.05 of the Project Manual which was incorporated into the Construction Contract. The contract is subject to a no damage for delay clause which is enforceable except in the case of fraud, bad faith or active interference by the Owner which is not the cause of the delay in question.

3. Background & Submission

3.1 Project Background

1. NTP was issued on 27-Sep-22. The original contract duration was 420 days from NTP to SC, and an additional 60 days from SC to FC, which is 480 days in total.
2. The Contractor was granted 232 days of extension through PCO-10.

3.2 Delay Timeline

1. Asbestos Abatement Building 3&5 delay from 01-Apr-24 to 10-May-24
2. Underground Utility delays from 24-Jun-24 to 23-Jul-24
3. Hurricane Helene and Milton delays 7 days

3.3 Summary of Contractor's TIA

1. PCO-25 lists delays due to asbestos abatement completion by a third-party vendor in building 3&5. The Contractor could not start work in buildings 3&5 before the completion of asbestos abatement.
2. The Contractor has also mentioned delays due to conflict in underground utilities.
3. The Contractor also claims delays in the demolition of buildings 3&5.
4. The Contractor also claims delays due to two hurricanes that impacted construction work in Broward County.

3.4 Files Reviewed

List of files reviewed for this report's analysis

- Baseline Data Date 27-Sep-22
- Time Delay Narrative PCO 25
- January 2024 Update
- July 2023 Update
- September 2023 Update
- Margate ES School NTP
- RFI #203
- Monthly Project Update narratives
- PCO 25 Pre-impact Schedule 28-Feb-23
- PCO 25 Post-impact scheduled April 2024

4. Analysis

4.1 Quantitative

1. The Analyst used AACE Recommended Practice MIP 3.6 per RP29R-03 and a validation review of the Contractor's method for prospective Time Impact Analysis. MIP 3.6 was chosen as the "best fit" since the delay event can be modeled, and added and is single-based.
2. The Contractor had submitted a February 2023 schedule update as a pre-impact schedule with their TIA. The delays started in April of 2024 hence the Analyst used January 2024 schedule which is the most recent available update before April 2024.
3. The January 2024 update reports a negative total float of -37 days to the current SC date of 10-Jul-24. This 37-day delay predates the delays associated with PCO-25, as such, it is not considered excusable.
4. The initial delay started on 1-Apr-24 when the Contractor could not begin to work in Building 3&5 due to an asbestos abatement test. Building 3&5 was occupied and the school had to vacate the building for the test. The Contractor's update shows the start date of Building 3&5 as 08-Apr-24 but they could not get the clearance to start the work until 10-May-24. Adding a delay fragnet into the baseline Schedule as *DELAY 1 ASBESTOS ABATEMENT COMPLETION* activity impacted the SC by 32 days.
5. The second delay was related to the underground pipeline conflict with drawings. The Contractor submitted an RFI #203 to notify the AE about the issue that led to a change order. When This delay was inserted into the pre-impact schedule as *Delay #2 & #3 as RFI #203 UNDERGROUND UTILITIES and CHANGE ORDER UNDERGROUND UTILITIES*, it further delayed the SC by 31 days.
6. The Contractor claims 7 days delays due to Hurricane Helene and Milton was justified, which brings the net impact of those delays to SC to 70 days.
7. The table below shows the added delay and the impacted work.

Table 2 - Building #7 Delays

Task ID	Task Name	Duration	Predecessor	Successor
Delay #1	Asbestos Abatement Completion	30	A1580	A1710
Delay #2	RFI #203 Underground Utilities	3	A1740	Delay #3
Delay #3	Change Order Underground Utilities	19	Delay #2	A2130

- The delay duration was derived from the pre and post-impact schedules, RFI dates, and action items.

Delay Events	Delays CDs			
	Owner	Unforeseen Condition	Force Majeure	Net Impact
Asbestos Abatement Completion	32			32
Underground Utility Issue		31		31
Hurricane Helene and Milton			7	7
Total	32	31	7	70

Figure 1: Project Delays

4.2 Responsibility Matrix

PCO#	Owner	Unforeseen Condition	Force Majeure	Net Impact
PCO-10	32	31	7	70

Table 3 Matrix

5. Definition

1. The term “longest-path” is defined as the interconnected chain of critical activities in which the total duration of that path is longer than any other path. For continuity of understanding across all present and forthcoming parties to view this document, the term “critical” will be used as the short form of the term “longest path.”
3. The term “unimpacted schedule” can be defined as the “base” schedule or latest Owner-accepted schedule prior to the start of the subject delay event.
4. The term “Excusable Delays” is defined as delays that are unforeseeable and beyond the control of the Contractor.
5. The term “Non-Excusable Delays” is defined as delays that are foreseeable or within the Contractor's control.
6. The term “days” refers to calendar days unless otherwise specified.

6. Disclaimer

This review is intended to be in accordance with specification section 01 32 16 Construction Schedule Critical Path Method-CPM and section 01 26 00 Change Modification Procedures of the contract documents. This review does not include verification of compliance with contractual instruments or any other management operations related Change modification procedures. This review is not intended in any way to conflict with or misconstrue the program’s management or contractual instruments or processes for settling cost or time changes. This review does not include verification of the program’s change modification procedures. The findings, data, and recommendation contained in this review letter does not include or guarantee compliance with any local or international building code, or any validation that any referenced design is compliant with any engineering or architectural standards (building, structural, roofing, electrical, mechanical, plumbing, or any other construction discipline); this is the responsibility of the Owner and Authorities Having Jurisdiction. Any project delays, past, concurrent to, or future, other than the subject delay being reviewed herein, reflected in the Contractor’s construction schedule are not approved or accepted as a result of comments or the recommendations contained throughout this review document. This review is intended to be independent in methodology and based on industry recommended practices for Time Impact Analysis, while also in orchestration with the stipulations and objectives of the above referenced program. AECOM notes that the analysis and report is quantitative in approach, not qualitative. Thus, any anecdotal reasoning or information that is counter to or outside of AECOM’s independent investigation, or counter to the recommendation contained herein, AECOM reserves the right to consider those at a later time.

Appendix A

A.1 Pre-impact Schedule Data Date 31-Jan-24

A.2 Post-impact Schedule Data Date 31-Jan-24

Prepared by:

AECOM
Ibrahim Haider AECOM
cc: PPM Project Controls Group East Region
aecom.com

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Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Superintendent Letter CO-1				**$ 16,660.16**	**0**	**0.21%**					
P.002859	Margate ES - New Classroom Addition	1	12.08.2023	$ 16,660.16	0	0.21%	LEGO Construction Co.	Consultant Omission	Contractor to add GFCI receptacles, water heater connection to EMS, and grounding at exterior fence which were not included in the bid documents and are required to comply with electrical codes and district standards.	$ 7,877,777.00	09.27.2022
Superintendent Letter CO-2				**$ 14,249.56**	**0**	**0.18%**					
P.002859	Margate ES - New Classroom Addition	2	02.16.2024	$ 14,249.56	0	0.18%	LEGO Construction Co.	Consultant Omission	Contractor to install the circuit feed for six (6) new hand dryers which were not shown on the drawings.	$ 7,877,777.00	09.27.2022
Superintendent Letter CO-4				**$ 26,804.55**	**0**	**0.34%**					
P.002859	Margate ES - New Classroom Addition	4	05.16.2024	$ 26,804.55	0	0.34%	LEGO Construction Co.	Consultant Omission	During construction, it was realized that the two new duct heaters could not be installed at the A/C unit's main ducts due to limited clearance above ceiling. Therefore, the Contractor is required to install the duct heaters at each of the branch ducts serving each of four classrooms.	$ 7,877,777.00	09.27.2022
Superintendent Letter CO-5				**$ 2,618.40**	**0**	**0.03%**					
P.002859	Margate ES - New Classroom Addition	3	06.17.2024	$ 2,618.40	0	0.03%	LEGO Construction Co.	Consultant Error	The current exhaust system as installed was not in compliance with the Florida Building Code. The Contractor provided labor and materials to remove the existing exhaust/relief fan which had been merged to the same louver as the bathroom exhaust duct work.	$ 7,877,777.00	09.27.2022
Superintendent Letter CO-6				**$ 2,127.90**	**0**	**0.03%**					
P.002859	Margate ES - New Classroom Addition	6	07.30.2024	$ 2,127.90	0	0.03%	LEGO Construction Co.	Unforeseen	The existing condition of the wall was unfavorable to install the new door. The Contractor was required to provide steel tube to be added to meet hurricane impact door requirements.	$ 7,877,777.00	09.27.2022
Superintendent Letter CO-8				**$ 8,017.65**	**0**	**0.10%**					
P.002859	Margate ES - New Classroom Addition	7	08.15.2024	$ 8,017.65	0	0.10%	LEGO Construction Co.	Consultant Omission	Building 2 was partially demolished and a new storage room was added. The Contractor was required to install two (2) light fixtures and one (1) smoke detector which were ommitted from the drawings.	$ 7,877,777.00	09.27.2022
Superintendent Letter CO-9				**$ 4,369.70**	**0**	**0.06%**					
P.002859	Margate ES - New Classroom Addition	7	08.15.2024	$ 4,369.70	0	0.06%	LEGO Construction Co.	Unforeseen	After it was discovered that a water main already exists inside the campus, the new water main service from NW 18th street was eliminated from the scope of work and the Contractor was requested to provide a new internal water supply line from the existing water main. This existing water main feeds to Buildings 1, 2, 3, 5, 7, and the new PK Classroom Building. A credit for the elimination of the new water main service from NW 18th street is included in this change order.	$ 7,877,777.00	09.27.2022
DOP Tax Savings Credit				**$ (23,870.84)**	**0**	**-0.30%**					
P.002859	Margate ES - New Classroom Addition	5	12.02.2024	$ (23,870.84)	0	-0.30%	LEGO Construction Co.	Tax Savings from DOP	In accordance with the contract, this change order reconciles the current contract value by closing the Tax Savings of the DOP with the final amount of ($23,870.84).	$ 7,877,777.00	09.27.2022
Superintendent Letter CO-11				**$ 3,910.51**	**0**	**0.05%**					
P.002859	Margate ES - New Classroom Addition	10	Pending Superintendent Signature	$ 3,910.51	0	0.05%	LEGO Construction Co.	Owners Request	During a drop test performed by the Environmental and Health Science Department and PPO, it was found that the ADA access gate was landing on fine sand instead of the rubber on the slab. Therefore, the Contractor is to provide labor, material, and equipment to remove the exising gate and install a new one at the SW corner of the playground to ensure the ADA access landed on the rubber.	$ 7,877,777.00	09.27.2022
Superintendent CO-13				**$ 35,309.30**	**0**	**0.45%**					
P.002859	Margate ES - New Classroom Addition	9	12.18.2024	$ 35,309.30	0	0.45%	LEGO Construction Co.	Unforeseen	During the excavation to foam and pour the new footers for the existing canopy at the west side of Building #1, it was encountered the chilled water lines supply and return and domestic water line in conflict with the new footers and column's location requiring relocating the underground utilities to accomodate the new installation.	$ 7,877,777.00	09.27.2022
Change Order: 1				**$ -**	**232**	**0.00%**					

P.002859	Margate ES - New Classroom Addition	11	12.17.2024	$ -	232	0.00%	LEGO Construction Co.		The initial timeline allowed building 7 to be available for construction on January 2023, however the building remained in use until June 2023 when the Contractor could proceed with Construction altering the critical path resulting in an additional 232 days to the contract duration.	$ 7,877,777.00	09.27.2022
Change Order: 2				**$ -**	**70**	**0.00%**					
P.002859	Margate ES - New Classroom Addition	12	Pending Board Approval 02.19.2024	$ -	70	0.00%	LEGO Construction Co.		This request for time extension is due to multiple factors; asbestos abatement, underground utility issues and weather delays. A third-party vendor was responsible for the asbestos abatement, however, the building required evacuation and the Contractor could not proceed until the test was complete. Additionally, the chilled water supply and return pipes conflicted with the footer locations which led to a change order to relocate the existing underground utilities. The project was also impacted by hurricane delays which altered its critical path.	$ 7,877,777.00	09.27.2022
Grand Totals:				**$ 90,196.89**	**302**	**1.14%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #2
LEGO CONSTRUCTION CO.
Margate Elementary School
P.002859

School Board Meeting: 02.19.2025

The financial impact of this item is $0.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/28/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-4.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #2 - Nova Blanche Forman ES

REQUESTED ACTION:

Approve Change Order #2 in the amount of $159,266. District 6.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Approved COI Log
- Collaboration Form

FINANCIAL IMPACT:

The financial impact of this item is $159,266 and will be funded from the current project budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY
Change Order #2
Grace & Naeem Uddin, Inc.
RGD & Associates, Inc.
Nova Blanche Forman Elementary School, Davie
Project No. P.002149
ITB FY22-134

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**1,748,000**
Approved Add. Funding: (JJ-23, 11/09/21)	$	1,885,055
New Funding Request:	$	0
Current Revised Budget:	**$**	**3,633,055**

Total Project Schedule Summary

-Notice to Proceed: 12/20/21

-Current Projected Substantial Completion Date: 05/15/2025

-Current Projected Final Completion Date: 06/15/2025

Change Order Analysis

Consultant Error	-0.02%
Consultant Omission	5.70%
Owner's Request	-2.62%
Unforeseen	0.00%
Tax Savings from DOP	0.00%
Total	**3.07%**

Board Meeting Date: February 19, 2025

Recommended Action
Approve Change Order #2 in the amount of $159,266.

District-zone Impact: District 6

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Contractor will be compensated for additional work that was required to install roof top units to accommodate the existing packaged terminal units.

If the Board votes "No": A delay in the approval of this item could further delay the completion of the scope of work.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	2,795,290.00	365 Days
DIRECT OWNER PURCHASE(S):	$	(657,187.29)	0 Days
PREVIOUSLY APPROVED CO'S:	$	(73,588.00)	0 Days
CURRENT CO REQUEST:	$	159,266.00	0 Days
CURRENT REVISED CONTRACT:	$	**2,223,780.71**	**365 Days**

Status of Work:
The construction phase is 89% complete. The project is expected to achieve Substantial Completion by May 15, 2025, and Final Completion by June 15, 2025. There is essential contracted work remaining. This is not the final change order for this Project.

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

Background/History
The scope of work for this project includes HVAC improvements and building envelope improvements.

Change Order Items:
Item #1 – (COI #21) Installation of Roof Top Units (RTU): The original scope of work was designed to replace the existing nineteen (19) HVAC units including three (3) packaged terminal units (PTUs). During construction, it was discovered that the PTUs referenced in the design documents did not exist on site. As a result, the new RTUs were designed to accommodate the omission of the three PTUs. Therefore, the Contractor is to provide labor, material and equipment to install nineteen (19) roof top units to accommodate the existing packaged terminal units. (Consultant Omission – $159,266; Add 0 Days)

Action Plan:
This change order has been reviewed for entitlement by AECOM and for cost by Atkins. The above-referenced Change Order Item, COI #21, received a recommendation for approval by the Change Order Review Panel (CORP).

Future requests from the Contractor for additional time which are supported by a Time Impact Analysis (TIA), shall be analyzed by an Independent Claims Analyst Forensic Scheduler, and if acceptable shall be presented to the Board for consideration of approval at a future Board meeting.

Alignment to 2027 Goals and Guardrails
Business Operations.

Measurable Outcome(s)/Return on Investment
There is no measurable outcome or return on investment associated with this item. This item ensures that the Contractor is compensated for work performed outside of the contract and purchases made in good faith.

Financial Impact
The financial impact of this item is $159,266 and will be funded from the current project budget.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311
(754) 321-1500

Document 01250g (00 63 63)-Construction Change Order-Item # 21

Facility Name:	Nova Blanche Forman Elementary School	Date:	11.21.2024
Project Name:	Nova Blanche Forman ES - SMART Program Renovations	Project #	P.002149
Location No:	1282		
Contractor:	GRACE & NAEEM UDDIN, INC. 833 SHOTGUN ROAD SUNRISE,Florida 33326	Reference Letter Dated:	

Description of Change:
Provide labor, material and equipment to install 19 roof top units.

Attachments:

Reason For Change:
The original scope of work was designed to replace the existing nineteen HVAC units including three Packaged Terminal Units (PTUs) and the 19 Roof Top Units (RTU). During construction it was discovered that the 3 PTUs referenced in the design documents did not exist on site. " As a result 19 new RTUs were designed to accommodate the omission of of the 3 PTUs. To address these design changes, ASI#5 was submitted and permitted to reflect the revised designs.

Summary:

Total Credits and/or Added Costs:	Add:	$159,266.00
	Deduct:	
The Contract Time will remain unchanged.		0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Ed Huff 12.26.2024	Atul Gore 12.26.2024	Samuel Coats 12.30.2024
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Ed Huff	Atul Gore	Samuel Coats
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
RGD & ASSOCIATES, INC.	GRACE & NAEEM UDDIN, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☐Unforeseen ☐Consultant Error ☒Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Change Order: 1				**$ (73,115.00)**	**0**	**-2.62%**					
P.002149	Nova Blanche Forman ES - SMART Program Renovations	15	07.23.2024	$ (65,539.00)	0	-2.34%	Grace & Naeem Uddin, Inc.	Owner's Request	This deductive change order represents the amount allocated to exterior door hardware replacement found unnecessary by Physical Plant Operations (PPO).	$ 2,795,290.00	12.20.2021
P.002149	Nova Blanche Forman ES - SMART Program Renovations	16	07.23.2024	$ (7,576.00)	0	-0.27%	Grace & Naeem Uddin, Inc.	Owner's Request	During construction, it was discovered that two windows in the west courtyard would require an additional structural beam and exterior fascia repair to proceed with the window replacement. The existing windows are in a satisfactory operating condition and therefore, it was determined that the work should be removed, and the contractor should provide a credit for the scope of work.	$ 2,795,290.00	12.20.2021
Superintendent CO: 1				**$ (473.00)**	**0**	**-0.02%**					
P.002149	Nova Blanche Forman ES - SMART Program Renovations	20	09.27.2024	$ (473.00)	0	-0.02%	Grace & Naeem Uddin, Inc.	Consultant Error	Provision of credit for labor replacement of exhaust fan.	$ 2,795,290.00	12.20.2021
Change Order: 2				**$ 159,266.00**	**0**	**5.70%**					
P.002149	Nova Blanche Forman ES - SMART Program Renovations	21	Pending Board Approval 02.19.2025	$ 159,266.00	0	5.70%	Grace & Naeem Uddin, Inc.	Consultant Omission	The original scope of work was designed to replace the existing nineteen (19) HVAC units including three (3) packaged terminal units (PTUs). During construction, it was discovered that the PTUs referenced in the design documents did not exist on site. As a result, the new RTUs were designed to accommodate the omission of the three PTUs. Therefore, the Contractor is to provide labor, material and equipment to install nineteen (19) roof top units to accommodate the existing packaged terminal units.	$ 2,795,290.00	12.20.2021
Grand Totals:				**$ 85,678.00**	**0**	**3.07%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #2
GRACE & NAEEM UDDIN, INC.
Nova Blanche Forman Elementary School
P.002149

School Board Meeting: 02.19.2025

The financial impact of this item is $159,266.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Rafiki Brown - 02/04/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-5.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #3 - Lloyd Estates ES

REQUESTED ACTION:

Approve additional funding in the amount of $389,975 and approve Change Order #3 in the amount of $389,974.27. District 3.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Approved COI Log
- Collaboration Form

FINANCIAL IMPACT:

$389,974.27 change order requiring $389,975 additional funding from the Capital Projects Reserve, increasing the project budget from $6,408,047 to $6,798,022.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY
Change Order #3
LEGO Construction Co.
Florida International Consulting Engineers Design, Inc.
Lloyd Estates Elementary School, Oakland Park
Project No. P.001824
ITB FY22-163

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**2,252,000**
Approved Add. Funding: (JJ-21, 02/15/22)	$	4,156,047
New Funding Request:	$	389,975
Current Revised Budget:	**$**	**6,798,022**

Total Project Schedule Summary

-Notice to Proceed: 04/27/2022

-Current Projected Substantial Completion Date: 02/28/2026

-Current Projected Final Completion Date: 03/30/2026

Change Order Analysis

Consultant Error	1.13%
Consultant Omission	5.70%
Owner's Request	0.00%
Unforeseen	1.80%
Tax Savings from DOP	0.00%
Total	**8.63%**

Board Meeting Date: February 19, 2025

Recommended Action
Approve additional funding in the amount of $389,975 and approve Change Order #3 in the amount of $389,974.27.

District-zone Impact: District 3

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Contractor will be compensated for additional work that is required to install additional rooftop units and structural reinforcements to support new loads.

If the Board votes "No": A delay in the approval of this item could further delay the completion of the scope of work.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	5,381,140.00	466 Days
DIRECT OWNER PURCHASE(S):	$	(830,247.75)	0 Days
PREVIOUSLY APPROVED CO'S:	$	74,433.00	107 Days
CURRENT CO REQUEST:	$	389,974.27	0 Days
CURRENT REVISED CONTRACT:	$	**5,015,299.52**	**573 Days**

Status of Work:
The construction phase is 82% complete. The project is expected to achieve Substantial Completion by February 28, 2026, and Final Completion by March 30, 2026. There is essential contracted work remaining. This is not the final change order for this Project.

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

Background/History
The scope of work for the project includes fire sprinklers, fire alarm, HVAC improvements, media center improvements, and building envelope improvements.

Change Order Items:
Item #1 – (COI #14) Installation of Rooftop Units on Building 1: During construction, it was discovered that the rooftop units were relocated further from the original designed connection point to meet structural support requirements. Therefore, the Contractor is to provide labor, material and equipment to install the new rooftop units on the roof of Building 1. (Consultant Omission - $299,498.99; Add 0 Days)

Item #2 - (COI #26) Installation of Structural Reinforcements: During construction, it was discovered that installation of two rooftop units required structural reinforcements to the existing roof to support the new loads. Therefore, the Contractor is to provide labor, material and equipment to install structural reinforcements which includes relocating electrical items that conflict with the existing columns to be reinforced, as well as cleaning, demolition and patching labor. (Unforeseen – $90,475.28; Add 0 Days)

Other Item:
Item #1 – Additional Funding Request: This change order item exceeds the available change order contingency in the project therefore, $389,975 of additional funding is being requested.

Action Plan:
This change order has been reviewed for entitlement by AECOM and for cost by Atkins. The above-referenced Change Order Items, COI #14 and COI #26, received a recommendation for approval by the Change Order Review Panel (CORP).

Future requests from the Contractor for additional time which are supported by a Time Impact Analysis (TIA), shall be analyzed by an Independent Claims Analyst Forensic Scheduler, and if acceptable shall be presented to the Board for consideration of approval at a future Board meeting.

Alignment to 2027 Goals and Guardrails
Business Operations.

Measurable Outcome(s)/Return on Investment
There is no measurable outcome or return on investment associated with this item. This item ensures that the Contractor installs the required structural supports for the existing roof to support new loads, installation of fire alarm devices to bring building up to code and installation of rooftop units.

Financial Impact
The financial impact of this item is $389,974.27, and $389,975 will be funded from the Capital Projects Reserve. This increases the project budget from $6,408,047 to $6,798,022.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 14

Facility Name:	Lloyd Estates Elementary School	Date:	01.23.2025
Project Name:	Lloyd Estates ES - SMART Program Renovations	Project #	P.001824
Location No:	1091		
Contractor:	LEGO CONSTRUCTION CO. 1011 SUNNYBROOK AVE - STE #905 MIAMI,FL 33136	Reference Letter Dated:	

Description of Change:
Provide labor and material to install the New RTU 1-1, 1-2 on the roof of Building 1 as per Architectural Supplemental Information (ASI #6R1).

Attachments: _____

Reason For Change:
The rooftop units were relocated further from the originally designed connection point to meet structural support requirements.

Summary:

Total Credits and/or Added Costs:	Add:	$299,498.99
	Deduct:	
The Contract Time will remain unchanged.		0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
James Khalil 01.28.2025	Vaseem Shaik 01.28.2025	Charles Scheele 01.28.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
James Khalil	Vaseem Shaik	Charles Scheele
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
FLORIDA INTERNATIONAL CONSULTING ENGINEERS DESIGN, INC.	LEGO CONSTRUCTION CO.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☐ Yes ☒ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☐Unforeseen ☐Consultant Error ☒Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 26

Facility Name:	Lloyd Estates Elementary School	Date:	12.19.2024
Project Name:	Lloyd Estates ES - SMART Program Renovations	Project #	P.001824
Location No:	1091		
Contractor:	LEGO CONSTRUCTION CO. 1011 SUNNYBROOK AVE - STE #905 MIAMI,FL 33136	Reference Letter Dated:	

Description of Change:
Furnish and install structural reinforcements as per ASI #5. This includes relocating electrical items that conflict with the existing columns to be reinforced, as well as cleaning, demolition, and patching labor.

Attachments: _____

Reason For Change:
Installation of RTU-1-1 and RTU-1-2 required structural reinforcements to the existing roof to support the new loads. Structural reinforcements were added via ASI #5.

Summary:

Total Credits and/or Added Costs:	Add:	$90,475.28
	Deduct:	
The Contract Time will remain unchanged.		0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Sandra Bissonnette 01.14.2025	Vaseem Shaik 01.14.2025	Charles Scheele 01.14.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Sandra Bissonnette	Vaseem Shaik	Charles Scheele
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
FLORIDA INTERNATIONAL CONSULTING ENGINEERS DESIGN, INC.	LEGO CONSTRUCTION CO.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☒Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Superintendent Letter CO-2				**$ 1,501.00**	**0**	**0.03%**					
P.001824	Lloyd Estates ES - SMART Program Renovations	1	11.03.2022	$ 1,501.00	0	0.03%	LEGO Construction Co.	Consultant Omission	Per contract documents panel A2 is slated to be a 12-circuit panel and there is no indication of a surge protector. Contractor to change panel A2 from 12 to 18 circuits, add TVSS, and add 3-pole 30 amp breaker.	$ 5,381,140.00	04.27.2022
Superintendent Letter CO-3				**$ 6,454.00**	**0**	**0.12%**					
P.001824	Lloyd Estates ES - SMART Program Renovations	4	06.28.2023	$ 6,454.00	0	0.12%	LEGO Construction Co.	Unforeseen	The contract set of documents do not call for moisture mitigation in the existing media center slab prior to the carpet tile installation. The Contractor is to provide moisture mitigation on the existing media center concrete slab.	$ 5,381,140.00	04.27.2022
Superintendent Letter CO-4				**$ 5,701.00**	**0**	**0.11%**					
P.001824	Lloyd Estates ES - SMART Program Renovations	3	10.05.2023	$ 5,701.00	0	0.11%	LEGO Construction Co.	Consultant Omission	There is an enclosed mechanical mezzanine on the roof of Building 1 that is not depicted in the electrical or fire alarm contract drawings. The Contractor is to provide new fire alarm devices for the mechanical mezzanine.	$ 5,381,140.00	04.27.2022
Change Order: 1				**$ -**	**107**	**0.00%**					
P.001824	Lloyd Estates ES - SMART Program Renovations	5	10.17.2023	$ -	107	0.00%	LEGO Construction Co.	Unforeseen	The Contractor submitted time extension of 107 days for delays associated with extensive delays in the delivery of roof top equipments.	$ 5,381,140.00	04.27.2022
Change Order: 2				**$ 58,947.00**	**0**	**1.10%**					
P.001824	Lloyd Estates ES - SMART Program Renovations	6	12.12.2023	$ 58,947.00	0	1.10%	LEGO Construction Co.	Consultant Error	The contract drawings depicted the new raceways from the new fire alarm control panel to be routed to each individual building on the existing walkway canopies instead of underground. Therefore, the Contractor is to provide labor and material to install the fire alarm infrastructure conduit and wiring underground in lieu of the overhead canopies per SBBC design criteria requirement.	$ 5,381,140.00	04.27.2022
Superintendent Letter CO-7				**$ 1,830.00**	**0**	**0.03%**					
P.001824	Lloyd Estates ES - SMART Program Renovations	18	01.11.2024	$ 1,830.00	0	0.03%	LEGO Construction Co.	Consultant Error	The drawings depicted the sinks in restroom 106 protruding past the edge of the door frame. In order to meet ADA clearance requirements, the entry door must be relocated.	$ 5,381,140.00	04.27.2022
Change Order: 3				**$ 389,974.27**	**0**	**7.25%**					
P.001824	Lloyd Estates ES - SMART Program Renovations	14	Pending Board Approval 02.19.2025	$ 299,498.99	0	5.57%	LEGO Construction Co.	Consultant Omission	During construction it was discovered that the rooftop units were relocated further from the original designed connection point to meet structural support requirements. Therefore, the Contractor is to provide labor, material and equipment to install the new rooftop units on the roof of Building 1.	$ 5,381,140.00	04.27.2022
P.001824	Lloyd Estates ES - SMART Program Renovations	26	Pending Board Approval 02.19.2025	$ 90,475.28	0	1.68%	LEGO Construction Co.	Unforeseen	During construction, it was discovered that installation of two rooftop units required structural reinforcements to the existing roof to support the new loads. Therefore, the Contractor is to provide labor, material and equipment to install structural reinforcements which includes relocating electrical items that conflict with the existing columns to be reinforced, as well as cleaning, demolition and patching labor.	$ 5,381,140.00	04.27.2022
Grand Totals:				**$ 464,407.27**	**107**	**8.63%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #3
LEGO CONSTRUCTION CO.
Lloyd Estates Elementary School
P.001824

School Board Meeting: 02.19.2025

The financial impact of this item is $389,974.27

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is an additional impact to the project budget

Funds in the amount of $389,975.00 will come from the Capital Projects Reserve. This changes the project from $6,408,047.00 to $6,798,022.00

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Rafiki Brown - 02/04/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-6.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #4 - Broadview ES

REQUESTED ACTION:

Approve Change Order #4 in the amount of $30,291.41, granting 598 additional calendar days. District 4.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Time Impact Analysis (TIA)
- Approved COI Log
- Collaboration Form

FINANCIAL IMPACT:

This item will be funded from the current project budget and requires $30,291.41 additional spending authority.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY
Change Order #4
OAC Action Construction Corp.
M.C. Harry and Associates, Inc.
Broadview Elementary School, Pompano Beach
SMART Program Renovations
Project No. P.001638
ITB FY19-150C

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**2,791,386**
Approved Add. Funding: (JJ-3, 07/21/20)	$	2,683,744
New Funding Request:	$	0
Current Revised Budget:	**$**	**5,475,130**

Total Project Schedule Summary

-Notice To Proceed: 10/21/2020

-Current Projected Substantial Completion Date: 06/30/2025

-Current Projected Final Completion Date: 07/30/2025

Change Order Analysis

Consultant Error	0.00%
Consultant Omission	0.84%
Owner's Request	-2.96%
Unforeseen	2.59%
Tax Savings from DOP	0.00%
	0.47%

Board Meeting Date: February 19, 2025

Recommended Action

Approve Change Order #4 in the amount of $30,291.41, which includes 598 days.

District-zone Impact: District 4

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The Contractor will be granted 598 days of delays that were unforeseeable and beyond its control. The Contractor will also be compensated for additional work required to install fire alarm devices in the portables.

If the Board votes "No": The Contractor will be unfairly assessed for delays and subject to possible liquidated damages. The Contractor will not be compensated for additional work.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	4,381,582.66	495 Days
DIRECT OWNER PURCHASE(S):	$	(491,562.04)	0 Days
PREVIOUSLY APPROVED CO'S:	$	(9,563.39)	0 Days
CURRENT CO REQUEST:	$	30,291.41	598 Days
CURRENT REVISED CONTRACT:	$	**3,910,748.64**	**1,093 Days**

Status of Work:

The construction phase is 96% complete. The project is expected to achieve Substantial Completion by June 30, 2025, and Final Completion of July 30, 2025. There is minimal contracted work remaining. This is not the final change order for this Project.

Background/History:
The scope of work for this project includes fire alarm, fire sprinklers, conversion of existing space to music and/or art lab, music room renovation, electrical improvements, HVAC improvements, media center improvements, and building envelope improvements which include re-roofing of Buildings 1, 2, and 85.

Change Order Items:
Item #1 – (COI #14) Installation of Additional Fire Alarm System in Portables: The fire alarm system was added to the portables when the District recommended that they should not be demolished as originally planned. Therefore, the Contractor is to provide labor, material and equipment to install fire alarm system which includes all conduits, boxes, pull wire, shop drawings, installation of devices and programming. The installation also includes an outdoor mass notification system. (Owner's Request – $30,291.41; Add 598 days)

Action Plan:
This change order has been reviewed for entitlement by AECOM and for cost by Atkins. The above-referenced Change Order Item, COI #14, received a recommendation for approval by the Change Order Review Panel (CORP).

The request for additional time is supported by a Time Impact Analysis (TIA), which has been analyzed and recommended for approval by an Independent Claims Analyst Forensic Scheduler. See Exhibit 3 – Time Impact Analysis (TIA).

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
There is no measurable outcome or return on investment associated with this item. This item ensures that the Contractor is compensated for work performed in good faith and is granted time for unforeseeable delays.

Financial Impact
The financial impact of this item is $30,291.41 and will be funded from the current project budget.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 14

Facility Name:	Broadview Elementary School	Date:	11.14.2024
Project Name:	Broadview ES - SMART Program Renovations	Project #	P.001638
Location No:	0811		
Contractor:	OAC ACTION CONSTRUCTION CORP. 11980 SW 144TH CRT - SUITE 101 MIAMI,FL 33186	Reference Letter Dated:	

Description of Change:
Provide material and labor for the installation of Fire Alarm system to the portables

Attachments:

Reason For Change:
The fire alarm system was added to the portables via ASI 2 when district decided they would not be demolished as originally planned.

Summary:

Total Credits and/or Added Costs:	Add:	$30,291.41
	Deduct:	
The Contract Time will be Increased by:		598 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Lourdes Solera 12.10.2024	Ivan Rojas 01.07.2025	Chris Meyers 01.07.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Lourdes Solera	Ivan Rojas	Chris Meyers
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
M.C. HARRY AND ASSOCIATES, INC.	OAC ACTION CONSTRUCTION CORP.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☒Owner's Request ☐Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

AECOM

Established 1915
BROWARD
County Public Schools

Time Impact Analysis Review

Project: P.001638, Broadview ES

Reference: PCO 14

November 6, 2024

Delivering a better world

Quality information

Prepared by	Checked by	Verified by	Approved by
Nadia Shihabuddin Project Controls Analyst	Edward Kutcher Project Controls Manager	Clay McKenna Project Controls Manager	

Revision History

Revision	Revision date	Details
00	26-Aug-24	Initial Review
01	06-Nov-24	This revision addresses the incorrect addition of granted extension days in the Responsibility Matrix Revision 00.

1. Project Information

Project Details	
Owner:	Broward County Public School District
Project Number:	P.002041
School:	Broadview Elementary School
Contractor:	OAC Action Construction Corp.
Architect/Engineer (A/E):	M.C. Harry And Associates, Inc.
Contract Details	
Scope of Work:	Building Envelope Improvements (Roof, Window, Ext Wall, etc.) Conversion of Existing Space to Music and/or Art Lab(s) Electrical Improvements Fire Alarm Fire Sprinklers HVAC Improvements Media Center improvements Music Room Renovation
Project NTP Date:	21-Oct-20
Period of Performance:	495 Calendar Days
Original SC Date:	28-Feb-22
Approved Time Extensions:	0 Calendar Days
Current SC Date:	28-Feb-22
Time Impact Analysis (TIA) Details	
TIA Subject:	Adding portables to FA system (ASI-2), FA speaker redesign, speaker delivery,
Date Submitted by Contractor:	13-Nov-23
Recommendation	
Acceptance/Rejection:	Accepted

Table 1 Project Information

2. Executive Summary

2.1 PCO #14

PCO-14: The Contractor submitted CHNG-14 on 22-Feb-22 which was then transferred to PCO-14. The Contractor submitted PCO-14 on 22-May-23, requesting an additional 905 days be added to the contract through Substantial Completion (SC).

PCO-14 addresses three delays:

(1) ASI-2, design change where portables were added to the fire alarm scope. The owner requested the Contractor to connect the portables to the fire alarm system. Initially, seven (7) portables were set to be demolished. However, it was determined that these seven (7) portables were to be demolished at a later stage and will need to be connected to the FA system.

(2) Outdoor speaker notification redesign request. During the fire alarm (FA) shop drawing approval process the Building Department requested to change the outdoor speaker notification system from 0.5 Watt to 1 Watt indoor/2 Watt outdoor.

(3) Speaker delivery delay. Speakers were in back order and took longer than anticipated to delivery.

2.2 Analyst Recommendation

The Analyst reviewed the TIA submitted with PCO-14 along with project records and conducted an independent TIA and recommends:

- Granting an excusable, non-compensable time extension of **598** days to the Substantial Completion (SC) date;
- Adjusting Final Completion (FC) to 30 days following SC;
- Not granting compensation for General Conditions.

The breakdown of responsibility for this time extension is as follows:

Delay Event	Days	Responsibility
PCO-14 FA speaker redesign	281	Owner
PCO-14 Speaker material delivery	317	Supply Chain

The Analyst reviewed the TIA submitted with PCO #12 along with project records and recommends that the Contractor's TIA request should be accepted.

2.3 Justification for Recommendation

- The Owner is responsible for the 281-day delay related to the FA shop drawing speaker redesign request because Building Department code requires that speakers measure 15 dBm at the speaker location. However, the Owner requested that indoor speakers measure 30 dBm (1 Watt) and outdoor speakers measure 33.01 dBm (2 Watts). The Contractor states that this request necessitated a redesign of the FA shop drawings.
- The speaker material delivery delay is due to the speakers backorder in the supply chain.
- AECOM does not recommend defining any delays mentioned above as compensable based on Article 6.05 of the Project Manual which was incorporated into the Construction Contract. The contract is subject to a no damage for delay clause which is enforceable except in the case of fraud, bad faith or active interference by the Owner which is not the cause of the delay in question

3. Background & Submission

3.1 Project Background

1. NTP was issued on 21-Oct-20. The Contract duration was 495 days from NTP to SC, and an additional 30 CDs from SC to Final Completion (FC). The scope of work includes Building Envelope Improvement Fire Alarm System, Fire Sprinklers, and HVAC Improvements.
2. No time extensions have been granted on the project to date and there are 2 pending time extensions in review: PCO-17 and PCO-18.
    - PCO-17 is requesting 346 days extension regarding deck work underneath RTU-5 and RTU-6
    - PCO-18 is requesting 126-day extension regarding duct work in AC-7 and AC-8.

3.2 Delay Timeline

1. The table below summarizes the sequence of events for delays related to PCO-14.

PCO-14: ASI-2 Adding FA system to Portables	
9-Sep-20	Owner's Facility Planning team stated that 7 portables will not be demolished in year 2020, therefore they will need to be included in the FA scope.
10-Sep-20	Owner requested that the 7 portables P99 to the fire alarm (FA) scope.
29-Sep-20	Building Department received ASI-2 [initial submission]
20-Oct-20	Building Department 'revise and resubmit' ASI-2
12-Nov-20	Building Department received ASI-2 [revised submission]
8-Dec-20	Building Department approved ASI-2
28-Jan-21	Contractor issued Change Order Request -14: Material,labor,equipment for FA system in ONE (1) portable This change order is not accepted yet, and no CCD is issued.
PCO-14: FA System Speaker Redesign (NEW FA system design)	
21-Apr-21	Building Department Received FA shop drawings (submission 1)
18-May-21	Building Department posted a 'revise and resubmit' for FA shop drawings (submission 1)
31-Aug-21	Building Department receives FA shop drawings (submission 2)
3-Sep-21	Building Department posted a 'revise and resubmit' for FA shop drawings(submission 2)
20-Oct-21	Contractor issued RFI-26 addressing Building Department FA drawing comments. Building Department commented on Sound System
4-Nov-21	A/E Responds to RFI-26
14-Jan-22	Building Department receives FA shop drawings (submission 3)
28-Jan-22	Building Department posted a 'revise and resubmit' for FA shop drawings (submission 3)
9-Mar-22	Building Department receives FA shop drawings (submission 4)
22-Mar-22	Building Department approved FA shop drawings (submission 4)
PCO-14: Speaker Material Delivery	
5-May-22	Exterior speaker materials ordered (Speakers in Backorder)
30-Aug-23	Exterior speaker material delivered

Table 2: PCO-14 Delay Timeline

2. The Table and graphic below aim to clarify the delay events in relation to one another.
3. PCO-8 time-extension was voided because it ran concurrent with PCO-14 delays.

Delay Event	Start Date	End Date
1.PCO-8: Fresh air intake	17-Mar-22	28-Mar-23
1. PCO-14: Owner requested Potables be connected to FA system (ASI-2)	9-Sep-20	8-Dec-20
2. PCO-14: FA shop drawings / Owner changes FA speaker design	31-Aug-21	22-Mar-22
3. PCO-14: Outdoor Speaker material delivery (Back-order)	5-May-22	30-Aug-23

Table 3: Summary of PCO-14 Delay Timeline

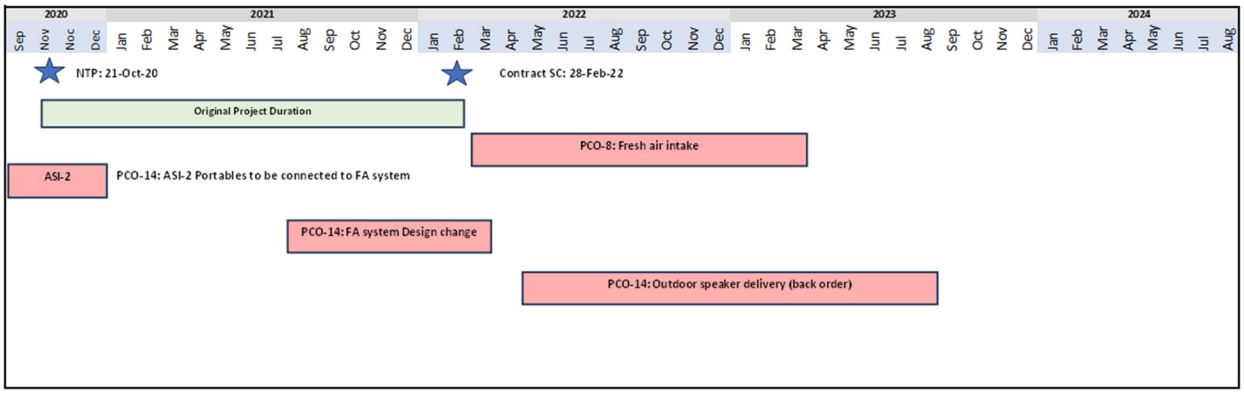


Figure 1: Delay Timeline

3.3 Summary of Contractor's TIA

1. The Contractor chose 'BROADVIEW ES_PRE-IMPACT_FA IN PORTABLES DD AUG0320' schedule (data date 3-Aug-20) as the pre-impacted schedule. This schedule is the closest schedule available before the onset delay, which is acceptable.
2. The Contractor's pre-impacted schedule indicated a substantial completion (SC) of 18-Feb-22, this date is 10 days earlier than the contractual substantial completion (SC) date of 28-Feb-22. This pre-impact schedule also has a data date before project's NTP of 21-Oct-20
3. To develop the post-impact schedule the Contractor added the following activities:

Task ID	Task Name	Duration	Start Date	End Date	Predecessor	Successor
DEL-OWN-1010	Carrier Curbs Delay due to shortages in supply chain	1	06-Jan-21 A	31-Mar-22 A	DEL-OWN-1000	B1AI-210, B1AF-210, B1AA-210, B1AN-210, B1AC-210, B1AD-210, B1AL-210, B1AK-210, B1C-210, B1AG-210, B1AE-210, B1AB-210, B1AO-210, B1AM-210, B1AJ-210, B1B-210, B1AH-210
DEL-OWN-1070	Change Order FA in Portables	476	05-Mar-21 A	30-Jan-24		PH4-FAPO-110
DEL-OWN-1060	Curbs Manufacturer	155	04-Jun-21 A	06-Jan-22 A		B1AA-250
DEL-OWN-1000	RTU Curbs Approval	1	06-Aug-21 A	06-Jan-22 A		DEL-OWN-1010
DEL-OWN-1020	Fire Alarm New Design Requested by BD Revisor	1	31-Aug-21 A	04-Apr-22 A	D-1081	
DEL-OWN-1050	RTU-1-7 and 1-8 in hold due to new design for exiting conditions	1	18-Mar-22 A	31-Jul-22 A		B1B-150
DEL-OWN-1070-OSD	Outdoor Speakers in Back Order	5	05-May-22 A	30-Aug-23 A	C-1081	PH1-FAB1-130, PH2-FAB2-130, PH2-FAB78-130, PH2-FAB98-130, PH3-FAB5-130, PH2-FAB4-130, PH2-FAB85-130, PH3-FAB6-130, PH4-FAPO-130
DEL-OWN-1090	Change Order Deck Repair - Music Room	111	04-Aug-22 A	20-Dec-22 A		B1B-180, B1C-180
DEL-OWN-1080	Change Order Temp A/C Fresh Air Intake	104	09-Aug-22 A	31-Jan-23 A		B1AA-250

Table 4: Contractor TIA Added Delay Activities

4. The Contractor added activities to the schedule that were not mentioned in the narrative of PCO-14. These activities include DEL-OWN-1010, DEL-OWN-1060, DEL-OWN-1000, DEL-OWN-1050, DEL-OWN-1090, DEL-OWN-1080.
5. Curb, RTU, deck, and A/C delays were not mentioned in the narrative of PCO-14, and no details were given about these delays. The delays that were mentioned in PCO-14 include connecting the fire alarm (FA) system to the portables and adding. The Contractor briefly mentioned the outdoor speaker delay requirement but has no provided a RFI number, plan change number, or additional information about this delay.
6. Adding the unmentioned delays (curb, RTU, deck, A/C) to the post-impact of PCO-14 schedule is not acceptable, as it does not reflect the effect of the adding the FA system to the portables accurately. Hence the post-impact schedule is not acceptable.
7. Contractor's post-impacted schedule indicated a substantial completion (SC) of 28-Feb-24, which is a 730-day delay from the contractual substantial completion of 28-Feb-22.

8. The difference between the substantial completions of the Contractor's pre-impact and post-impact is 740 days. However, since the pre-impact schedule has a substantial completion date 10 days earlier than the contractual substantial date the Contractor's schedules show a 730-day delay to contractual substantial completion due to PCO-14 added activities.
9. It should be noted that the Contractor's narrative requested a 905-day extension, not 730-day extension. It is not clear why the Contractor asked for 905-day extension instead of 730-day extension and that is not explained in the Contractor's Narrative.

3.4 Files Reviewed

1. OAC Construction - Notice to Proceed - Bid No. 19-150C - SMART Program Renovations - Broadview ES - P.001638
2. FISH Plan - per P99 Inspection Report 2
3. ISS 9913_ PlanReview ASI# 2 adding P99 to Fire Alarm Scope
4. ISS 20620 _ PlanReview FA SD
5. MCHA review of PCO14 FA portables & TIA
6. PORTABLES ARE NOT BEING DEMOLISHED Broadview ES SMART Program Renovations P.001638
7. Re Broadview ES SMART Program Renovations P.001638
8. RE_ PORTABLES ARE NOT BEING DEMOLISHED Broadview ES SMART Program Renovations P_001638
9. P99 Inspection Report
10. ASI-2 – Fire Alarm in Portables

4. Analysis

4.1 Quantitative

1. The Analyst conducted an independent Time Impact Analysis (TIA) to assess the impact of the delay on the schedule. The dates and durations of each delay event's activities were validated by extracting data from the submittal log, the Contractor's PCO narratives, construction schedule updates, RFIs and ASIs, project records, Contract Documents, and other qualitative information.
2. The Analyst selected the same pre-impact schedule as the Contractor, the baseline schedule, 'BROADVIEW ES_PRE-IMPACT_FA IN PORTABLES DD AUG0320.xer' data date of 3-Aug-20 as the pre-impact schedule. This schedule is the earliest schedule provided by the Contractor. This schedule is acceptable because it has data right up to the moment before the impact began.
3. The **pre-impact** schedule indicated a Substantial Completion (SC) of *18-Feb-22*, which is 10 days earlier from the Contractual Substantial Completion (SC) date of *28-Feb-24*.
4. To demonstrate the impact of PCO-14 delays, the Analyst added each delay event to the post-impact schedule in sequence and evaluated how these activities affected the project's Substantial Completion (SC) date at each step.



5. To develop the post-impact schedule, the Analyst first added missing activity relationships from the baseline schedule. These relationships were included in the Contractor's post-impact and subsequent schedules provided by the Contractor. The following activities were affected:

Activity ID	Tast Name	Duration	Start	Finish	Predecessor	Successor
E-1081	FAB & DELIVER - FIRE ALARM	30	12-Feb-21	25-Mar-21	D-1081	PH1-FAB1-130, PH1-FAB1-170, PH2-FAB2-110, PH2-FAB78-110, PH2-FAB98-110, PH3-FAB5-110, PH2-FAB4-110, PH2-FAB85-110, PH3-FAB6-110, PH4-FAPO-110

Table 5: Added Relationship Activities

- The following relationships were added to activity E-1081 successor to match Contractor's post impact schedule sequencing: PH1-FAB1-170, PH2-FAB2-110, PH2-FAB78-110, PH2-FAB98-110, PH3-FAB5-110, PH2-FAB4-110, PH2-FAB85-110, PH3-FAB6-110, PH4-FAPO-110
- Adding these relationships did not affect the Substantial Completion (SC) of the project.

6. Second, to develop the post-impact schedule, the Analyst added delay activities related to PCO-14 ASI-2, which addressed the addition of Portables to the FA system. The following activities were included to reflect the delay impacts of ASI-2:"

Activity ID	Tast Name	Duration	Start	Finish	Predecessor	Successor
A1000	Owner's Requested that the 7 potables connect to the FA system	2	09-Sep-20*	10-Sep-20	MS-1000	A1010
A1010	A/E Prepares ASI-2	12	11-Sep-20	28-Sep-20	A1000	A1020
A1020	Building Department received ASI-2	1	29-Sep-20	29-Sep-20	A1010	A1030
A1030	Building Department Accepts ASI-2	50	30-Sep-20	8-Dec-20	A1020	A1040
A1040	Contractor Prepares Shop Drawings	96	9-Dec-20	21-April-20	A1030	A-1081, PH4-FAPO-110

Table 6: ASI-2 Added Activities

- The Analyst set a “start on or after” 9-Sep-20 constraint to the start of activity A1000. This is because that is the start of the delay when the Owner noted that the portables must be added to the FA system, for the project to be code compliant.
- The Analyst set the Notice of Award as the predecessor for Activity A1000, since the Owner requested that the portables be added to the FA system before the NTP date.
- The Analyst set ‘Prepare & Submit -Fire Alarm’ as the successor for Activity A1040, as that is the original sequence that FA system goes through.
- Adding these delay activities did not alter the project's critical path, which remains to be the ‘roofing’ activities. The ASI-2 FA delay activities are concurrent with the roofing activities.

7. When the post-impact schedule rescheduled, it indicated a 0-day delay to Substantial Completion (SC), The Substantial Completion remained at 18-Feb-22.

8. Third, the Analyst added delay activities related to PCO-14 FA speaker redesign activities to develop the post-impact schedule. The following activities were added to reflect the delay impacts associated FA speaker redesign:

Activity ID	Tast Name	Duration	Start	Finish	Predecessor	Successor
A1050	Building Department receives FA shop drawings [1st Submission]	0	21-Apr-21	21-Apr-21	A1040	A1060
A1060	Building Department review + 'revise and resubmit' post [1st Submission]	20	21-Apr-21	18-May-21	A1050	A1070
A1070	Contractor Revises FA Shop Drawings (2)	74	19-May-21	30-Aug-21	A1060	A1080
A1080	Building Department receives FA shop drawings [2nd Submission]	0	31-Aug-21	31-Aug-21	A1070	A1090
A1090	Building Department review + 'revise and resubmit' post [2nd Submission]	4	31-Aug-21	3-Sep-21	A1080	A1100
A1100	Contractor Revises FA Shop Drawings (3)	94	06-Sep-21*	13-Jan-22	A1090	A1110
A1110	Building Department receives FA shop drawings [3rd Submission]	0	14-Jan-22	14-Jan-22	A1100	A1120
A1120	Building Department review + 'revise and resubmit' post [3rd Submission]	11	14-Jan-22	28-Jan-22	A1110	A1130
A1130	Contractor Revises FA Shop Drawings (4)	27	31-Jan-22	8-Mar-22	A1120	A1140
A1140	Building Department receives FA shop drawings [4th Submission]	0	9-Mar-22	9-Mar-22	A1130	A1150
A1150	Building Department review + 'Approve' post [4th Submission]	10	9-Mar-22	22-Mar-22	A1140	E-1081

Table 7: Speaker Redesign Added Activities

- The Analyst set activity E-1081, ‘FAB & DELIVER - FIRE ALARM,’ as the successor to activity A1150. This sequence reflects the Contractor’s schedules, which show that materials will be ordered once the Building Department approves the drawings. The Analyst followed this sequence accordingly.
- Adding these activities changed the critical path of the project, and the new critical runs through FA shop drawings speaker redesign.

9. When the post-impact schedule was updated, it revealed a 291 day delay to the Pre-Impact Substantial Completion (SC), shifting it from 18-Feb-22 to 6-Dec-22.

10. The Analyst notes that the Pre-Impact schedule had a Substantial Completion (SC) date 10 days earlier than the Contractual Substantial Completion, resulting in a total impact of 281 days on the Contractual Substantial Completion.

11. The Owner is responsible for the **281** day delay related to the FA shop drawing speaker redesign request. Building Department code requires that speakers measure 15 dBm at the speaker location. However, the Owner requested that indoor speakers measure 30 dBm (1 Watt) and outdoor speakers measure 33.01 dBm (2 Watts). The Contractor states that this request necessitated a redesign of the FA shop drawings.

12. Finally, to complete the PCO-14 delay analysis, the Analyst added delay activities related to material delivery to the post-impact schedule. The following activities were included to reflect the delay impacts associated with speaker material delivery:

Activity ID	Tast Name	Duration	Start	Finish	Predecessor	Successor
A1160	Speaker Material Delivery	377	23-Mar-22	31-Aug-23	A1150	PH1-FAB1-130, PH2-FAB2-130, PH2-FAB78-130, PH2-FAB98-130, PH3-FAB5-130, PH2-FAB4-130, PH2-FAB85-130, PH3-FAB6-130, PH4-FAPO-130, PH1-FAB1-190

Table 8: Material Delivery Added Activities

13. When the post-impact schedule rescheduled. It indicated a 317-day delay, extending the Substantial completion from 6-Dec-22 to 19-Oct-23.
14. The speaker material delivery delay is due to a backorder in the supply chain.

4.2 Responsibility Matrix

Window	Delays					Delay Events
	Contractor	Owner	AE	Supply Chain	Net Impact	
1	0	281	0	0	281	PCO-14: FA Speaker redesign
2	0	0	0	317	317	PCO-14: Speaker Material Delivery
Total	**0**	**281**	**0**	**317**	**598**	

Table 9 Matrix

5. Definition

1. The term “longest-path” is defined as the interconnected chain of critical activities in which the total duration of that path is longer than any other path. For continuity of understanding across all present and forthcoming parties to view this document, the term “critical” will be used as the short form of the term “longest path.”
2. The term “unimpacted schedule” can be defined as the “base” schedule or latest Owner-accepted schedule prior to the start of the subject delay event.
3. The term “Excusable Delays” is defined as delays that are unforeseeable and beyond the control of the contractor.
4. The term “Non-Excusable Delays” is defined as delays that are foreseeable or within the contractor's control.
5. The term “days” refers to calendar days unless otherwise specified.

6. Disclaimer

This review is intended to be in accordance with specification section 01 32 16 Construction Schedule Critical Path Method-CPM and section 01 26 00 Change Modification Procedures of the contract documents. This review does not include verification of compliance with contractual instruments or any other management operations related Change modification procedures. This review is not intended in any way to conflict with or misconstrue the program's management or contractual instruments or processes for settling cost or time changes. This review does not include verification of the program's change modification procedures. The findings, data, and recommendation contained in this review letter does not include or guarantee compliance with any local or international building code, or any validation that any referenced design is compliant with any engineering or architectural standards (building, structural, roofing, electrical, mechanical, plumbing, or any other construction discipline); this is the responsibility of the Owner and Authorities Having Jurisdiction. Any project delays, past, concurrent to, or future, other than the subject delay being reviewed herein, reflected in the Contractor's construction schedule are not approved or accepted as a result of comments or the recommendations contained throughout this review document. This review is intended to be independent in methodology and based on industry recommended practices for Time Impact Analysis, while also in orchestration with the stipulations and objectives of the above referenced program. AECOM notes that the analysis and report is quantitative in approach, not qualitative. Thus, any anecdotal reasoning or information that is counter to or outside of AECOM's independent investigation, or counter to the recommendation contained herein, AECOM reserves the right to consider those at a later time.

Appendix A

A.1 Pre-impact Schedule (DD: 3-Aug-20)

A.2 Post-impact Schedule (DD: 3-Aug-20)

Prepared by:

AECOM
Nadia Shihabuddin AECOM
cc: PPM Project Controls Group East Region
aecom.com

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Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Change Order: 1				**$ 7,208.00**	**0**	**0.16%**					
P.001638	Broadview ES - SMART Program Renovations	3	07.20.2021	$ 7,208.00	0	0.16%	OAC Action Construction Corp.	Consultant Omission	During demolition of the media center, it was discovered that instead of drywall behind the shelves there are small wall panels. Current drawings call for patching, repairing, and preparing the wall to receive paint. However, due to the lack of drywall, the original approach would not work. Labor and materials are required to demo the existing mural wall and install and finish new drywall in the media center.	$ 4,381,582.67	10.21.2020
Change Order: 2				**$ 1,391.00**	**0**	**0.03%**					
P.001638	Broadview ES - SMART Program Renovations	5	12.14.2021	$ 1,391.00	0	0.03%	OAC Action Construction Corp.	Unforeseen	This change order is for the labor required to remove abandoned cables and conduits behind the existing bookshelves in the media center.	$ 4,381,582.67	10.21.2020
Superintendent Letter CO-6				**$ 6,713.00**	**0**	**0.15%**					
P.001638	Broadview ES - SMART Program Renovations	18	12.06.2022	$ 6,713.00	0	0.15%	OAC Action Construction Corp.	Unforeseen	Provide labor, material, and equipment to relocate two roof top units from their current location in Building 1 to clear a conflict with existing conduits and junction boxes above the music room ceiling.	$ 4,381,582.67	10.21.2020
Superintendent Letter CO-7				**$ 29,502.00**	**0**	**0.67%**					
P.001638	Broadview ES - SMART Program Renovations	12	03.31.2023	$ 29,502.00	0	0.67%	OAC Action Construction Corp.	Consultant Omission	During the roof demolition, it was discovered that the existing curb reinforcement would not be adequate for the installation of twenty-one (21) new curbs. Therefore, new deck reinforcement was needed to allow for the installation of the new curbs.	$ 4,381,582.67	10.21.2020
Superintendent Letter CO-8				**$ 20,642.00**	**0**	**0.47%**					
P.001638	Broadview ES - SMART Program Renovations	19	04.12.2023	$ 20,642.00	0	0.47%	OAC Action Construction Corp.	Unforeseen	Contractor is to provide temporary cooling and outside air while eight (8) roof top units are installed in Building 1 while the school is operational.	$ 4,381,582.67	10.21.2020
Superintendent Letter CO-9				**$ 33,123.00**	**0**	**0.76%**					
P.001638	Broadview ES - SMART Program Renovations	13	04.12.2023	$ 33,123.00	0	0.76%	OAC Action Construction Corp.	Unforeseen	Contractor is to provide labor, materials, and equipment to remove deteriorated roofing steel deck found once the roofing membrane was removed.	$ 4,381,582.67	10.21.2020
Change Order: 3				**$ (159,808.00)**	**0**	**-3.65%**					
P.001638	Broadview ES - SMART Program Renovations	4	07.18.2023	$ (159,808.00)	0	-3.65%	OAC Action Construction Corp.	Owner's Request	Deductive Change Order for the addition of new fire sprinkler scope of work in Building 1 that is no longer required as determined by the District's current Chief Fire Official.	$ 4,381,582.67	10.21.2020
Superintendent Letter CO-11				**$ 492.66**	**0**	**0.01%**					
P.001638	Broadview ES - SMART Program Renovations	16	01.29.2024	$ 492.66	0	0.01%	OAC Action Construction Corp.	Unforeseen	Contractor is to provide material, labor, and equipment to install one additional heat detector in Room 501 as requested during the fire alarm inspection.	$ 4,381,582.67	10.21.2020
Superintendent Letter CO-12				**$ 51,172.95**	**0**	**1.17%**					
P.001638	Broadview ES - SMART Program Renovations	7	03.26.2024	$ 51,172.95	0	1.17%	OAC Action Construction Corp.	Unforeseen	Due to excessive moisture, the existing lightweight insulating concrete (LWIC) must be replaced. The Contractor is to provide labor, materials, and equipment to remove and repalce the LWIC in selected areas Building 1.	$ 4,381,582.67	10.21.2020
Change Order: 4				**$ 30,291.41**	**598**	**0.69%**					
P.001638	Broadview ES - SMART Program Renovations	14	Pending Board Approval 02.19. 2025	$ 30,291.41	598	0.69%	OAC Action Construction Corp.	Owner's Request	The fire alarm system was added to the portables when the District decided that they would not be demolished as originally planned. Therefore, the Contractor is to provide labor, material and equipment to install fire alarm system which includes all conduits, boxes, pull wire, shop drawings, installation of devices and programming. The installation also includes an outdoor mass notification system.	$ 4,381,582.67	10.21.2020
Grand Totals:				**$ 20,728.02**	**598**	**0.47%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #4
OAC ACTION CONSTRUCTION CORP.
Broadview Elementary School
P.001638

School Board Meeting: 02.19.2025

The financial impact of this item is $30,291.41

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/31/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-7.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #4 - Harbordale ES

REQUESTED ACTION:

Approve additional funding and approve Change Order #4 in the amount of $9,603, granting 109 additional calendar days. District 3.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Time Impact Analysis (TIA)
- Approved COI Log
- Collaboration Form

FINANCIAL IMPACT:

The financial impact of this item is $9,603 and will be funded from the Capital Projects Reserve. This increases the project budget from $ 2,091,421 to $2,101,024.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY
Change Order #4
Advanced Roofing Inc.
RGD & Associates, Inc.
Harbordale Elementary School, Fort Lauderdale
Project No. P.002068
ITB FY21-020

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$ 1,049,000**
Approved Budget Changes: (JJ-4, 05/18/21); (JJ-4, 11/13/24)	$ 1,042,421
New Funding Request:	$ 9,603
Current Revised Budget:	**$ 2,101,024**

Total Project Schedule Summary

-Notice to Proceed: 07/29/2021

-Current Projected Substantial Completion Date: 03/31/2025

-Current Projected Final Completion Date: 05/01/2025

Change Order Analysis

Consultant Error	6.19%
Consultant Omission	1.94%
Owner's Request	0.00%
Unforeseen	0.00%
Tax Savings from DOP	0.00%
Total	**8.13%**

Board Meeting Date: February 19, 2025

Recommended Action
Approve additional funding and Change Order #4 in the amount of $9,603, which includes 109 days.

District-zone Impact: District 3

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Contractor will be granted 109 days of delay that were unforeseeable and beyond its control, as well as compensation for additional work required.

If the Board votes "No": The Contractor will be unfairly assessed for delays and subject to possible liquidated damages. The Contractor will also be unfairly denied compensation for additional work performed in good faith.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	1,638,306.00	425 Days
DIRECT OWNER PURCHASE(S):	$	.00	0 Days
PREVIOUSLY APPROVED CO'S:	$	123,617.02	501 Days
CURRENT CO REQUEST:	$	9,603.00	0 Days
CURRENT REVISED CONTRACT:	$	**1,771,526.02**	**926 Days**

Status of Work:
The construction phase is 99% complete. The project is expected to achieve Substantial Completion by March 31, 2025, and Final Completion by May 01, 2025. This is not the final change order for this Project.

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

Background/History

The scope of work for this project includes HVAC improvements and building envelope improvements which includes re-roofing.

Change Order Items:

Item #1 – (COI #16) Installation of Duct Heaters in Building 11: Upon inspection, it was identified that the clearance requirements for the electric duct heaters were not being met in the mechanical room. It was decided that the duct heaters would be installed inside the classrooms instead of the mechanical room to rectify this issue. Therefore, the Contractor is to provide labor, material and equipment to install electric duct heaters in Building 11. (Consultant Error - $9,603; Add 109 Days)

Other Item:

Item #1 – Additional Funding Request: This change order item exceeds the available change order contingency in the project therefore, $9,603 of additional funding is being requested.

Action Plan:

This change order has been reviewed for entitlement and for cost by AECOM. The above-referenced Change Order Item, COI #16, received a recommendation for approval by the Change Order Review Panel (CORP).

The request for additional time is supported by a Time Impact Analysis (TIA), which has been analyzed and recommended for approval by an Independent Claims Analyst Forensic Scheduler. See Exhibit 3 – Time Impact Analysis (TIA).

Alignment to 2027 Goals and Guardrails

Business Operations.

Measurable Outcome(s)/Return on Investment

There is no measurable outcome or return on investment associated with this item. This item ensures the scope of work is completed according to District and Florida Building Code standards.

Financial Impact

The financial impact of this item is $9,603 and will be funded from the Capital Projects Reserve. This increases the project budget from $ 2,091,421 to $2,101,024.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 16

Facility Name:	Harbordale Elementary School	Date:	01.09.2025
Project Name:	Harbordale ES - SMART Program Renovations	Project #	P.002068
Location No:	0491		
Contractor:	ADVANCED ROOFING, INC. 1950 NW 22ND STREET FORT LAUDERDALE,Florida 33311	Reference Letter Dated:	

Description of Change:
Provide material and labor to install duct heaters in building 11.

Attachments: _____

Reason For Change:
An inspection identified that the ducts, as per plans, did not meet clearance requirements and new electric duct heaters that were code compliant were required for installation.

Summary:
Total Credits and/or Added Costs: Add: $9,603.00
Deduct:
The Contract Time will be Increased by: 109 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Omar Ramirez 01.13.2025	Connie Scott 01.13.2025	Michael Largo 01.13.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Omar Ramirez	Connie Scott	Michael Largo
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
RGD & ASSOCIATES, INC.	ADVANCED ROOFING, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☐ Yes ☒ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☐Unforeseen ☒Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

AECOM

Established 1915
BROWARD
County Public Schools

Time Impact Analysis Review

Project: P.002068, Harbordale Elementary School

Reference: PCO # 19

September 23, 2024

Delivering a better world

Quality information

Prepared by	Checked by	Verified by	Approved by
Ibrahim Haider Project Controls Analyst	Edward Kucher Project Controls Manager	Clay McKenna Project Controls Manager	

Revision History

Revision	Revision date	Details
00	23-Sep-2024	Initial Report

1. Project Information

Project Details	
Owner:	Broward County Public School District
Project Number:	P.002068
School:	Harbordale High School
Contractor:	Advanced Roofing Systems
Architect/Engineer (A/E):	RGD & Associates, Inc
Contract Details	
Scope of Work:	The project scope includes roofing, electrical and mechanical work.
Project NTP Date:	29-Jul-21
Period of Performance:	425 Calendar Days
Original SC Date:	29-Jul-21
Approved Time Extensions:	501 Calendar Days
Current SC Date:	10-Feb-24
Time Impact Analysis (TIA) Details	
TIA Subject:	PCO-19 Duct Heathers for Building 11
Date Submitted by Contractor:	24-Jun-24
Recommendation	
Acceptance/Rejection:	Accepted

Table 1 Project Information

2. Executive Summary

2.1 PCO 19

The Contractor submitted PCO-19 on 24-Jun-24 requesting a 179-day extension through the new Substantial Completion (SC). The Contractor claims delay due to added scope for electrical duct heaters in Building #11.

2.2 Analyst Recommendation

The Analyst reviewed the TIAs submitted with PCO-19 along with project records, conducted an independent TIA and recommended,

- Granting an excusable, non-compensable time extension of 109 days to the Substantial Completion (SC) date;
- Adjusting Final Completion (FC) to 30 days following SC;
- Not granting compensation for General Conditions.

The breakdown of responsibility for this time extension is as follows:

Delay Event	Days	Responsibility
PCO-19: New Electrical Duct Heaters in Bldg#11	109	AE

2.3 Justification for Recommendation

2.1 Addition of Hot Water Heater to Building #6:

The Contractor submitted Request of Information (RFI) #20 on 25-Jul-23 informing the AE about a failed electrical inspection. The inspector failed an electrical inspection in Building #11 because the existing duct heaters were not in compliance with the code. The AE responded to the RFI on 02-Aug-23 directing the Contractor to provide a new electric duct heater. This led to ASI#5 which was approved on 27-Dec-23. A CCD was approved for 179 days to perform this electrical work in Building#11. This delayed the final inspection in Building #11 by 109 days until the AE signed the Substantial Completion certificate on 30-May-23. This 109-day delay is an AE's error as the original electrical plans for building #11 were not code-compliance.

AECOM does not recommend defining any delays mentioned above as compensable based on Article 6.05 of the Project Manual which was incorporated into the Construction Contract. The contract is subject to a no damage for delay clause which is enforceable except in the case of fraud, bad faith or active interference by the Owner which is not the cause of the delay in question.

3. Background & Submission

3.1 Project Background

1. NTP was issued on 29-Jul-21. The original Contract duration was 425 days from NTP to SC, and an additional 30 days from SC to FC, 455 days total.
2. The Contractor was granted a previous extension of 501 days through PCO-10 & 12.

3.2 Delay Timeline

1. Building Department(BD) failed electrical inspection on 25-Jul-23

2. Contractor submitted RFI 20 on 28-Aug-23.
3. AE issued ASI#5 AE on 29-Aug-23 which was eventually approved by BD on 27-Dec-23
4. A CCD was issued on 07-Mar-24.
5. Procurement and performing work related to ASI#5 occurred between 12-Mar-24, and 30-May-24.

3.3 Summary of Contractor's TIA

1. PCO-19 lists delay due to duct heathers to meet building code clearance requirements in Building #1.

3.4 Files Reviewed

List of files reviewed for this report's analysis

- Time Delay Narrative PCO 19
- August 2023 Update
- October 2023 Update
- PCO 19 Pre-impact schedule
- July 2023 Update
- PCO-16, 19
- Harbordale Elementary School NTP
- June 2023 Update
- December 2023 Update
- January 2024 Update
- PCO 19 Post-impact schedule
- RFI # 13, 20, 21

4. Analysis

4.1 Quantitative

1. The Analyst used AACE Recommended Practice MIP 3.6 per RP29R-03 and a validation review of the Contractor's method for prospective Time Impact Analysis. MIP 3.6 was chosen as the "best fit" since the delay event can be modeled, added and is single-based.
2. The Contractor has submitted both pre and post-impact schedules without actual start and finish dates. Both the pre and post-impact schedules do not have any status data date.
3. The Analyst chose August 2023 update as the pre-impact schedule to analyze this delay.
4. The August 2023 update lacks a Status date. When the Analyst sets a date constraint of Finish-no-later-than on the SC milestone and a Status date of 31-Aug-23 the update reports 23 days of positive total float.
5. On 25-Jul-23 an inspector failed electrical inspection that led to ASI#5 which was approved on 27-Dec-23.
6. A CCD was issued on 07-Mar-24 to implement work related to ASI#5, duct heaters and associated work connecting Building#11.
7. The AE signed documents 01770b confirming the SC date of the project to be 31-May-24.
8. After inserting the delay into the pre-impact schedule Data Date 31-Aug-23 the SC was delayed by 109 days.
9. The table below shows the added delay and the impacted work in Building #11.

Table 2 - Building #6 Delays

Task ID	Task Name	Duration	Predecessor	Successor
315	Failed Mechanical Inspection & RFI 20	7	312	316
316	ASI#5	147	315	317SS
317	PCO-16	135	316SS	318
318	CCD	21	317	319
319	Procurement and performing work	82	318	320
320	Mechanical Inspection	1	313,319	321
321	Substantial Completion Submitted	0	78, 165, 108, 138, 226, 200	322

- The delay duration was derived from the pre and post-impact schedules that the contractor has submitted, RFI, and ASI Dates.

4.2 Responsibility Matrix

PCO#	Contractor	Owner	AE	Net Impact
PCO-19	0	0	109	109

Table 3 Matrix

5. Definition

1. The term “longest-path” is defined as the interconnected chain of critical activities in which the total duration of that path is longer than any other path. For continuity of understanding across all present and forthcoming parties to view this document, the term “critical” will be used as the short form of the term “longest path.”
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Appendix A

A.1 Pre-impact Schedule Data Date 31-Aug-23

A.2 Post-impact Schedule Data Date 31-Aug-23

Prepared by:

AECOM
Ibrahim Haider AECOM
cc: PPM Project Controls Group East Region
aecom.com

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Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Change Order: 1				**$ 52,379.00**	**0**	**3.20%**					
P.002068	Harbordale ES - SMART Program Renovations	2	12.13.2022	$ 52,379.00	0	3.20%	Advanced Roofing, Inc.	Consultant Error	The Contractor is to provide additional labor, material, and equipment to install new DX Unit Ventilator systems which replaces the original equipment schedule for residential AC systems in Building 16.	$ 1,638,306.00	07.29.2021
Change Order: 2				**$ 31,754.80**	**501**	**1.94%**					
P.002068	Harbordale ES - SMART Program Renovations	1	04.16.2024	$ 31,754.80	126	1.94%	Advanced Roofing, Inc.	Consultant Omission	Upon roof review by the Consultant, roof loading calculations found that the additional lightweight insulating concrete caused weight loading issues and as a result, must be replaced with a lighter system. Therefore, the Contractor is to provide labor, material, and equipment to replace the existing lightweight insulating concrete to polyiso insulation.	$ 1,638,306.00	07.29.2021
P.002068	Harbordale ES - SMART Program Renovations	12	04.16.2024	$ -	375	0.00%	Advanced Roofing, Inc.	Unforeseen	Contractor submitted a time extension of 375 days for delays associated with revisions to the roofing scope indicated in COI #1.	$ 1,638,306.00	07.29.2021
Change Order: 3				**$ 39,483.22**	**0**	**2.41%**					
P.002068	Harbordale ES - SMART Program Renovations	18	11.13.2024	$ 39,483.22	0	2.41%	Advanced Roofing, Inc.	Consultant Error	During a site walkthrough, it was discovered that the existing electrical room clearance was compromised. As such, revisions are necessary to relocate electrical panels. The Contractor is to provide labor, material and equipment to run and relocate new feeder wires and conduits.	$ 1,638,306.00	07.29.2021
Change Order: 4				**$ 9,603.00**	**109**	**0.59%**					
P.002068	Harbordale ES - SMART Program Renovations	16	Pending Board Approval 02.19.2025	$ 9,603.00	109	0.59%	Advanced Roofing, Inc.	Consultant Error	Upon inspection, it was identified that the clearance requirements for the electric duct heaters were not being met in the mechanical room. It was decided that the duct heaters would be installed inside the classrooms instead of the mechanical room to rectify this issue. Therefore, the Contractor is to provide labor, material and equipment to install electric duct heaters in Building 11.	$ 1,638,306.00	07.29.2021
Grand Totals:				**$ 133,220.02**	**610**	**8.13%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #4
ADVANCED ROOFING, INC.
Harbordale Elementary School
P.002068

School Board Meeting: 02.19.2025

The financial impact of this item is $9,603.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is an additional impact to the project budget

Funds in the amount of $9,603.00 will come from the Capital Projects Reserve. This changes the project from $2,091,421.00 to $2,101,024.00

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/31/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-8.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #5 - Coral Springs MS

REQUESTED ACTION:

Approve additional funding in the amount of $52,000 and approve Change Order #5 in the amount of $64,583.86. District 4.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Approved COI Log
- Collaboration Form

FINANCIAL IMPACT:

$64,583.86 change order requiring $52,000 additional funding from the Capital Projects Reserve, increasing the project budget from $21,212,665 to $21,264,665.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Change Order #5
West Construction, Inc.
Rodriguez Architects, Inc.
Coral Springs Middle School, Coral Springs
Project No. P.001979
ITB FY22-237

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**10,502,000**
Approved Add. Funding: (JJ-22, 04/19/22); (Item 27, 07/30/24); (JJ-10, 08/21/24)	$	10,710,665
New Funding Request:	$	52,000
Current Revised Budget:	**$**	**21,264,665**

Total Project Schedule Summary

-Notice to Proceed: 07/05/2022

-Current Projected Substantial Completion Date: 12/30/2025

-Current Projected Final Completion Date: 01/30/2026

Change Order Analysis

Consultant Error	0.00%
Consultant Omission	0.84%
Owner's Request	0.00%
Unforeseen	17.62%
Tax Savings from DOP	0.00%
Total	**18.46%**

Board Meeting Date: February 19, 2025

Recommended Action

Approve additional funding in the amount of $52,000 and approve Change Order #5 in the amount of $64,583.86.

District-zone Impact: District 4

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The Contractor will be compensated for additional work that was required upgrade the electrical boxes and conduits for compliance in multiple areas.

If the Board votes "No": A delay in the approval of this item could further delay the completion of the scope of work.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	15,561,967.00	730 Days
DIRECT OWNER PURCHASE(S):	$	(3,007,105.71)	0 Days
PREVIOUSLY APPROVED CO'S:	$	2,808,355.07	334 Days
CURRENT CO REQUEST:	$	64,583.86	0 Days
CURRENT REVISED CONTRACT:	$	**15,427,800.22**	**1,064 Days**

Status of Work:

The construction phase is 66% complete. The project is expected to achieve Substantial Completion by December 30, 2025, and Final Completion of January 30, 2026. There is essential contracted work remaining. This is not the final change order for this Project.

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

Background/History
The scope of work for the project includes HVAC improvements, media center improvements, and building envelope improvements.

Change Order Items:
Item #1 – (COI #29) Upgrade Existing Electrical Boxes and Conduits for Compliance in Area 12 (Media Center): During construction, it was discovered that the electrical boxes and conduits in its current state do not satisfy the National Electrical Code (NEC) requirement. Therefore, the Contractor is to provide labor, material and equipment to support one hundred and thirteen (113) existing unsupported electrical boxes, forty (40) conduits and one hundred and fifty-three (153) unit struts to meet code requirements. (Unforeseen – $33,451.01; Add 0 Days)

Item #2 – (COI #30) Upgrade Existing Electrical Boxes and Conduits for Compliance in Area 8 and 9 (Classrooms): During construction, it was discovered that the electrical boxes and conduits in its current state do not satisfy the National Electrical Code (NEC) requirement. Therefore, the Contractor is to provide labor, material and equipment to support forty-four (44) existing unsupported electrical boxes, fourteen (14) conduits and fifty-eight (58) unit struts to meet code requirements. (Unforeseen - $13,211.61; Add 0 Days)

Item #3 – (COI #31) Upgrade Existing Electrical Boxes and Conduits for Compliance in Area 6 (Classrooms): During construction, it was discovered that the electrical boxes and conduits in its current state do not satisfy the National Electrical Code (NEC) requirement. Therefore, the Contractor is to provide labor, material and equipment to support twenty-two (22) existing unsupported electrical boxes, six (6) conduits and twenty-eight (28) unit struts to meet code requirements. (Unforeseen - $6,312.34; Add 0 Days)

Item #4 – (COI #32) Upgrade Existing Electrical Boxes and Conduits for Compliance in Area 7 (Classrooms): During construction, it was discovered that the electrical boxes and conduits in its current state do not satisfy the National Electrical Code (NEC) requirement. Therefore, the Contractor is to provide labor, material and equipment to support forty-six (46) existing unsupported electrical boxes, conduits and thirty-seven (37) unit struts to meet code requirements. (Unforeseen - $11,608.90; Add 0 Days)

Other Item:
Item #1 – Additional Funding Request: This change order item exceeds the available change order contingency in the project; therefore, $52,000 of additional funding is being requested.

Action Plan:
This change order has been reviewed for entitlement by AECOM and for cost by Atkins. The above-

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

referenced Change Order Items, COI #29, COI #30, COI #31, COI #32, received a recommendation for approval by the Change Order Review Panel (CORP).

Future requests from the Contractor for additional time which are supported by a Time Impact Analysis (TIA), shall be analyzed by an Independent Claims Analyst Forensic Scheduler, and if acceptable shall be presented to the Board for consideration of approval at a future Board meeting.

Alignment to 2027 Goals and Guardrails
Business Operations.

Measurable Outcome(s)/Return on Investment
This item ensures the Contractor continues to perform per its contract and the capital project progresses to substantial completion.

Financial Impact:
The financial impact of this item is $64,583.86, and $52,000 will be funded from the Capital Projects Reserve. This increases the project budget from $21,212,665 to $21,264,665.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 29

Facility Name:	Coral Springs Middle School	Date:	01.09.2025
Project Name:	Coral Springs MS - SMART Program Renovations	Project #	P.001979
Location No:	2561		
Contractor:	WEST CONSTRUCTION, INC. 820 N 4TH ST LANTANA,FL 33462	Reference Letter Dated:	

Description of Change:
Provide labor, material and equipment to support (113) existing unsupported electrical boxes, (40) conduits, and (153) unit struts in Area 12 Media Center.

Attachments: _____

Reason For Change:
Existing installation is not incompliance with the NEC code. Upgrades are necessary to meet code requirements.

Summary:
Total Credits and/or Added Costs: Add: $33,451.01
Deduct:
The Contract Time will remain unchanged. 0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Rosi Cutrone 01.14.2025	Personna Myrie 01.15.2025	Felix Lubin 01.23.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Rosi Cutrone	Personna Myrie	Felix Lubin
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
RODRIGUEZ ARCHITECTS, INC.	WEST CONSTRUCTION, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☒Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 30

Facility Name:	Coral Springs Middle School	Date:	01.09.2025
Project Name:	Coral Springs MS - SMART Program Renovations	Project #	P.001979
Location No:	2561		
Contractor:	WEST CONSTRUCTION, INC. 820 N 4TH ST LANTANA,FL 33462	Reference Letter Dated:	

Description of Change:
Provide labor, material and equipment to support (44) existing unsupported electrical boxes, (14) conduits, and (58) unit struts in Area 8 and 9 classrooms.

Attachments:

Reason For Change:
Existing installation is not incompliance with the NEC code. Upgrades are necessary to meet code requirements.

Summary:

Total Credits and/or Added Costs:	Add:	$13,211.61
	Deduct:	
The Contract Time will remain unchanged.		0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Rosi Cutrone 01.14.2025	Personna Myrie 01.14.2025	Felix Lubin 01.23.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Rosi Cutrone	Personna Myrie	Felix Lubin
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
RODRIGUEZ ARCHITECTS, INC.	WEST CONSTRUCTION, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☒Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 31

Facility Name:	Coral Springs Middle School	Date:	01.09.2025
Project Name:	Coral Springs MS - SMART Program Renovations	Project #	P.001979
Location No:	2561		
Contractor:	WEST CONSTRUCTION, INC. 820 N 4TH ST LANTANA,FL 33462	Reference Letter Dated:	

Description of Change:
Provide labor, material and equipment to support (22) existing unsupported electrical boxes, (6) conduits, and (28) unit struts in Area 6 classrooms 132,132A,132B &133.

Attachments: _____

Reason For Change:
Existing installation is not incompliance with the NEC code. Upgrades are necessary to meet code requirements.

Summary:

Total Credits and/or Added Costs:	Add:	$6,312.34
	Deduct:	
The Contract Time will remain unchanged.		0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Rosi Cutrone 01.14.2025	Personna Myrie 01.14.2025	Felix Lubin 01.23.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Rosi Cutrone	Personna Myrie	Felix Lubin
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
RODRIGUEZ ARCHITECTS, INC.	WEST CONSTRUCTION, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☒Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 32

Facility Name:	Coral Springs Middle School	Date:	01.09.2025
Project Name:	Coral Springs MS - SMART Program Renovations	Project #	P.001979
Location No:	2561		
Contractor:	WEST CONSTRUCTION, INC. 820 N 4TH ST LANTANA,FL 33462	Reference Letter Dated:	

Description of Change:
Provide labor, material and equipment to support (46) existing unsupported electrical boxes, conduits, and (37) unit struts in Phase 3 Area 7 classrooms.

Attachments: _____

Reason For Change:
Existing installation is not incompliance with the NEC code. Upgrades are necessary to meet code requirements.

Summary:

Total Credits and/or Added Costs:	Add:	$11,608.90
	Deduct:	
The Contract Time will remain unchanged.		0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Lourdes Rodriguez 01.14.2025	Personna Myrie 01.15.2025	Felix Lubin 01.23.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Lourdes Rodriguez	Personna Myrie	Felix Lubin
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
RODRIGUEZ ARCHITECTS, INC.	WEST CONSTRUCTION, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☒Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Superintendent Letter CO-2				**$ 13,001.00**	**0**	**0.08%**					
P.001979	Coral Springs MS - SMART Program Renovations	1	01.24.2023	$ 13,001.00	0	0.08%	West Construction, Inc.	Consultant Omission	Provide all labor, materials, and equipment to install a new air separator tank and expansion tank in the chilled water system.	$ 15,561,967.00	07.05.2022
Change Order: 1				**$ 72,381.05**	**0**	**0.47%**					
P.001979	Coral Springs MS - SMART Program Renovations	7	06.13.2023	$ 72,381.05	0	0.47%	West Construction, Inc.	Unforeseen	It was discovered during construction that the existing above ceiling electrical installation did not meet code. The Contractor was directed by the Building Department to correct the existing condition and will provide labor, materials, and equipment to properly support the above ceiling electrical conduit and junction boxes in Building 1.	$ 15,561,967.00	07.05.2022
Superintendent Letter CO-6				**$ 36,972.60**	**0**	**0.24%**					
P.001979	Coral Springs MS - SMART Program Renovations	12	03.26.2024	$ 36,972.60	0	0.24%	West Construction, Inc.	Unforeseen	Moisture test indicates moisture exceeds the allowable limit therefore the Contractor is to provide moisture mitigation to the media center floor.	$ 15,561,967.00	07.05.2022
Superintendent Letter CO-7				**$ 23,920.66**	**0**	**0.15%**					
P.001979	Coral Springs MS - SMART Program Renovations	11	04.12.2024	$ 23,920.66	0	0.15%	West Construction, Inc.	Unforeseen	The existing above ceiling electrical boxes were found to be unsupported and must be brought up to code for the safety of the building occupants and protection of the property. The Contractor will provide proper support for the above ceiling electrical conduits and junction boxes for the kitchen, dining area, stage, and interior ciculations in Building 1.	$ 15,561,967.00	07.05.2022
Superintendent Letter CO-8				**$ 4,829.02**	**0**	**0.03%**					
P.001979	Coral Springs MS - SMART Program Renovations	3	04.23.2024	$ 4,829.02	0	0.03%	West Construction, Inc.	Consultant Omission	The Contractor is to furnish and install a pressure relief fan for AHU 1-1. The fan was no specificed in the original drawings.	$ 15,561,967.00	07.05.2022
Change Order: 2				**$ 113,044.89**	**0**	**0.73%**					
P.001979	Coral Springs MS - SMART Program Renovations	15	05.21.2024	$ 113,044.89	0	0.73%	West Construction, Inc.	Consultant Omission	The lighting package for the gym was not provided in the electrical plans on the bid set of drawings. Therefore, the Contractor is to provide labor, material and equipment to provide lighting in the gymnasium.	$ 15,561,967.00	07.05.2022
Change Order: 3				**$ 2,529,714.68**	**334**	**16.26%**					
P.001979	Coral Springs MS - SMART Program Renovations	14	07.30.2024	$ 2,529,714.68	334	16.26%	West Construction, Inc.	Unforeseen	During the roof demolition of Building 1, it was discovered that the existing metal deck had deteriorated beyond repair from when the initial testing was performed. The metal decking requires replacement before the new roof can be installed. The Contractor will remove the existing metal deck and replace it with a new galvanized deck.	$ 15,561,967.00	07.05.2022
Change Order: 4				**$ 14,491.17**	**0**	**0.09%**					
P.001979	Coral Springs MS - SMART Program Renovations	20	12.17.2024	$ 14,491.17	0	0.09%	West Construction, Inc.	Unforeseen	During construction, several electrical boxes above the ceiling were discovered to be unsupported and inadequately secured. Therefore, the Contractor is to provide labor, material and equipment to properly support the above ceiling electrical conduit and junction boxes.	$ 15,561,967.00	07.05.2022
Change Order: 5				**$ 64,583.86**	**0**	**0.42%**					
P.001979	Coral Springs MS - SMART Program Renovations	29	Pending Board Approval 03.11.2025	$ 33,451.01	0	0.21%	West Construction, Inc.	Unforeseen	During construction, it was discovered that the electrical boxes and conduits in its current state do not satisfy the National Electrical Code (NEC) requirement. Therefore, the Contractor is to provide labor, material and equipment to support one hundred and thirteen (113) existing unsupported electrical boxes, forty (40) conduits and one hundred and fifty-three (153) unit struts to meet code requirements.	$ 15,561,967.00	07.05.2022
P.001979	Coral Springs MS - SMART Program Renovations	30	Pending Board Approval 03.11.2025	$ 13,211.61	0	0.08%	West Construction, Inc.	Unforeseen	During construction, it was discovered that the electrical boxes and conduits in its current state do not satisfy the National Electrical Code (NEC) requirement. Therefore, the Contractor is to provide labor, material and equipment to support forty-four (44) existing unsupported electrical boxes, fourteen (14) conduits and fifty-eight (58) unit struts to meet code requirements.	$ 15,561,967.00	07.05.2022
P.001979	Coral Springs MS - SMART Program Renovations	31	Pending Board Approval 03.11.2025	$ 6,312.34	0	0.04%	West Construction, Inc.	Unforeseen	During construction, it was discovered that the electrical boxes and conduits in its current state do not satisfy the National Electrical Code (NEC) requirement. Therefore, the Contractor is to provide labor, material and equipment to support twenty-two (22) existing unsupported electrical boxes, six (6) conduits and twenty-eight (28) unit struts to meet code requirements.	$ 15,561,967.00	07.05.2022
P.001979	Coral Springs MS - SMART Program Renovations	32	Pending Board Approval 03.11.2025	$ 11,608.90	0	0.07%	West Construction, Inc.	Unforeseen	During construction, it was discovered that the electrical boxes and conduits in its current state do not satisfy the National Electrical Code (NEC) requirement. Therefore, the Contractor is to provide labor, material and equipment to support forty-six (46) existing unsupported electrical boxes, conduits and thirty-seven (37) unit struts to meet code requirements	$ 15,561,967.00	07.05.2022
Grand Totals:				**$ 2,872,938.93**	**334**	**18.46%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #5
WEST CONSTRUCTION, INC.
Coral Springs Middle School
P.001979

School Board Meeting: 02.19.2025

The financial impact of this item is $64,583.86

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is an additional impact to the project budget

Funds in the amount of $52,000.00 will come from the Capital Projects Reserve. This changes the project from $21,212,665.00 to $21,264,665.00

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Rafiki Brown - 02/04/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-9.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #7 - C. Robert Markham ES

REQUESTED ACTION:

Approve Change Order #7 in the amount of $51,179.27 granting 520 additional calendar days. District 7.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Time Impact Analysis (TIA)
- Approved COI Log
- Collaboration Form

FINANCIAL IMPACT:

This item will be funded from the current project budget and requires $51,179.27 additional spending authority.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY
Change Order #7
Burke Construction Group, Inc.
Carty Architecture, LLC.
C. Robert Markham Elementary School, Pompano Beach
SMART Program Renovations
Project No. P.001920
ITB FY21-124

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**9,159,000**
Approved Add. Funding: (JJ-3, 09/15/20)	$	(1,245,170)
New Funding Request:	$	0
Current Revised Budget:	**$**	**7,913,830**

Total Project Schedule Summary

-Notice To Proceed: 10/21/20

-Current Projected Substantial Completion Date: 02/28/2025

-Current Projected Final Completion Date: 04/01/2025

Change Order Analysis

Consultant Error	0.08%
Consultant Omission	0.23%
Owner's Request	0.34%
Unforeseen	4.89%
Tax Savings from DOP	0.00%
	5.53%

Board Meeting Date: February 19, 2025

Recommended Action

Approve Change Order #7 in the amount of $51,179.27 which includes 520 days.

District-zone Impact: District 7

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The Contractor will be granted 520 days for delays that were unforeseeable and beyond its control. The Contractor will also be compensated for additional work required to install new roofing above chiller lines and conduits.

If the Board votes "No": The Contractor will be unfairly assessed for delays to the project that were beyond its control and subject to possible liquidated damages. The Contractor will not be compensated for work already completed in good faith.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	5,288,026.00	519 Days
DIRECT OWNER PURCHASE(S):	$	(922,464.21)	0 Days
PREVIOUSLY APPROVED CO'S:	$	241,476.79	73 Days
CURRENT CO REQUEST:	$	51,179.27	520 Days
CURRENT REVISED CONTRACT:	$	**4,658,217.85**	**1,112 Days**

Status of Work:

The construction phase is 99% complete. The project is expected to achieve Substantial Completion by February 28, 2025, and Final Completion of April 01, 2025.

Background/History:
The scope of work for the project includes fire alarm, HVAC improvements, and building envelope improvements.

Change Order Items:
Item #1 – (COI #12) Relocation of New Roofing: During Construction, it was discovered that the new roofing could not be installed under chiller lines and electrical conduits along the top of walkway canopies. It is necessary to fabricate and install pipe-chase to wall transitions to facilitate installation over the chiller lines and conduits. Therefore, the Contractor is to provide labor and materials to install new roofing over chiller lines and conduits. (Unforeseen – $51,179.27; Add 0 Days)

Item #2 – (COI #15) Request for Time Extension: This change order is a request for time to grant the Contractor additional calendar days in in exchange for waiving its rights to seek additional or extended general conditions for such days. (Owner's Request - $0.00; Add 520 Days)

Action Plan:
This change order has been reviewed for entitlement by AECOM and for cost by Atkins. The above-referenced Change Order Items, COI #12 and COI #15, received a recommendation for approval by the Change Order Review Panel (CORP).

The request for additional time is supported by a Time Impact Analysis (TIA), which has been analyzed and recommended for approval by an Independent Claims Analyst Forensic Scheduler. See Exhibit 3 – Time Impact Analysis (TIA).

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
There is no measurable outcome or return on investment associated with this item. This item ensures that the Contractor is compensated for work performed in good faith and the new roofing is properly installed.

Financial Impact
The financial impact of this item is $51,179.27 and will be funded from the current project budget.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 12

Facility Name:	C. Robert Markham Elementary School	Date:	10.04.2024
Project Name:	C. Robert Markham ES - SMART Program Renovations	Project #	P.001920
Location No:	1671		
Contractor:	BURKE CONSTRUCTION GROUP, INC. 10145 NW 19th Street Miami,FL 33172	Reference Letter Dated:	

Description of Change:
Additional labor and materials to provide new roofing over chiller line and electrical conduits over walkway canopies between buildings 3 & 4 and 5 & 6.

The contractor's claim for additional days shall be addressed globally via pending PCO 15.

Attachments: _____

Reason For Change:
At the time of construction it was discovered that roofing could not be installed under chiller lines and electrical conduits along the top of walkway canopies between buildings 3 & 4 and 4 & 5 requiring roofing installations over chiller lines and conduits.

Summary:

Total Credits and/or Added Costs:	Add:	$51,179.27
	Deduct:	
The Contract Time will remain unchanged.		0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Judy Carty 12.18.2024	Ricardo Garcia 01.09.2025	Chris Meyers 01.10.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Judy Carty	Ricardo Garcia	Chris Meyers
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
CARTY ARCHITECTURE, LLC	BURKE CONSTRUCTION GROUP, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☒Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 15

Facility Name:	C. Robert Markham Elementary School	Date:	12.19.2024
Project Name:	C. Robert Markham ES - SMART Program Renovations	Project #	P.001920
Location No:	1671		
Contractor:	BURKE CONSTRUCTION GROUP, INC. 10145 NW 19th Street Miami,FL 33172	Reference Letter Dated:	

Description of Change:
Grant Contractor 520 additional calendar days in exchange for Contractor waiving its rights to seek additional or extended General Conditions for such days.

Attachments: _____

Reason For Change:
Agreement made between District and General Contractor.

Summary:

Total Credits and/or Added Costs:	Add:	$0.00
	Deduct:	
The Contract Time will remain unchanged.		520 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Judy Carty 01.15.2025	Ricardo Garcia 01.22.2025	Chris Meyers 01.22.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Judy Carty	Ricardo Garcia	Chris Meyers
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
CARTY ARCHITECTURE, LLC	BURKE CONSTRUCTION GROUP, INC.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☒Owner's Request ☐Unforeseen ☐Consultant Error ☐Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

AECOM

Established 1915
BROWARD
County Public Schools

Time Impact Analysis Review

Project: P.001920 C Robert Markham ES

Reference: PCO 6

September 27, 2024

Delivering a better world

Quality information

Prepared by	Checked by	Verified by	Approved by
Nadia Shihabuddin Project Controls Analyst	Edward Kucher Project Controls Manager	Clay McKenna Project Controls Manager	

Revision History

Revision	Revision date	Details
01	16-Aug-24	Initial Review
02	24-Sep-24	Revised after meeting with Contractor

1. Project Information

Project Details	
Owner:	Broward County Public School District
Project Number:	P.001920
School:	C. Robert Markham Elementary School
Contractor:	Burke Construction Group, Inc.
Architect/Engineer (A/E):	Carty Architecture, LLC
Contract Details	
Scope of Work:	Building Envelope Improvements (Roof, Window, Ext Wall, etc.) Fire Alarm Fire Sprinklers HVAC Improvements Replacement of building 1
Project NTP Date:	16-Nov-20
Period of Performance:	519 Calendar Days
Original SC Date:	18-Apr-22
Approved Time Extensions:	73 Calendar Days
Current SC Date:	30-Jun-22
Time Impact Analysis (TIA) Details	
TIA Subject:	PCO 6 Chilled Water Piping Conflicts
Date Submitted by Contractor:	9-Feb-23
Recommendation	
Acceptance/Rejection:	Accepted

Table 1 Project Information

2. Executive Summary

2.1 PCO #6

The Contractor submitted PCO #6 on 9-Feb-23 requesting an additional **503 days** be added to the contract through Substantial Completion (SC). PCO-6 stated several locations on the roof where the chilled water piping/conduits cross from building to building conflicted with the new roofing system and current building codes.

At the time of construction, the Contractor discovered that roofing could not be installed over chiller lines and electrical conduits along the top of walkway canopies between buildings 3 & 4 and 4 & 5. Contractor states that RFI-17, RFI-48, and RFI-50 were issued to inquire about the water pipe chiller/conduits. Eventually, the AE issued ASI-8, which became change order CO-15, to address the conflict with the chilled water piping on the roof.

2.2 Analyst Recommendation

The Analyst reviewed the TIA submitted with PCO #9 along with project records and conducted an independent TIA (if not applicable don't include)

- Granting an excusable, non-compensable time extension of **364** days to the Substantial Completion (SC) date;
- Adjusting Final Completion (FC) to 30 days following SC;
- Not granting compensation for General Conditions.

The breakdown of responsibility for this time extension is as follows:

Delay Event	Days	Responsibility
PCO-9: ASI-8	364	A/E

The Analyst reviewed the TIA submitted with PCO-9 along with project records and recommends that the Contractor's TIA request should be accepted. It is recommended reevaluating the entitlement of excusable time if additional information is submitted by the Contractor.

2.3 Justification for Recommendation

- The Analyst revised the TIA report after the Analyst, Contractor, and PM met on 5-Sep-24, to discuss the Analyst's TIA review. During that meeting, The Contractor requested that the Analyst consider the start of the delay as the date when RFI-17 was submitted and not when the RFI-48 and RFI-50 were submitted. The Contractor also requested that the analyst consider the extension be granted up-until Final Completion and not just up until Substantial Completion. Additionally, the Contractor pointed out that CCD-1 was never signed by the Contractor. The Analyst re-reviewed the TIA analysis and changed the pre-impact schedule used and selected the schedule with data date 19-Apr-21 as the pre-impact schedule. This schedule closest available before the start of the delay which is considered the submission of RFI-17. The analyst then added the delay activities along with delay activities from PCO-6 to the post-impact schedule.
- The Contractor performed their due diligence by informing the A/E and requesting direction regarding the conflict between the chilled water pipes/conduits crossing from building to building and the new roofing system and building codes. This was initially addressed through RFI-17 on 5-May-21. The A/E's response referred to the roofing binder, which did not provide matching details. The Contractor however did not follow up on the A/E response up until 15-Jan-22 (139 days later). The Contractor raised the issue again on 15-Jan-22 to the A/E, receiving the same response, which was later updated on 14-Mar-22.

- The A/E is responsible for ensuring that the design of the structure complies with current codes. In the case where the chilled water pipes/conduits cross from building to building and conflict with the new roofing system and building codes, the A/E is accountable for a 364-day delay due to an A/E error.
- PCO-7 (CO-2) parapet extension delay runs concurrently with this PCO-6 walkway repair delay. Since PCO-6 was previously approved before the review of PCO-7 and granted a 73-day extension, those 73 days will be subtracted from the 512 days delay due to overlap of the two events.
- The Contractor is responsible for 75-day delay, because while RFI-17 was submitted on 5-May-21 addressing walkway repair concerns, and The A/E's response referred to the roofing binder, which did not provide matching details. The Contractor did not follow up requesting additional or correct information from the A/E until 15-Jan-22, 6 months later. The Contractor has a duty to follow up on issues that will cause further delays.
- AECOM does not recommend defining any delays mentioned above as compensable based on Article 6.05 of the Project Manual which was incorporated into the Construction Contract. The contract is subject to a no damage for delay clause which is enforceable except in the case of fraud, bad faith or active interference by the Owner which is not the cause of the delay in question.

3. Background & Submission

3.1 Project Background

1. NTP was issued on 16-Nov-20. The Contract duration was 519 CDs from NTP to SC, and an additional 30 CDs from SC to Final Completion (FC), 549 CDs total.
2. A 73-day time extension has been granted to the project to date from PCO-7 (CHNG-2). This extension was related to Building-2's parapet walls. Building-2 has no parapet walls, however permitted plans specified installation of ARBS perimeter edge metal.

3.2 Delay Timeline

Date	Event in Delay 1
5-May-21	Contractor submitted RFI-17 requesting A/E to provide details for chilled water piping system given current building conditions.
3-Jun-21	A/E responded and referenced the roof binder, Contractor deemed the response unrelated to the question.
15-Jan-22:	Contractor submitted RFI-48 and RFI-50 requesting direction on how to proceed with the chilled water piping system.
28-Jan-22	A/E responded to Contractor with the same response provided in RFI-17
8-Feb-22	On site meeting was held to discuss Conduit and chilled water pipes
24-Jun-22	A/E revised their response to RFI-48 and RFI-50 providing new details and plans (ASK-1 and ASK-2). A/E stated that Contractor provides the engineering drawings and calculations.
28-Jun-22	Building Department Approves ASI-8
12-Oct-22	Structural Engineering calculation and drawing for ASI-8 detail approved.
9-May-23	Owner issued CCD-1
12-Jun-23	CCD-1 revised to include proposed 503 time-extension.
31-Jul-23	Materials were ordered
1-Sep-23	Materials were delivered/ready.

6-Sep-23	Contractor began work on Walkway Repair (ASI-8)
14-May-24	Walkway Repair (ASI-8) inspection passed

1. The table below summarizes the delay start and end dates, and the figure below is a representation of the delay summary.

Delay Event	Start Date	End Date
RFI-17 Contractor submission and A/E response	5-May-21	3-Jun-21
RFI 48 & RFI-50 first and second A/E response	15-Jan-22	14-Mar-22
ASI-8 Building Department Approval	24-Jun-22	28-Jun-22
Delegated Engineering Drawings and Calculations – for ASI-8 detail	6-Jun-22	13-Oct-22
Change Order Preparation by Contractor/Subcontractor	13-Oct-22	28-Dec-22
Change Order Approval / Issue CCD-1	29-Dec-22	12-Jun-23
Material Delivery	31-Jul-23	1-Sep-23
Work on Roof Canopy + Inspections	6-Sep-23	11-Jun-24

3.3 Summary of Contractor's TIA

1. The Contractor's TIA narrative claimed that delays related to the conflict between the existing chilled water pipe/conduits and the new roofing system as well as the lack of detailed directives in the roofing binder impacted the substantial completion of the project.
2. The Contractor chose 'CRM 03 COPY.xer' schedule (data date 19-Apr-21) as the **pre-impacted** schedule.
3. The Contractor's **pre-impacted** schedule indicated a substantial completion (SC) of 5-Jul-22, this date is five (5) days delayed from extended contractual substantial completion (SC) date of 30-Jun-22.
4. The **pre-impact** schedule the latest and closest one before the onset delay of RFI 17. This delay is acceptable to access RFI-17 A/E response delay but is not acceptable to access RFI-48 and RFI-50 (ASI-8) delays. acceptable.
5. The Analyst considers schedule "CMR 11" (data date 31-Dec-21) a more accurate schedule to choose as the pre-impact schedule to analyze RFI-48 and RFI 50 (ASI-8) Delays . This schedule is the latest schedule before the onset of the delay relating to RFI-48 and RFI-50. While RFI-17 was submitted on 5-May-21 and the A/E responded on 3-Jun-21, the Contractor did not re-address this water chiller pipe/conduit inconsistency again until 25-Jan-22 in RFI-48 and RFI-50. Hence, the Analyst sees that the start of the delay was on 25-Jan-22.
6. To create the **post-Impact** schedule, the Contractor proceeded by adopting the same schedule as the post-impact.
7. The Contractor's **post-Impact** schedule does not include the PCO-7 (CO-2) parapet extension delay, which was approved for a 73 day extension. This is not acceptable
8. PCO-7 (CO-2) parapet extension delay has a start date of 9-Jul-21 and an end date of 15-Nov-21 based on PCO-7 TIA review analysis. This delay runs concurrently with PCO-6 walkway delay.
9. To develop the **post-impact** schedule, the Contractor added the following activities:

ID	Tast Name	Duration	Start	Finish
SN-100	RFI #17 Chilled Water Piping on The Roof Conflict - Issued	0		05-May-21*
SN-110	RFI #17 -Not Applicable Response	0		03-Jun-21*
SN-120	RFI #48- Parapet Wall Conduit/Roofing Conflict- Issued	0		14-Jan-22*
SN-130	RFI #50- Rooftop Chilled Water Piping/Conduits Conflict- Issued	0		14-Jan-22*
SN-140	RFI #48- 1st Response-Same Response as RFI#17	0		25-Jan-22*
SN-150	RFI #50- 1st Response	0		28-Jan-22*
SN-160	Site meeting to discuss Issues with Conduit/chilled Water Pipes	0		08-Feb-22*
SN-170	RFI #48 2nd Response	0		14-Mar-22*
SN-180	RFI #50- 2nd response	0		14-Mar-22*
SN-190	ASI #8 Permit Received	0		29-Jun-22*
SN-200	ASI #8 3rd Party Engineer Design for Pipe Chase/Conduit	69	29-Jun-22	3-Oct-22
SN-210	Engineering submittal for Pipe Chase/Conduit- Submitted	0		3-Oct-22
SN-230	Subcontractors provide price for change order	47	13-Oct-22	16-Dec-22
SN-220	Pipe Chase Submittal Approved	0		13-Oct-22*
SN-240	Contractor to review back up/ prepare change order	20	19-Dec-22	13-Jan-23
SN-250	AECOM Review/ Approve Change Order	80	16-Jan-23	5-May-23
SN-260	BOARD Review/ Approve change order	40	8-May-23	30-Jun-23
SN-270	Material Procurement	20	3-Jul-23	28-Jul-23
SN-280	Complete Extra Scope	20	31-Jul-23	25-Aug-23

10. Since the Contractor's TIA narrative was dated 3-Feb-23, it can be noted that activities SN-250, SN-260, SN-270, SN-280 are activities which hold estimated start and finish dates.

11. Contractor's post-impacted schedule indicated a substantial completion (SC) of 20-Nov-23, which is a 503-day delay from the pre-impact schedule's substantial completion. This 503 day delay matches the Contractor's request.

3.4 Files Reviewed

1. Burke Construction - Notice to Proceed - FY21-124 - SMART Program Renovations - Robert C Markham ES - P.001920.pdf
2. CR Markham - TIA -ASI 8 20230203.pdf
3. CRM-Plot 2 Update 3.pdf
4. CRM 03 COPY.xer
5. CRM-Plot 3 Update 3 w SN1.pdf
6. CRM 03 wSN-1.xer
7. CHNG-00002 - Change Order #2 - Parapet Extension.pdf [Accepted TIA review 73-days]
8. BCPS TIA Review Letter_P.001920_(C. Robert Markham) ES_COR.13_2 [Denied TIA review]
9. 01250e - 20230620 135916.pdf [CCD-01]
10. PCO 01250b Proposal - 20231121 144837 [COR 15]
11. MPU-00030 - Monthly Project Update - May 2023 - Monthly Project Update Summary
12. MPU-00031 - Monthly Project Update - June 2023 - Monthly Project Update Summary
13. MPU-00032 - Monthly Project Update - July 2023 - Monthly Project Update Summary.pdf
14. TRANS-00105 - ASI #8 - Canopy re-roofing ISS#23149.pdf
15. TRANS-00109 - Approved ASI #8 - Canopy re-roofing ISS#23149.pdf
16. GRFI-00017 - RFI #017
17. Response to GRFI-00017 - RFI #017 1310a Chilled Water Piping on the Roof Conflict_
18. GRFI-00048 - RFI #048
19. Response to GRFI-00048 - RFI #048 1310a - Parapet Wall Conduit_Roofing Conflict
20. Response to GRFI-00048 update 03-14-2022- RFI #048 1310a - Parapet Wall Conduit_Roofing Conflict
21. GRFI-00050 - RFI #050
22. Response to GRFI-00050 - RFI #050 1310a - Rooftop Chilled Water Piping_Conduits Conflict
23. PCO-00006 - Contractor Potential Change Order (includes CUD) 15 - Canopy Re Roofing - 1250b
24. Combined Back Up Rev1
25. Walkway Final_C.Robert Markham
26. Roofing Final Entire Project
27. Walkway -Start Date

4. Analysis

4.1 Qualitative

1. The Analyst used AACE International Recommended Practice No. 29R-03 Method Implementation Protocol 3.6 to validate the Contractor's TIA submission. This method was chosen as the "best fit" to evaluate the Potential Change Order Request (PCO) since it provides retrospective schedule analysis by adding a modeled event to the post-impact schedule.
2. The Analyst selected the " CRM 03 COPY.xer' " schedule (Data Date: 19-Apr-21) as the **pre-impact** schedule. This schedule is appropriate because it is the closest available before the start of the delay which is considered the submission of RFI-17.
    a. RFI-17 was submitted on May 5, 2021, and the A/E responded on June 3, 2021, the Contractor did not re-address or submit any other RFI's regarding the water chiller pipe/conduit inconsistency until 5-Jan-22, in RFI-48 and RFI-50.
    b. Later schedules provided by the Contractor on E-builder indicated that work on other parts of the project was able to continue between the submission of RFI-17 and RFI-48.
    c. The schedule with data date 19-Apr-21 does not include already approved PCO-7 (CO-2) parapet extension delay, which runs concurrently with this TIA review's PCO-6 walkway delay.
3. The **pre-impact** schedule indicated a Substantial Completion (SC) date of **5-Jul-22.** This date is 5 days delayed from extended Substantial Completion (SC) date of 30-Jun-22, this delay is unrelated to PCO-6.
4. First, to develop the post impact schedule, the Analyst added one activity to represent PCO-7 (CO-2)'s parapet extension delay, please note that PCO-7 (CO-2) was already approved for 73 day extension:

Task ID	Task Name	Duration	Start Date	End Date	Predecessor	Successor
A1150	PCO-7 (CO-2) PARAPET EXTENSION DELAY	96	09-Jul-21*	19-Nov-21	0100062100, 0100090000	07600R2S224, 07600R2N224

5. The Analyst set a "start on" constraint on the start date to ensure the schedule holds the correct date of the delay.
6. PCO-7 (CO-2)'s parapet extension delay runs concurrently with PCO-6's delay.
7. To develop the **post-impact** schedule the following activities were added to reflect the delay impacts associated with ASI-8 delays:

Task ID	Task Name	Duration	Start Date	End Date	Predecessor	Successor
A1000	Contractor Submit RFI-48 and RFI-50	1	14-Jan-22*	14-Jan-22	0100062100, 0100090000	A1010
A1010	A/E Responds to RFI-48 and RFI-50	7	17-Jan-22	25-Jan-22	A1000	A1020
A1020	On site meeting regarding RFI-48 and RFI-50	10	26-Jan-22	8-Feb-22	A1010	A1030
A1030	A/E revises responses from RF-48 and RFI-50	24	9-Feb-22	14-Mar-22	A1020	A1040
A1040	A/E prepares ASI-8	73	15-Mar-22	23-Jun-22	A1030	A1050
A1050	Building Department approves ASI-8	3	24-Jun-22	28-Jun-22	A1040	A1060
A1060	ASI-8 Engineering Calculations and Drawings preparation (3rd party Eng. for ASK-1 AND ASK-2)	75	29-Jun-22	11-Oct-22	A1050	A1070
A1070	Building Department approves engineering calculations and drawings	1	12-Oct-22	12-Oct-22	A1060	A1080
A1080	Contractor prepares Change Order-15	55	13-Oct-22	28-Dec-22	A1070	A1090
A1090	Change Order-15 revision and review	93	29-Dec-22	8-May-23	A1080	A1100
A1100	Owner issued CCD-1	1	9-May-23	9-May-23	A1090	A1110
A1110	Owner revises CCD-1 to include proposed 503-day extension time	24	10-May-23	12-Jun-23	A1100	A1120
A1120	Contractor Orders Materials	34	13-Jun-23	28-Jul-23	A1110	A1130
A1130	Material Delivery	25	31-Jul-23	1-Sep-23	A1120	A1140
A1140	Contractor begins work on walkway ASI-8	3	04-Sep-23 A	4-Sep-23	A1130	07551ACW7214

8. The Analyst set a “start on” constraint on Activity ID A1000. Furthermore, Activity ID A1000 has a predecessor of “Mobilization” and “Notice to Proceed” to connect it with the rest of the schedule.
9. The Analyst connected Activity ID A1140 with Activity ID 07551ACW7214, CW- Rework Scupper Openings, as this was the sequence that was shown in the Contractor’s post impact schedule and later schedules that the Contractor has uploaded.
10. When the **post-impact** schedule rescheduled the Substantial Completion (SC) moved from 5-Jul-22 to 29-Nov-23. Adding activities for ASI-8 presented a **512 day** delay to the Contractual Substantial Completion (SC).
11. The Analyst notes that the work on the Walkway for ASI-8 began on 6-Sep-2023 and the roofing final inspection passed on 11-Jun-24.
12. The Analyst checked the latest schedule (data date 31-Oct-23) uploaded by the Contractor and notes that all but two activities in the Walkway Repair WBS, activities associated with ASI-8, are actualized with dates in Sep-23 and Oct-23. There are three (3) activities in the Walkway Repair WBS that are not actualized and they are the following:

Task ID	Task Name	Duration	Start Date	End Date	Predecessor	Successor
01000CW7236	ASI 8 CHANGE ORDER	5	03-Oct-22 A	31-Oct-23		07551ACW7214
07631CW7232	CW- Install Gutters & Downspouts	4	27-Sep-23 A	15-Nov-23	07600CW7224, 07600CW7224	01000CW7226
01000CW7226	CW- Final Inspection	1	21-Nov-23	21-Nov-23	07600CW7224, 07631CW7232	100099920

13. The Contractor performed due diligence by informing the A/E and requesting direction regarding the conflict between the chilled water pipes/conduits crossing from building to building and the new roofing system and building codes. This was initially addressed through RFI-17 on 5-May-21. The

A/E's response referred to the roofing binder, which did not provide matching details. The Contractor raised the issue again on 15-Jan-22, receiving the same response, which was later updated on 14-Mar-22. This issue could have been avoided or mitigated with a more diligent response from the A/E to RFI-17, or RFI-48 and RFI-50 the first time around.

14. PCO-7 (CO-2) parapet extension runs concurrently with this PCO-6 delay, since PCO-7 was previously approved and Contractor was granted 73 days for PCO-7 delay, **73 days** will be subtracted from 512 delay due to overlap.
15. The Contractor is responsible for 75-day delay, because while RFI-17 was submitted on 5-May-21 addressing walkway repair concerns, and The A/E's response referred to the roofing binder, which did not provide matching details. The Contractor did not follow up requesting additional or correct information from the A/E until 15-Jan-22, 6 months later. The Contractor has a duty to follow up on issues that will cause further delays.
16. The A/E is responsible for ensuring that the design of the structure complies with current codes. In the case of the walkway location on the roof where the chilled water pipes/conduits cross from building to building and conflict with the new roofing system and building codes, the A/E is accountable for a **364-day** delay due to an A/E error.

4.2 Responsibility Matrix

Window	Delays						Delay Events
	Contractor	Owner	AE	Weather	Unforeseen	**Net Impact**	
1	0	0	364	0	0	364	ASI-8
2	75	0	0	0	0	75	Ordering Material for ASI-8
3	0	0	0	0	73	73	PCO-6 (previously approved)
Total	75	0	364	0	73	512	

Table 2: Responsibility Matrix

5. Definition

1. The term "longest-path" is defined as the interconnected chain of critical activities in which the total duration of that path is longer than any other path. For continuity of understanding across all present and forthcoming parties to view this document, the term "critical" will be used as the short form of the term "longest path."
2. The term "unimpacted schedule" can be defined as the "base" schedule or latest Owner-accepted schedule prior to the start of the subject delay event.
3. The term "Excusable Delays" is defined as delays that are unforeseeable and beyond the control of the contractor.
4. The term "Non-Excusable Delays" is defined as delays that are foreseeable or within the contractor's control.
5. The term "days" refers to calendar days unless otherwise specified.

6. Disclaimer

This review is intended to be in accordance with specification section 01 32 16 Construction Schedule Critical Path Method-CPM and section 01 26 00 Change Modification Procedures of the contract documents. This review does not include verification of compliance with contractual instruments or any other management operations related Change modification procedures. This review is not intended in any way to conflict with or misconstrue the program's management or contractual instruments or processes for settling cost or time changes. This review does not include verification of the program's change modification procedures. The findings, data, and recommendation contained in this review letter does not include or guarantee compliance with any local or international building code, or any validation that any referenced design is compliant with any engineering or architectural standards (building, structural, roofing, electrical, mechanical, plumbing, or any other construction discipline); this is the responsibility of the Owner and Authorities Having Jurisdiction. Any project delays, past, concurrent to, or future, other than the subject delay being reviewed herein, reflected in the Contractor's construction schedule are not approved or accepted as a result of comments or the recommendations contained throughout this review document. This review is intended to be independent in methodology and based on industry recommended practices for Time Impact Analysis, while also in orchestration with the stipulations and objectives of the above referenced program. AECOM notes that the analysis and report is quantitative in approach, not qualitative. Thus, any anecdotal reasoning or information that is counter to or outside of AECOM's independent investigation, or counter to the recommendation contained herein, AECOM reserves the right to consider those at a later time.

Appendix A

A.1 Pre-impact Schedule (DD: 19-April-21)

A.2 Post-Impact Schedule (DD: 19-April-21)

Prepared by:

AECOM
Nadia Shihabuddin AECOM
cc: PPM Project Controls Group East Region
aecom.com

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Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Change Order: 1				**$ 4,207.00**	**0**	**0.08%**					
P.001920	C. Robert Markham ES - SMART Program Renovations	4	07.19.2022	$ 4,207.00	0	0.08%	Burke Construction Group, Inc.	Consultant Error	The Contractor is to provide labor and materials to modify ductwork and relocate new motorized dampers to treated outside air duct at four mechanical rooms in Building 5.	$ 5,288,026.00	11.16.2020
Change Order: 2				**$ 96,173.00**	**0**	**1.82%**					
P.001920	C. Robert Markham ES - SMART Program Renovations	1	10.11.2022	$ 96,173.00	0	1.82%	Burke Construction Group, Inc.	Unforeseen	The Contractor is to provide labor and materials to remove existing moisture damaged LWIC on the roof of Building 2. Building 2 consists of classrooms, storage, mechanical rooms, and electrical rooms.	$ 5,288,026.00	11.16.2020
Change Order: 3				**$ 71,032.00**	**73**	**1.34%**					
P.001920	C. Robert Markham ES - SMART Program Renovations	2	12.13.2022	$ 39,472.00	73	0.75%	Burke Construction Group, Inc.	Unforeseen	The Contractor is to provide labor, materials and equipment to install high parapet wall extension, cant and coping cap at Building 2's roof.	$ 5,288,026.00	11.16.2020
P.001920	C. Robert Markham ES - SMART Program Renovations	3	12.13.2022	$ 17,432.00	0	0.33%	Burke Construction Group, Inc.	Unforeseen	The Contractor is to provide labor and materials to extend height of new Building 7 windows to allow for anchorage to existing concrete beam above.	$ 5,288,026.00	11.16.2020
P.001920	C. Robert Markham ES - SMART Program Renovations	5	12.13.2022	$ 14,128.00	0	0.27%	Burke Construction Group, Inc.	Owner's Request	The Contractor is to provide labor and materials to install drywall ceiling in mechanical rooms in Buildings 2, 3, 4 and 5.	$ 5,288,026.00	11.16.2020
Change Order: 4				**$ 15,782.00**	**0**	**0.30%**					
P.001920	C. Robert Markham ES - SMART Program Renovations	9	01.18.2023	$ 3,838.00	0	0.07%	Burke Construction Group, Inc.	Owner's Request	The Contractor is to provide labor for the demolition and removal of abandoned stove exhaust hoods and related ductwork in six locations in Building 2.	$ 5,288,026.00	11.16.2020
P.001920	C. Robert Markham ES - SMART Program Renovations	10	01.18.2023	$ 11,944.00	0	0.23%	Burke Construction Group, Inc.	Consultant Omission	During construction, it was discovered that the existing duct work location adjacent to the parapet wall would not allow for proper roof flashing installation. The Contractor is to provide labor and materials to replace and relocate the outside air ducts between Buildings 3 and 4, and between Buildings 4 and 5.	$ 5,288,026.00	11.16.2020
Change Order: 5				**$ 43,522.77**	**0**	**0.82%**					
P.001920	C. Robert Markham ES - SMART Program Renovations	6	09.12.2023	$ 43,522.77	0	0.82%	Burke Construction Group, Inc.	Unforeseen	During construction, it was discovered that due to the increased size of new equipment curbs to include duct extension, electrical conduits, and insulation, the existing roof deck opening reinforcement could not accommodate the new larger curbs, requiring the installation of new reinforcement. Therefore, the Contractor is to provide labor, material and equipment to provide structural reinforcement at twenty-six (26) existing roof deck openings at mechanical equipment curb frames and install modified membrane flashing.	$ 5,288,026.00	11.16.2020
Change Order: 6				**$ 10,760.02**	**0**	**0.20%**					
P.001920	C. Robert Markham ES - SMART Program Renovations	11	01.23.2024	$ 10,760.02	0	0.20%	Burke Construction Group, Inc.	Unforeseen	During construction, it was observed that the Building 7 parapet area is showing signs of additional deterioration and requires remediation. Therefore, the Contractor is to provide labor, material, and equipment to perform additional concrete canopy restoration.	$ 5,288,026.00	11.16.2020
Change Order: 7				**$ 51,179.27**	**520**	**0.97%**					
P.001920	C. Robert Markham ES - SMART Program Renovations	12	Pending Board Approval 02.19.2025	$ 51,179.27	0	0.97%	Burke Construction Group, Inc.	Unforeseen	During Construction, it was discovered that the new roofing could not be installed under chiller lines and electrical conduits along the top of walkway canopies. It is necessary to fabricate and install pipe-chase to wall transitions to facilitate installation over the chiller lines and conduits. Therefore, the Contractor is to provide labor and materials to install new roofing over chiller lines and conduits.	$ 5,288,026.00	11.16.2020
P.001920	C. Robert Markham ES - SMART Program Renovations	15	Pending Board Approval 02.19.2025	$ -	520	0.00%	Burke Construction Group, Inc.	Owner's Request	This change order is a request for time to grant the Contractor additional calendar days in in exchange for waiving its rights to seek additional or extended general conditions for such days	$ 5,288,026.00	11.16.2020
Grand Totals:				**$ 292,656.06**	**593**	**5.53%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #7
BURKE CONSTRUCTION GROUP, INC.
C. Robert Markham Elementary School
P.001920

School Board Meeting: 02.19.2025

The financial impact of this item is $51,179.27

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/31/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: REVISED

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-10.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #9 - Piper HS
REVISED

REQUESTED ACTION:

Approve additional funding in the amount of $14,464 and approve Change Order #9 in the amount of $14,463.39. District 5.

Financial Impact was revised. Increasing the project budget from ~~$20,491,400 to $20,505,864~~ to $20,540,345 to $20,554,809.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Approved COI Log
- Collaboration Form
- Memo to Revise

FINANCIAL IMPACT:

$14,463.39 change order requiring $14,464 additional funding from the Capital Projects Reserve, increasing the project budget from $20,540,345 to $20,554,809.

STRATEGIC PLAN ALIGNMENT:
Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:
(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____
School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY
Change Order #9
H.A. Contracting Corp.
Wolfberg/Alvarez and Partners, Inc.
Piper High School, Sunrise
SMART Program Renovations
Project No. P.001744
ITB FY18-203C

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**14,921,000**
Approved Add. Funding: (JJ-2, 02/04/20); (JJ-17, 12/17/24)	$	5,619,345
New Funding Request:	$	14,464
Current Revised Budget:	**$**	**20,554,809**

Total Project Schedule Summary

-Notice To Proceed: 05/11/2020

-Current Projected Substantial Completion Date: 08/31/2025

-Current Projected Final Completion Date: 09/30/2025

Change Order Analysis

Consultant Error	0.10%
Consultant Omission	0.70%
Owner's Request	-1.29%
Unforeseen	1.89%
Tax Savings from DOP	0.00%
	1.39%

Board Meeting Date: February 19, 2025

Recommended Action
Approve additional funding in the amount of $14,464 and approve Change Order #9 in the amount of $14,463.39.

District-zone Impact: District 5

Impact if the Board Voted Yes or No:

If the Board votes "Yes": The Contractor will be compensated for additional work that was required to modify the existing ductwork.

If the Board votes "No": A delay in the approval of this item could further delay the completion of the scope of work.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	14,964,000.00	748 Days
DIRECT OWNER PURCHASE(S):	$	(3,322,018.57)	0 Days
PREVIOUSLY APPROVED CO'S:	$	(157,803.03)	162 Days
CURRENT CO REQUEST:	$	14,463.39	0 Days
CURRENT REVISED CONTRACT:	$	**11,498,641.79**	**910 Days**

Status of Work:
The construction phase is 93% complete. The project is expected to achieve Substantial Completion by August 31, 2025, and Final Completion by September 30, 2025. There is minimal contracted work remaining. This is not the final change order for this Project.

Background/History

The scope of work for the project includes safety/security upgrades, fire sprinklers, media center improvements, STEM lab improvements, electrical improvements, HVAC improvements, and building envelope improvements.

Change Order Items:

Item #1 – (COI #24) Modification of Existing HVAC Ductwork: During inspection, it was discovered that the existing lighting fixtures were not code compliant which initiated a ceiling and existing fire-rated grills replacement. Therefore the Contractor is to provide labor, materials and equipment to modify existing HVAC ductwork, including the replacement of air distribution devices as part of the ceiling replacement. This change order reflects the second payment of three for this scope of work. (Unforeseen – $14,463.39; Add 0 days)

Other Item:

Item #1 – Additional Funding Request: This change order item exceeds the available change order contingency in the project, therefore, $14,464 of additional funding is being requested.

Action Plan:

This change order has been reviewed for entitlement and cost by AECOM. The above-referenced Change Order Item, COI #24, received a recommendation for approval by the Change Order Review Panel (CORP).

Future requests from the Contractor for additional time which are supported by a Time Impact Analysis (TIA), shall be analyzed by an Independent Claims Analyst Forensic Scheduler, and if acceptable shall be presented to the Board for consideration of approval at a future Board meeting.

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment

There is no measurable outcome or return on investment associated with this item. This item ensures that the Contractor is compensated for work performed in good faith.

Financial Impact

The financial impact of this item is $14,463.39, and $14,464 will be funded from the Capital Projects Reserve. This increases the project budget from $20,540,345 to $20,554,809.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 24

Facility Name:	Piper High School	Date:	11.07.2024
Project Name:	Piper HS - SMART Program Renovations	Project #	P.001744
Location No:	1901		
Contractor:	H.A. CONTRACTING CORP. 9500 N.W. 12 STREET - BAY 1 MIAMI,Florida 33172	Reference Letter Dated:	

Description of Change:
Provide labor, materials, and equipment to modify existing HVAC ductwork, including replacement of air distribution devices as part of the ceiling replacement in Chemistry Labs 155 through 157 as authorized by Construction Change Directive-1 (CCD#7) issued 05/30/23. Please note: This is a partial billing (part 2 of 3) covering only the cost of HVAC of work authorized by CCD-7.

Attachments:

Reason For Change:
Construction Change Directive (CCD) #7 was issued to the General Contractor to replace existing modular ceiling system, including the integrated air distribution devices in Chemistry Labs 155 to 157 because the existing lighting fixtures were not code complaint per inspection.

Summary:

Total Credits and/or Added Costs:	Add:	$14,463.39
	Deduct:	
The Contract Time will remain unchanged.		0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Raul Estevez 12.05.2024	Kristina McHugh 12.05.2024	Rodrigo Olalquiaga 12.13.2024
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Raul Estevez	Kristina McHugh	Rodrigo Olalquiaga
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
WOLFBERG/ALVAREZ AND PARTNERS, INC.	H.A. CONTRACTING CORP.	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐ No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐ Owner's Request ☒ Unforeseen ☐ Consultant Error ☐ Consultant Omission ☐ Direct Owner Purchase ☐ Tax Savings

Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Change Order: 1				**$ (200,000.00)**	**0**	**-1.34%**					
P.001744	Piper HS - SMART Program Renovations	1	07.21.2020	$ (200,000.00)	0	-1.34%	H.A Contracting Corp.	Owner's Request	As part of the resolution to allow H.A. Contracting Corp. to substitute MWBE subcontractors after bid was awarded, H.A. Contracting Corp. agreed to credit the Owner for the difference in the Contract Sum in accordance with Bid Documents.	$ 14,964,000.00	05.11.2020
Change Order: 2				**$ 10,535.00**	**0**	**0.07%**					
P.001744	Piper HS - SMART Program Renovations	2	04.20.2021	$ 10,535.00	0	0.07%	H.A Contracting Corp.	Consultant Omission	Original scope of work called for installation of new acid waste tank and drainage. The existing acid neutralization tank and associated piping were not shown in the permitted plans for this project. Therefore, labor, material and equipment are required to remove existing acid neutralization tank and associated piping prior to installation of the new system.	$ 14,964,000.00	05.11.2020
Change Order: 3				**$ 51,137.00**	**0**	**0.34%**					
P.001744	Piper HS - SMART Program Renovations	3	08.17.2021	$ 40,359.00	0	0.27%	H.A Contracting Corp.	Consultant Omission	Existing above ceiling raceways and free cabled low voltage cabling were found to lack adequate support upon removal of existing ceilings classroom areas and existing smoke rated ceiling deck in adjacent corridors.	$ 14,964,000.00	05.11.2020
P.001744	Piper HS - SMART Program Renovations	4	08.17.2021	$ 10,778.00	0	0.07%	H.A Contracting Corp.	Consultant Omission	The cabinets shown graphically for Science Labs 150, 151, 152, and 153 were not included or described in the equipment schedule. Labor and materials are required to furnish and install four (4) sink cabinets with resin tops or sink and faucets.	$ 14,964,000.00	05.11.2020
Change Order: 4				**$ 57,387.00**	**0**	**0.38%**					
P.001744	Piper HS - SMART Program Renovations	6	02.15.2022	$ 14,582.00	0	0.10%	H.A Contracting Corp.	Consultant Error	The Contractor is to provide labor and materials to replace approximately forty (40) emergency overflow drain collars on Building 1.	$ 14,964,000.00	05.11.2020
P.001744	Piper HS - SMART Program Renovations	7	02.15.2022	$ 34,699.00	0	0.23%	H.A Contracting Corp.	Unforeseen	The Contractor is to provide labor and materials to remove and replace approximately 185 lineal feet of existing metal framed partitions, including new framing, new abuse resistant gypsum board and new sound insulation.	$ 14,964,000.00	05.11.2020
P.001744	Piper HS - SMART Program Renovations	8	02.15.2022	$ 8,106.00	0	0.05%	H.A Contracting Corp.	Consultant Omission	The Contractor is to provide labor and materials to remove and replace existing lighting circuits serving exterior wall mounted light fixture locations.	$ 14,964,000.00	05.11.2020
Change Order: 5				**$ 23,328.00**	**0**	**0.16%**					
P.001744	Piper HS - SMART Program Renovations	5	04.19.2022	$ 22,310.00	0	0.15%	H.A Contracting Corp.	Consultant Omission	The Contractor is to provide additional labor and material to incorporate modifications to Science and Chemistry Labs which includes the extension of gas services to the Chemistry Labs, rearrangement of octagonal student tables and teacher's demo desk in Science and Chemistry Labs, relocation of lab sink cabinet and emergency shower in Chemistry Lab, and deletion of two (2) octagonal student tables from Chemistry Lab.	$ 14,964,000.00	05.11.2020
P.001744	Piper HS - SMART Program Renovations	12	04.19.2022	$ 1,018.00	0	0.01%	H.A Contracting Corp.	Unforeseen	The Contractor is to provide additional labor and material to replace standard adhesive to moisture control adhesive for carpet installation.	$ 14,964,000.00	05.11.2020
Change Order: 6				**$ 4,166.00**	**0**	**0.03%**					
P.001744	Piper HS - SMART Program Renovations	14	05.17.2022	$ 4,166.00	0	0.03%	H.A Contracting Corp.	Owner's Request	The Contractor is to provide additional labor and materials to furnish and install locksets in lieu of pull and push plates for six (6) doors.	$ 14,964,000.00	05.11.2020
Change Order: 7				**$ 84,748.00**	**0**	**0.57%**					
P.001744	Piper HS - SMART Program Renovations	16	08.17.2022	$ 84,748.00	0	0.57%	H.A Contracting Corp.	Unforeseen	The Contractor is to provide additional labor and materials to remove and replace existing corroded metal framing in Building 2 restroom and the existing wood framing in Building 6.	$ 14,964,000.00	05.11.2020
Superintendent Letter CO-12				**$ 6,037.00**	**0**	**0.04%**					
P.001744	Piper HS - SMART Program Renovations	13	11.04.2022	$ 2,926.00	0	0.02%	H.A Contracting Corp.	Unforeseen	The Contractor to provide labor and materials to re-route existing water piping serving three (3) existing sinks to allow for the installation of new sanitary vents.	$ 14,964,000.00	05.11.2020
P.001744	Piper HS - SMART Program Renovations	18	11.04.2022	$ 3,111.00	0	0.02%	H.A Contracting Corp.	Owner's Request	The Contractor is to provide labor and materials as required to remove and relocate existing clock/speaker and push-to-talk button from the southwest corner of Chemistry Lab 157 to a new location along the south wall.	$ 14,964,000.00	05.11.2020
Superintendent Letter CO-14				**$ 2,562.00**	**0**	**0.02%**					
P.001744	Piper HS - SMART Program Renovations	15	01.18.2023	$ 2,562.00	0	0.02%	H.A Contracting Corp.	Unforeseen	The Contractor is to provide labor and materials to replace three (3) existing domestic water shut-off valves that were found to be leaking and unable to fully close and allow for connection of the new piping.	$ 14,964,000.00	05.11.2020
Superintendent Letter CO-13				**$ 29,650.00**	**0**	**0.20%**					
P.001744	Piper HS - SMART Program Renovations	17	01.24.2023	$ 29,650.00	0	0.20%	H.A Contracting Corp.	Unforeseen	The Contractor is to provide labor, materials, and equipment as necessary to provide code compliant supports for existing unsupported or improperly supported above-ceiling mounted raceways and above-ceiling low voltage cabling within the Media Center.	$ 14,964,000.00	05.11.2020
Superintendent Letter CO-15				**$ 47,652.00**	**96**	**0.32%**					
P.001744	Piper HS - SMART Program Renovations	19	01.24.2023	$ 47,652.00	96	0.32%	H.A Contracting Corp.	Unforeseen	The Contractor is to provide labor, materials, and equipment to repair deficiencies and other defects in the existing HVAC system identified "as-is testing of existing systems" report in order to obtain correct airflow readings and achieve completion of the required test and balance work.	$ 14,964,000.00	05.11.2020
Superintendent Letter CO-17				**$ 24,288.55**	**0**	**0.16%**					

P.001744	Piper HS - SMART Program Renovations	20	01.11.2024	$	24,288.55	0	0.16%	H.A Contracting Corp.	Unforeseen	During procurement, the equipment originally described as a cooler with integrally mounted refrigeration equipment was changed to a combination freezer/cooler with remote mounted condensing units. The Contractor is to provide labor and materials necessary to update the electrical service for the refrigeration systems serving the Owner-furnished/Owner-installed freezer/cooler in the culinary lab.	$ 14,964,000.00	05.11.2020
Superintendent Letter CO-17				**$**	**14,719.58**	**0**	**0.10%**					
P.001744	Piper HS - SMART Program Renovations	21	02.23.2024	$	14,719.58	0	0.10%	H.A Contracting Corp.	Unforeseen	The original ceiling and lighting layout was based on and coordinated with a fixed furniture arrangement proposed at the time of bid. This layout had to be modified to a generic ceiling and lighting pattern more conducive for use with moveable furniture.	$ 14,964,000.00	05.11.2020
Superintendent Letter CO-20				**$**	**25,895.70**	**0**	**0.17%**					
P.001744	Piper HS - SMART Program Renovations	22	03.20.2024	$	25,895.70	0	0.17%	H.A Contracting Corp.	Unforeseen	The existing ceiling grid components and light fixtures in Chemistry Labs 155-157 were not code compliant. The Contractor removed and replaced the existing light fixtures.	$ 14,964,000.00	05.11.2020
Change Order: 8				**$**	**12,151.40**	**162**	**0.08%**					
P.001744	Piper HS - SMART Program Renovations	23	Pending Board Approval 01.22.2025	$	12,151.40	162	0.08%	H.A Contracting Corp.	Consultant Omission	The shop drawings did not reflect the installation of a hot water heater. As a result of adding the shower, renovation work in Building 6 was impacted. Therefore, the Contractor is to provide labor, materials, and equipment to install a water heater, hot water supply, and return piping to serve renovated showers in Building 6.	$ 14,964,000.00	05.11.2020
Change Order: 9				**$**	**14,463.39**	**0**	**0.10%**					
P.001744	Piper HS - SMART Program Renovations	24	Pending Board Approval 02.19.2025	$	14,463.39	0	0.10%	H.A Contracting Corp.	Unforeseen	During inspection, it was discovered that the existing lighting fixtures were not code compliant which initiated a ceiling and existing fire-rated grills replacement. Therefore the Contractor is to provide labor, materials and equipment to modify existing HVAC ductwork, including the replacement of air distribution devices as part of the ceiling replacement. This change order reflects the second payment of three for this scope of work.	$ 14,964,000.00	05.11.2020
Grand Totals:				**$**	**208,720.62**	**258**	**1.39%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #9
H.A. CONTRACTING CORP.
Piper High School
P.001744

School Board Meeting: 02.19.2025

The financial impact of this item is $14,463.39

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is an additional impact to the project budget

Funds in the amount of $14,464.00 will come from the Capital Projects Reserve. This changes the project from $20,491,400.00 to $20,505,864.00

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/31/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Established 1915
BROWARD
County Public Schools

OFFICE OF THE SUPERINTENDENT
DR. HOWARD D. HEPBURN
SUPERINTENDENT OF SCHOOLS

PHONE: 754-321-2600 **FAX:** 754-321-2701 **EMAIL:** Superintendent@browardschools.com

February 14, 2025

TO: School Board Members

FROM: Wanda F. Paul
Chief Operations & Facilities Officer

VIA: Dr. Howard D. Hepburn
Superintendent of Schools

SUBJECT: **MEMO TO REVISE AGENDA ITEM JJ-10 – CHANGE ORDER # 9 - PIPER HIGH SCHOOL - FOR THE FEBRUARY 19, 2025, REGULAR SCHOOL BOARD MEETING**

The following is a revision to Agenda Item JJ-10, Change Order #9 - Piper High School - for the February 19, 2025, Regular or Special School Board Meeting.

- Item is revised to correct Financial Impact statement on the Agenda Request Form (ARF)
- Item is revised to correct Financial Impact statement in Exhibit 4 – Collaboration Form.

HDH/WFP/MM: sf

c: Senior Leadership Team

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-10.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #9 - Piper HS

REQUESTED ACTION:

Approve additional funding in the amount of $14,464 and approve Change Order #9 in the amount of $14,463.39. District 5.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Approved COI Log
- Collaboration Form

FINANCIAL IMPACT:

$14,463.39 change order requiring $14,464 additional funding from the Capital Projects Reserve, increasing the project budget from ~~$20,491,400 to $20,505,864~~ **$20,540,345 to $20,554,809**.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

REVISED

1309

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #9
H.A. CONTRACTING CORP.
Piper High School
P.001744

School Board Meeting: 02.19.2025

The financial impact of this item is $14,463.39

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is an additional impact to the project budget

Funds in the amount of $14,464.00 will come from the Capital Projects Reserve. This changes the project from ~~$20,491,400.00 to $20,505,864.00~~ **$20,540,345.00 to $20,554,809.00**

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/31/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-11.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Change Order #13 - South Broward HS

REQUESTED ACTION:

Approve Change Order #13 in the amount of $259,439.72. District 1.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Change Order
- Approved COI Log
- Collaboration Form

FINANCIAL IMPACT:

The financial impact of this item is $259,439.72 and will be funded from the current project budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

Form $4189 Revised 7/24

HH/JJS

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY
Change Order #13
Johnson-Laux Construction, LLC
LIVS Associates, LLC
South Broward High School, Hollywood
Project No. P.001838
ITB FY20-154

MASTER PROJECT SUMMARY

Total Project Budget

Original D.E.F.P. Budget:	**$**	**5,952,000**
Approved Budget Changes: (JJ-1, 08/19/20); (JJ-9, 01/23/24); (JJ-5, 02/21/24); (Capital Fund Amd)	$	7,344,871
New Funding Request:	$	0
Current Revised Budget:	**$**	**13,296,871**

Total Project Schedule Summary

-Notice to Proceed: 12/28/2020

-Current Projected Substantial Completion Date: 10/31/2025

-Current Projected Substantial Completion Date: 11/30/2025

Change Order Analysis

Consultant Error	2.89%
Consultant Omission	4.69%
Owner's Request	0.79%
Unforeseen	-8.94%
Tax Savings from DOP	0.00%
Total	**-0.57%**

Board Meeting Date: February 19, 2025

Recommended Action
ApproveChange Order #13 in the amount of $259,439.72.

District-zone Impact: District 1

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Contractor will be compensated for additional work that was required to install of the new acoustical panels.

If the Board votes "No": The Contractor will be unfairly assessed for delays to the project that were beyond its control and subject to possible liquidated damages.

Construction Contract Summary:

ORIGINAL BASE CONTRACT:	$	8,275,545.00	530 Days
DIRECT OWNER PURCHASE(S):	$	(1,464,733.96)	0 Days
PREVIOUSLY APPROVED CO'S:	$	(303,442.42)	972 Days
CURRENT CO REQUEST:	$	259,439.72	0 Days
CURRENT REVISED CONTRACT:	$	**6,766,808.34**	**1,502 Days**

Status of Work:
The Construction phase is 93% complete. The project is expected to achieve Substantial Completion by October 31, 2025 and Final Completion by November 30, 2025. There is minimal contracted work remaining. This is not the final change order for this Project.

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

Background/History

The scope of work for the project includes ADA renovations related to educational adequacy, electrical improvements, HVAC improvements, STEM lab improvements, and building envelope improvements.

Change Order Items:

Item #1 – (COI #49) Installation of New Acoustical Panels: Upon demolition of the existing sound curtains, it was discovered that there are old window openings and conduits installed on the surface of the walls. This prevents the acoustical panels installation as per the manufacturer's specifications. Therefore, the Contractor is to provide labor, material and equipment to adjust the walls and existing surfaces for the installation of the new acoustical panels in the Auditorium (Consultant Omission – $259,439.72; Add 0 Days)

Action Plan:

This change order has been reviewed for entitlement by AECOM and for cost by Atkins. The above-referenced Change Order Items, COI #49, received a recommendation for approval by the Change Order Review Panel (CORP).

Future requests from the Contractor for additional time which are supported by a Time Impact Analysis (TIA), shall be analyzed by an Independent Claims Analyst Forensic Scheduler, and if acceptable shall be presented to the Board for consideration of approval at a future Board Meeting.

Alignment to 2027 Goals and Guardrails

Business Operations.

Measurable Outcome(s)/Return on Investment

There is no measurable outcome or return on investment associated with this item. This item ensures that the Contractor is compensated for work performed outside of the contract and purchases made in good faith.

Financial Impact

The financial impact of this item is $259,439.72 and will be funded from the current project budget.

The School Board of Broward County, Florida
Office of Facilities & Construction
2301 N.W. 26th Street
Fort Lauderdale, FL 33311 **(754) 321-1500**

Document 01250g (00 63 63)-Construction Change Order-Item # 49

Facility Name:	South Broward High School	Date:	12.19.2024
Project Name:	South Broward HS - SMART Program Renovations	Project #	P.001838
Location No:	0171		
Contractor:	JOHNSON-LAUX CONSTRUCTION, LLC 650 GARDEN COMMERCE PKWY-STE 100 WINTER GARDEN,Florida 34787	Reference Letter Dated:	

Description of Change:
Provide additional material and labor to adjust the walls and existing surfaces for the installation of the new acoustical panels in the Auditorium (Building #2).

Attachments:

Reason For Change:
While demoing the existing sound curtains, it was discovered that there are old (existing) window openings and conduits installed on the surface of the walls, preventing the acoustical panels installation as per the manufacturer's specifications.

Summary:

Total Credits and/or Added Costs:	Add:	$259439.72
	Deduct:	
The Contract Time will remain unchanged.		0 Days

THIS CHANGE ORDER ITEM IS INCLUSIVE OF ALL COSTS ASSOCIATED WITH THIS WORK. NO ADDITIONAL COMPENSATION FOR EXTENDED TIME SHALL BE DUE AS A RESULT OF THIS CHANGE IN THE SCOPE OF WORK.

Recommended	Accepted	Reviewed and Concurred
Terrell Washington 01.29.2025	Antonio Osteicoechea 01.29.2025	Maxim Liubenco 01.29.2025
Project Consultant's Signature Date	Contractor's Signature Date	Facilities Project Manager Date
Terrell Washington	Antonio Osteicoechea	Maxim Liubenco
Project Consultant's Typed Name	Contractor's Typed Name	Facilities Project Manager's Typed Name
LIVS ASSOCIATES, LLC	JOHNSON-LAUX CONSTRUCTION, LLC	AECOM
Project Consultant's Firm Name	Contractor's Firm Name	The School Board of Broward County, FL

Consultant Concurs with Categorization:
☒ Yes ☐No

FOR OFFICE USE ONLY

Direct Owner Purchase (DOP)

☐Owner's Request ☐Unforeseen ☐Consultant Error ☒Consultant Omission ☐Direct Owner Purchase ☐Tax Savings

Approved Change Order Item Log

Project Number	Project Name	Item #	Approved Date	Change Order Amount	Days Extended	Percent Change	Contractor	Reason	Description	Original Contract Amount	Actual Start
Change Order: 1				**$ 74,141.00**	**0**	**0.90%**					
P.001838	South Broward HS - SMART Program Renovations	1	06.14.2022	$ 65,629.00	0	0.79%	Johnson-Laux Construction, LLC	Owner's Request	The Contractor is to provide labor and materials for cabinetry, tables, countertops and student desks in ten (10) stem labs in Building 6.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	9	06.14.2022	$ 8,512.00	0	0.10%	Johnson-Laux Construction, LLC	Unforeseen	The Contractor is to provide additional labor and materials to install vapor barrier in Building 6.	$ 8,275,545.00	12.28.2020
Superintendent Letter CO-4				**$ 597.00**	**0**	**0.01%**					
P.001838	South Broward HS - SMART Program Renovations	6	03.31.2023	$ 597.00	0	0.01%	Johnson-Laux Construction, LLC	Unforeseen	Contractor provided labor and material to remove the existing deteriorated guardrail.	$ 8,275,545.00	12.28.2020
Change Order: 2				**$ 310,050.00**	**0**	**3.75%**					
P.001838	South Broward HS - SMART Program Renovations	11	04.11.2023	$ 310,050.00	0	3.75%	Johnson-Laux Construction, LLC	Unforeseen	During construction, additional moisture testing was performed and showed unacceptable elevated moisture. The contractor will provide labor and materials to remove and replace the substrate on multiple roofs.	$ 8,275,545.00	12.28.2020
Superintendent Letter CO-6				**$ 5,345.00**	**0**	**0.06%**					
P.001838	South Broward HS - SMART Program Renovations	22	04.19.2023	$ 5,345.00	0	0.06%	Johnson-Laux Construction, LLC	Unforeseen	An expnasion joint hidden within the existing structure was not properly flashed. The Contractor installed a new expansion joint at Breezeway B and Building 2D wall.	$ 8,275,545.00	12.28.2020
Change Order: 3				**$ 3,239.00**	**0**	**0.04%**					
P.001838	South Broward HS - SMART Program Renovations	14	05.09.2023	$ 3,239.00	0	0.04%	Johnson-Laux Construction, LLC	Unforeseen	During demolition of Building 18's roof it was discovered there was rotted wood that requires replacement. Therefore, the Contractor is to remove and replace deteriorated wood roofing members.	$ 8,275,545.00	12.28.2020
Change Order: 4				**$ 25,329.00**	**0**	**0.31%**					
P.001838	South Broward HS - SMART Program Renovations	19	07.18.2023	$ 5,624.00	0	0.07%	Johnson-Laux Construction, LLC	Unforeseen	During demolition of the stucco on roof areas 1A and 1B, it was discovered that additional flashing would be needed in order to completely cover the parapet wall. Therefore, the Contractor is to provide labor, material and equipment to install new membrane on the roof wall on Buildings 1A and 1B.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	24	07.18.2023	$ 19,705.00	0	0.24%	Johnson-Laux Construction, LLC	Consultant Error	During field verification, seven (7) condensing units and six (6) roof fans were discovered that were not shown on plans. Therefore, the Contractor is to provide additional labor, material and equipment to demolish, furnish and install electrical connections for the condensing units and roof fans.	$ 8,275,545.00	12.28.2020
Change Order: 5				**$ 10,620.00**	**0**	**0.13%**					
P.001838	South Broward HS - SMART Program Renovations	12	08.08.2023	$ 5,814.00	0	0.07%	Johnson-Laux Construction, LLC	Unforeseen	It was discovered during demolition that a portion of the existing metal roof deck was damaged. The Contractor is to provide labor and material to replace the metal deck on Building 20.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	13	08.08.2023	$ 2,106.00	0	0.03%	Johnson-Laux Construction, LLC	Unforeseen	While cutting the stucco of Breezeway A for flashing purposes, the roofing contractor encountered drywall instead of concrete. Therefore, the Contractor is to provide labor, material, and equipment to remove the drywall, replace it with concrete, and repair the stucco.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	23	08.08.2023	$ 2,700.00	0	0.03%	Johnson-Laux Construction, LLC	Unforeseen	During construction, it was discovered that the existing fasteners at the metal canopy are corroded and cannot be used to reinstall the panels. Therefore, the Contractor is to provide labor and material to install new stainless-steel screws at the metal canopy.	$ 8,275,545.00	12.28.2020
Change Order: 6				**$ 16,070.00**	**0**	**0.19%**					
P.001838	South Broward HS - SMART Program Renovations	26	12.12.2023	$ 16,070.00	0	0.19%	Johnson-Laux Construction, LLC	Consultant Omission	During the process of changing the roof drain for Building 5, the Contractor discovered that there is a network of conduit-connected smoke detectors fixed to the underside of the wood roof deck, above the fire-rated hard ceiling. To mitigate the risk of a screw passing through the wooden deck into the smoke detectors or pipes, the Contractor is to provide labor and materials to open sections of the hard ceiling to assess the location of the existing smoke detectors and prevent damaging them.	$ 8,275,545.00	12.28.2020
Change Order: 7				**$ 16,612.00**	**0**	**0.20%**					
P.001838	South Broward HS - SMART Program Renovations	15	01.23.2024	$ 16,612.00	0	0.20%	Johnson-Laux Construction, LLC	Consultant Error	Original design called for the existing stucco on Building 7 to remain and for the flashing to be installed over the stucco. However, during demolition, it was discovered that several areas of existing stucco were found to be partially delaminated from the substrate, preventing the roofing contractor from proceeding with proper flashing installation. Therefore, the Contractor is to provide labor, material, and equipment to remove stucco for several buildings to install flashing.	$ 8,275,545.00	12.28.2020
Change Order: 8				**$ 15,159.00**	**0**	**0.18%**					
P.001838	South Broward HS - SMART Program Renovations	2	02.21.2024	$ 15,159.00	0	0.18%	Johnson-Laux Construction, LLC	Unforeseen	During demolition of the existing ceiling, it was discovered that the existing ducts were improperly supported in the ceiling tile system which could cause further damage. Therefore, the Contractor is to provide labor, material and equipment to properly hang the existing ducts from the building structure in Building 6.	$ 8,275,545.00	12.28.2020
Change Order: 9				**$ 59,923.00**	**0**	**0.72%**					
P.001838	South Broward HS - SMART Program Renovations	20	05.21.2024	$ 10,875.00	0	0.13%	Johnson-Laux Construction, LLC	Consultant Error	During construction, it was discovered that the existing roof drains are close to the parapet walls and do not allow proposed installation of the sump pumps. The Consultant recommended relocating the existing roof drains to accommodate the installation of the sump pumps. Therefore, the Contractor is to provide additional labor and material for relocating six (6) roof drains and piping.	$ 8,275,545.00	12.28.2020

P.001838	South Broward HS - SMART Program Renovations	36	05.21.2024	$ 49,048.00	0	0.59%	Johnson-Laux Construction, LLC	Unforeseen	The common wall between classrooms in Building 6 and the corridor that were labeled as "existing 1-hour resistive separation masonry wall" on the as-builts but it was discovered during construction that a fire-rated wall did not exist. Additionally, there is a false ceiling above the acoustical ceiling system with several holes, penetrations, and openings. Therefore, the Contractor is to provide labor and material to supply fire-rated drywall and fire caulking as needed to infill voids and penetrations at plaster ceiling and walls.	$ 8,275,545.00	12.28.2020
Change Order: 10				**$ 4,103.90**	**0**	**0.05%**						
P.001838	South Broward HS - SMART Program Renovations	18	07.23.2024	$ 1,442.00	0	0.02%	Johnson-Laux Construction, LLC	Unforeseen	The Contractor was requested to relocate two existing downspouts on the lower roof of Building 2 that were found to be too close to the wall.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	39	07.23.2024	$ 2,661.90	0	0.03%	Johnson-Laux Construction, LLC	Consultant Omission	The original construction documents did not include a supply air grill which is necessary to prevent condensation. The Contractor was requested to install and connect a supply air grill in the mechanical rooms as required by District standards.	$ 8,275,545.00	12.28.2020
Change Order: 11				**$ (973,322.02)**	**0**	**-11.76%**						
P.001838	South Broward HS - SMART Program Renovations	16	08.21.2024	$ 18,107.00	0	0.22%	Johnson-Laux Construction, LLC	Consultant Omission	Due to existing field conditions, installation of the roof drains on corrugated metal decking has to be altered in some locations, deviating from the plan. Therefore, the Contractor is requested to relocate and install new drain sump pump pans on the roofs of Buildings 2, 5, 9, and 11.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	28	08.21.2024	$ (1,153,742.14)	0	-13.94%	Johnson-Laux Construction, LLC	Unforeseen	Due to concerns regarding weight calculations of the existing foor structures, all roofs that have tectum, wood, and gypsum boards were removed from the scope of work to mitigate potential delays and ensure project efficiency. The removed scope will be completed by a CSMP contractor as a roof carve-out project. The funds necessary to complete this work were included in the Capital Fund Amendment approved on January 23, 2024.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	31	08.21.2024	$ 39,778.00	0	0.48%	Johnson-Laux Construction, LLC	Consultant Omission	Upon inspection of the roof, it was determined that a four directional gutter system is required to allow rainwater drainage. Therefore, the Contract will provide labor, material, and to install a new gutter system with downspouts.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	32	08.21.2024	$ 88,590.39	0	1.07%	Johnson-Laux Construction, LLC	Consultant Error	The initial construction documents indicated a smaller cooling tower structure pad with six (6) footings. However, approved engineer shop drawings later revealed a larger pad with ten (10) footings. Additional construction is required to accommodate the larger pad with footings. Therefore, the Contractor is to provide labor material and equipment for additional work to accommodate new cooling tower structural support installation.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	40	08.21.2024	$ 33,944.73	0	0.41%	Johnson-Laux Construction, LLC	Consultant Error	Due to discrepancies between the original designs and District specifications related to the gutters and downspounts, the existing roofing underlayment was exposed much longer than the allowable 90 days. Therefore, the Contractor is directed to provide additional labor and material to recover and secure the underlayment on Roof 9D to comply with warranty requirements.	$ 8,275,545.00	12.28.2020
Superintendent Letter CO-18				**$ 91,179.89**	**0**	**1.10%**						
P.001838	South Broward HS - SMART Program Renovations	33	09.10.2024	$ 8,896.00	0	0.11%	Johnson-Laux Construction, LLC	Consultant Omission	The construction documented show six (6) pumps connected to three (3) chillers. Field verification revealed that there were two (2) additional pumps. The Contractor will provide labor, material, and equipment to make the mechanical installation and controls of the chiller area and cooling tower pick up isolation valve status for the additional pumps connected to the chillers.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	34	09.10.2024	$ 8,719.45	0	0.11%	Johnson-Laux Construction, LLC	Consultant Omission	The Contractor is to provide labor, materials and equipment to relocate an existing chiller water piping that was covered by an existing ductwork.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	35	09.10.2024	$ 3,879.00	0	0.05%	Johnson-Laux Construction, LLC	Unforeseen	When demolition of the soffit and gutter around Building 9 was performed, it was discovered that steel beams protruded from the face of Building 12 by 1-2 inches. To comply with the installation of the metal plate, it is required for the Contractor to cut the existing protruding steels beams.	$ 8,275,545.00	12.28.2020
P.001838	South Broward HS - SMART Program Renovations	38	09.10.2024	$ 69,685.44	0	0.84%	Johnson-Laux Construction, LLC	Consultant Error	Roof 9J ws not previously in the scope of work. After demolition of the faux wall at the north side of Building 9, it was discovered that a section of Roof 9J was left exposed leaving the roof without roofing. The Contractor is to provide additional material and labor to replace the roofing of Roof 9J and to protect the affected roof area while waiting for Architectural Supplemental Information.	$ 8,275,545.00	12.28.2020
Change Order: 12				**$ -**	**972**	**0.00%**						
P.001838	South Broward HS - SMART Program Renovations	7	10.15.2024	$ -	972	0.00%	Johnson-Laux Construction, LLC	See Description	Due to multiple factors which includes mechanical equipment delivery time, owner representative submittal review time, replacement of electrical subcontractor, material shortages and restricted access to buildings because of reduced swing space. These various issues impacted the critical path of the project by 972 days. Responsibility breakdown as follows: A/E = 16 days, Unforeseen= 551 days, Material/supplier= 405 days	$ 8,275,545.00	12.28.2020
Superintendent Letter CO-21				**$ 27,023.37**	**0**	**0.33%**						
P.001838	South Broward HS - SMART Program Renovations	37	10.23.2024	$ 27,023.37	0	0.33%	Johnson-Laux Construction, LLC	Consultant Omission	The drawings specify the installation of a disconnect for each AHU. The EOR suggeested additional motor starters in lieu of a disconnect. Therefore, the Contractor is to provide additional labor and material to provide, install, and connect additional motor starters for each AHU.	$ 8,275,545.00	12.28.2020
Superintendent Letter CO-22				**$ 10,487.44**	**0**	**0.13%**						
P.001838	South Broward HS - SMART Program Renovations	47	10.23.2024	$ 10,487.44	0	0.13%	Johnson-Laux Construction, LLC	Consultant Omission	Replacement of the back row of lights at the auditorium were not in the originsl construction documents. Therefore, the Contractor is to provide additional labor and material to provide, install and connect additional lights in the auditorium as per architectural supplemental information.	$ 8,275,545.00	12.28.2020
Change Order: 13				**$ 259,439.72**	**0**	**3.14%**						

P.001838	South Broward HS - SMART Program Renovations	49	Pending Board Approval 02.19.2025	$	259,439.72	0	3.14%	Johnson-Laux Construction, LLC	Consultant Omission	Upon demolition of the existing sound curtains, it was discovered that there are old window openings and conduits installed on the surface of the walls. This prevents the acoustical panels installation as per the manufacturer's specifications. Therefore, the Contractor is to provide labor, material and equipment to adjust the walls and existing surfaces for the installation of the new acoustical panels in the Auditorium.	$ 8,275,545.00	12.28.2020
Grand Totals:				**$**	**(44,002.70)**	**972**	**-0.53%**					

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Change Order #13
JOHNSON-LAUX CONSTRUCTION, LLC
South Broward High School
P.001838

School Board Meeting: 02.19.2025

The financial impact of this item is $259,439.72

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

Department Name
Capital Budget

Department Head
Omar Shim, Director of Capital Budget

Omar Shim - 02/05/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-12.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Additional Funding Request - William E. Dandy MS

REQUESTED ACTION:

Approve the additional funding request of $170,400 to complete the fire sprinkler scope of work as a separate Construction Services Minor Project at William E. Dandy Middle School. District 5.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- ADEFP
- Collaboration Form

FINANCIAL IMPACT:

$170,400 additional funding request funded from the Capital Projects Reserve. This increases the total project budget from $7,218,550 to $7,388,950.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 4,

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Additional Funding Request
William E. Dandy Middle School, Fort Lauderdale
SMART Program Renovations
Fire Sprinkler Building 2
Project No. P.001900-FSP

Board Meeting Date: February 19, 2025

Recommended Action

Approve the additional funding request of $170,400 to complete the fire sprinkler scope of work as a separate Construction Services Minor Project at William E. Dandy Middle School.

District-zone Impact: District 5

Impact if the Board Voted Yes or No

If the Board votes "Yes": This project will have sufficient funding for Francis Engineering, Inc. to complete the fire sprinkler scope of work as a Construction Services Minor Project (CSMP).

If the Board votes "No": The Notice to Proceed (NTP) cannot be issued to Francis Engineering, Inc., and construction cannot begin.

Background/History

Project Delivery Method:	Construction Services Minor Projects (CSMP)
Fire Sprinkler Carveout Contractor:	Francis Engineering, Inc.
Solicitation Number:	FY21-115
Fire Sprinkler Carveout Budget:	$300,000
SMART Renovation Contractor:	Lunacon Engineering Group, Corp.
SMART Renovation Budget:	$6,918,550

This item is requesting $170,400 of additional funding from the Capital Projects Reserve to install fire sprinklers at William E. Dandy Middle School.

The scope of work for the entire SMART Renovation project includes fire alarms, fire sprinklers, safety/security upgrades, building envelope improvements, and HVAC improvements,

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

On June 26, 2018, the School Board approved the Second Amendment to the Professional Services Agreement effectively removing the fire sprinkler scope from Public Restroom Buildings 12, 13, 14, 15, 17, and 18, and reducing the fire sprinkler scope to Building 2 only which consists of the kitchen, dining, and stage areas.

On November 16, 2019, the School Board entered into an Agreement with Lunacon Engineering Group, Corp. to complete the SMART Program Renovations at William E. Dandy Middle School.

After the issuance of the NTP, Lunacon submitted its fire protection shop drawings for review and approval by the Building Department. However, during the review, it was noted that an existing out-of-scope Fire Department Connection (FDC) needed to be relocated to be within 15 feet of the existing fire hydrant. Additionally, the current Chief Fire Official has requested the fire sprinkler scope of work be expanded to include the addition of tamper switches to the existing backflow preventors.

Lunacon submitted a change order proposal for the installation of a new FDC and fire hydrant, however, scheduling conflicts with the school and failed negotiations regarding the proposal led to a delay in the work being completed within the allowable time constraints. As a result, staff determined that the best course of action would be to remove all fire sprinkler scope from the primary SMART Renovations project and complete the fire sprinkler installation and the above-referenced additional work as a separate CSMP project over the summer.

A credit of approximately $98k will be provided by the SMART Renovations Contractor for the removed scope of work.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
There is no measurable outcome or return on investment associated with this item. This item ensures there is sufficient funding to complete the fire sprinkler scope of work as a CSMP.

Financial Impact
There is an additional impact to the project budget. Additional funding in the amount of $170,400 will come from the Capital Projects Reserve. This increases the project budget from $7,218,550 to $7,388,950.

Dandy, William Middle School

Adopted District Educational Facilities Plan

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
There are no active DEFP projects for this location.								0	
		0	0	0	0	0	0	0	

SMART Program

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
Safety & Security	FY17	462,000						462,000	Fire Alarm
Safety & Security	FY17	16,000						16,000	Fire Sprinklers
Safety & Security	FY17	83,000						83,000	Safety / Security Upgrade
Renovation	FY17	2,042,000						2,042,000	Building Envelope Improvements (Roof, Window, Ext Wall, etc.)
Renovation	FY17	533,000						533,000	HVAC Improvements
Renovation	FY17	59,000						59,000	Replacement of building 18
Renovation	FY20	4,023,550						4,023,550	Additional funding for approved scope
		7,218,550	0	0	0	0	0	7,218,550	

Completed

Project	Original Program Year	Previously Budgeted	FY25	FY26	FY27	FY28	FY29	Total	Scope
SMART	FY16	100,000						100,000	Music Equipment Replacement
SMART	FY17	85,000						85,000	Additional computers to close computer gap
SMART	FY17	19,000						19,000	CAT 6 Data port Upgrade
SMART	FY17	100,000						100,000	School Choice Enhancement
SMART	FY17	9,000						9,000	Technology Infrastructure (Servers, Racks, etc.) Upgrade
SMART	FY17	104,000						104,000	Wireless Network Upgrade
SMART		-9						-9	Funding reduced for financial close-out. Savings returned to the SMART Program Reserve.
		416,991	0	0	0	0	0	416,991	
School Total		7,635,541	0	0	0	0	0	7,635,541	

Items that appear in bold and with underscore are newly added.

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Additional Funding Request
Francis Engineering, Inc.
William E. Dandy Middle School
P.001900-FSP

School Board Meeting: 02.19.2025

The financial impact of this item is $170,400.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is an additional impact to the project budget

Funds in the amount of $170,400.00 will come from the Capital Projects Reserve. This changes the project from $7,218,550.00 to $7,388,950.00

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/31/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-13.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Final Acceptance, Release of Retainage - Morrow ES

REQUESTED ACTION:

Approve Final Acceptance of the Project, Release of Retainage, a time extension of 48 days to Substantial Completion, and a time extension of 170 days between Substantial and Final Completion. District 4.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- GG-3 - 12-17-24
- Closeout Documents
- Collaboration Form

FINANCIAL IMPACT:

The final contract payment for retainage in the amount of $59,087.62 will be released to the contractor.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 4,

Electronic Signature

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

Form $4189 Revised 7/24

HH/JJS

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Final Acceptance and Release of Retainage
Morrow Elementary School, North Lauderdale
SMART Program Renovations
Project No. P.001996

Board Meeting Date: February 19, 2025

Recommended Action
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 48 days to Substantial Completion, and a time extension of 170 days between Substantial and Final Completion.

District-zone Impact: District 4

Impact if the Board Voted Yes or No

If the Board votes "Yes": This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

If the Board votes "No": The final payment cannot be released to the contractor.

Background/History

Type of Contract:	Construction Services Agreement (CSA)
General Contractor:	T & G Corporation
Solicitation Number:	19-085C
SMART Renovation Budget:	$1,917,583

The scope of work for the project included ADA stage lift, fire sprinkler protection, fire alarms, HVAC improvements, electrical improvements, and media center improvements.

During construction, a dispute arose regarding T&G's claims of entitlement and the value of various change orders on this and the Tamarac Elementary School SMART Program Renovations Project (the "Projects"). Unable to resolve its claims, T&G filed a complaint against the SBBC on October 11, 2021. After joint efforts to resolve the disputes, on December 17, 2024, T&G and the SBBC entered a Settlement Agreement to allow for payment for work satisfactorily performed on the Projects (see Exhibit 2 – "GG-3 – 12/17/24").

AECOM recommends granting a time extension of 48 days to permit timely Substantial Completion, as well as granting 170 days between Substantial and Final Completion and releasing the remainder of the retainage in the amount of $59,087.62 to T & G Corporation.

CONSTRUCTION CONTRACT SUMMARY			
ORIGINAL BASE CONTRACT:	$	1,200,000.00	365 Days
DIRECT OWNER PURCHASE(S):	$	0.00	0 Days
PREVIOUSLY APPROVED CO'S:	$	(6,346.60)	0 Days
CURRENT CO REQUEST:	$	0.00	48 Days
CURRENT REVISED CONTRACT:	$	**1,193,653.40**	**413 Days**

MASTER PROJECT SCHEDULE SUMMARY	
Notice to Proceed:	01/17/19
Actual Substantial Completion Date:	03/05/20
Actual Final Completion Date:	09/21/20

CHANGE ORDER ANALYSIS	
Consultant Error	0.02%
Consultant Omission	0.45%
Owner's Request	-1.00%
Unforeseen	0.00%
Tax Savings from DOP	0.00%
	-0.53%

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment

This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

Financial Impact

There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $59,087.62 will be released to the contractor.

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2024-12-17	Regular School Board Meeting
CATEGORY:	GG. General Counsel
DEPARTMENT:	General Counsel

Agenda Item Number:	GG-3.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Settlement Agreement – T&G Constructors – Morrow ES and Tamarac ES ADDED

REQUESTED ACTION:

Approve the Settlement Agreement between The School Board of Broward County, Florida and T&G Corporation, D/B/A T&G Constructors. District 4.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Settlement Agreement

FINANCIAL IMPACT:

The financial impact to the District is $518,923.44 funded from the approved SMART Program construction project budgets for each project.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

APPROVED

SOURCE OF ADDITIONAL INFORMATION

Name:	Marylin C. Batista, Esq.	Phone:	754-321-2050
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Marylin Batista, General Counsel

Signature

Marylin Batista, General Counsel Dec. 11, 2024

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: December 17, 2024

By: Debra Hixon

School Board Chair

For more information, please contact:

Name: Marylin C. Batista, Esq., B.C.S.
Title: General Counsel
Phone: 754-321-2050

EXECUTIVE SUMMARY

Settlement Agreement – T&G Constructors – Morrow ES and Tamarac ES

Board Meeting Date: December 17, 2024

Recommended Action

Approve the Settlement Agreement between The School Board of Broward County, Florida and T&G Corporation, D/B/A T&G Constructors.

District-zone Impact: District 4.

Impact if the Board Voted Yes or No

If the Board votes "Yes": T&G Corporation, D/B/A T&G Constructors (T&G) will be paid for its termination expenses and the pending lawsuit will be dismissed.

If the Board votes "No": The ongoing litigation will proceed, increasing the financial risk for the School Board.

Background/History

On or about December 4, 2018, The School Board of Broward County, Florida ("**SBBC"**) and T&G Corporation, D/B/A T&G Constructors (**T&G**)(collectively, the "**Parties**"), entered into a written contract pursuant to which T&G was to perform renovations at Morrow Elementary School, Project No: P.001996 (hereinafter referred to as the "**Morrow Project**").

Thereafter, on or about December 18, 2018, the Parties entered into another written contract pursuant to which T&G was to perform renovations at Tamarac Elementary School, Project No: P.001724 (hereinafter referred to as the "**Tamarac Project**"). The Morrow Project and Tamarac Project are hereinafter, collectively referred to as the "**Projects**".

During the course of construction of the Projects, separate disputes arose between the Parties concerning entitlement to and/or value of various deductive and additive change orders and other claims. On or about October 11, 2021, T&G filed a complaint against SBBC styled T&G Corporation d/b/a T&G Constructors v. School Board of Broward County, Florida, in the Circuit Court of Broward County, Florida, Case Number 21-019718 (the "**Lawsuit**"), seeking payment for work performed on the Projects.

The Parties, without admitting liability, desire to compromise all pending and claims and damages arising out of, relating to, or in connection with the Projects or Lawsuit, including all claims that were raised, or could have been raised, in the Lawsuit. Pursuant to the

Settlement Agreement, SBBC shall pay T&G the total sum of Five Hundred Eighteen Thousand Nine Hundred Twenty Three and 44/100 ($518,923.44) which is comprised of amounts totaling $320,451.65 for the Morrow Project, and $320,451.65 for the Tamarac Project.

T&G shall cooperate with SBBC in executing any project forms or documentation necessary to memorialize the claims being paid pursuant to this Agreement. Except as expressly set forth in the Settlement Agreement and its exhibits, the Parties have expressly reserved all rights, claims, and defenses each has under the terms of the construction agreements for the Projects (the "**CSAs**"), or that they may otherwise have by law or in equity. Further, nothing in this Settlement Agreement shall be construed to release the Parties from any existing or future obligations under the terms of the CSAs, and the surviving terms and conditions of the CSAs shall remain in full force and effect.

This Office and AECOM recommend approval of the Settlement Agreement as a fair, reasonable and cost-effective partial resolution of the dispute between the parties.

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment

Approving the Settlement Agreement will permit the payment of supported cost amounts for work satisfactorily performed and will avoid exposure for additional costs to the SBBC.

Financial Impact

The financial impact to the District is $518,923.44 funded from the approved SMART Program construction project budgets for each project.

SETTLEMENT AGREEMENT

THIS SETTLEMENT AGREEMENT (hereinafter "**Agreement**") is Effective on the date last signed below and is entered into between THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (hereinafter referred to as "**SBBC**"), and T&G CORPORATION, d/b/a T&G CONSTRUCTORS (hereinafter referred to as "**Contractor**"). SBBC and Contractor shall hereinafter collectively be referred to as the "Parties" unless otherwise referenced herein:

RECITALS:

WHEREAS, on or about December 4, 2018, the Parties entered into a written contract pursuant to which Contractor was to perform renovations at Morrow Elementary School, Project No: P.001996 (hereinafter referred to as the "**Morrow Project**"); and

WHEREAS, on or about December 18, 2018, the Parties entered into a written contract pursuant to which Contractor was to perform renovations at Tamarac Elementary School, Project No: P.001724 (hereinafter referred to as the "**Tamarac Project**");

WHEREAS, during the course of the Morrow Project and Tamarac Project (collectively the **"Projects"**), separate disputes arose between the Parties concerning entitlement to and/or value of various deductive and additive change orders and other claims; and

WHEREAS, on or about October 11, 2021, Contractor filed a complaint against SBBC styled *T&G Corporation d/b/a T&G Constructors v. School Board of Broward County, Florida*, and pending in the Circuit Court of Broward County, Florida, Case Number 21-019718 (hereinafter the "**Lawsuit**"), seeking payment for work performed on the Morrow Project and Tamarac Project;

WHEREAS, the Parties, without admitting liability, desire to compromise all pending and claims and damages arising out of, relating to, or in connection with the Projects or Lawsuit, including all claims that were raised, or could have been raised, in the Lawsuit;

KA 1329

NOW, THEREFORE, in consideration of the foregoing representation of the mutual covenants, promises and considerations hereinafter set forth with the intent to be legally bound, it is agreed by and between the Parties as follows:

1. **Incorporation of Recitals:** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

2. **Payment:** SBBC shall pay to Contractor the total sum of FIVE HUDRED EIGHTEEN THOUSAND NINE HUNDRED TWENTY THREE AND 44/100 ($518.923.44) (hereinafter the "Settlement Payment"), to be allocated by SBBC as set forth in Exhibit "A" and "B," respectively, which shall be paid by SBBC to Contractor in accordance to Paragraph 3 below.

3. **Approval of Agreement:** Approval of this Agreement by SBBC at a duly called Board Meeting shall serve as a condition precedent to issuance of the Settlement Payment and the enforceability of this Agreement. SBBC shall deliver the Settlement Payment to Contractor on or before the thirtieth (30th) consecutive calendar day after approval of this Agreement by SBBC at a duly called Board Meeting.

4. **Contractor's Surviving Contractual Obligations**. Within thirty (30) days of the approval of this Agreement, or within such longer period of time as may be reasonably necessary, Contractor shall take all actions required to ensure the Morrow Project and Tamarac Project reach Final Completion, as the terms are defined in the Contract Documents between the Parties, and submit any remaining closeout documentation required by the Contract Documents to SBBC. Nothing in this Agreement shall operate to release Contractor from its post-completion obligations under the Contract Documents for the Projects, including without limitation, Contractor's warranty obligations or Contractor's indemnity obligations, which are rights specifically reserved by SBBC.

5. **Assignment of Claims**: Contractor hereby warrants and represents to SBBC that, as an inducement to SBBC to issuing the Settlement Payment to Contractor, Contractor has not assigned or transferred any right, title or interest in any of the monies being paid pursuant to this Agreement.

6. **Contractor's Release:** Except for the obligations set forth in this Agreement, Contractor hereby waives, releases, and discharges SBBC from and against any and all claims, causes of action, and damages of any kind that arise out of or relate to the Projects, or that were raised, or could have been raised, in the Lawsuit.

7. **Dismissal:** Within five (5) days of the approval of this Agreement, the Parties shall file a Joint Stipulation of Dismissal and Order of Dismissal with Prejudice of all claims or causes of action that were raised, or could have been raised in the Lawsuit, with each Party bearing their own attorneys' fees and costs.

8. **Choice of Law and Venue:**

a. This Agreement shall be interpreted in accordance with the substantive laws of the State of Florida.

b. Venue for any dispute arising out of this Agreement shall lie solely and exclusively in a court of competent jurisdiction in the 17th Judicial Circuit in and for Broward County, Florida and the Parties waive the right to venue elsewhere.

9. **Waiver of Jury Trial: THE PARTIES TO THIS AGREEMENT EXPRESSLY WAIVE THEIR RIGHT TO A JURY TRIAL FOR ANY DISPUTE ARISING OUT OF THIS AGREEMENT.**

10. **Authority:** The signatories to the Agreement represent that they have the authority to enter into this Agreement.

11. **Entire Agreement:**

a. This Agreement sets forth the entire Agreement between the Parties hereto and supersedes any and all prior agreements, understandings, or representations between the Parties hereto pertaining to the subject matter hereof.

b. The Parties acknowledge that this Agreement is the result of their joint efforts and shall be construed as having been drafted by all Parties hereto.

c. The Parties acknowledge they have had the opportunity to consult with and have in fact discussed this matter with counsel of their choice.

d. The Parties have read this Agreement and the Exhibits attached hereto, and have freely and voluntarily entered into this Agreement

12. **Modification and Waiver:**

a. This Agreement may not be modified except by a writing signed by all Parties hereto.

b. The failure of any of the Parties executing this Agreement to require the performance of any term or obligation of this Agreement or the waiver by any of the Parties executing this Agreement of any breach of this Agreement shall not prevent any subsequent enforcement of such term or obligation and shall not be deemed a waiver of any subsequent breach.

13. **Counterparts:** This Agreement may be executed in counterparts with each copy being deemed an original.

14. **Notices:** Notices, to the extent they are referenced in this Agreement, shall be to the following persons on behalf of the Parties by certified mail, return receipt requested:

As to SBBC:	THOMAS C. COONEY, ESQ. OFFICE OF THE GENERAL COUNSEL The School Board of Broward County, Florida 600 Southeast Third Avenue - 11th Floor Fort Lauderdale, Florida 33301
As to CONTRACTOR:	KIMBERLY A. ASHBY, ESQ. Kirwin Norris, P.A. 15 W Church St Ste 301 Orlando, FL 32801-3351

15. **Time is of the Essence:** Time is of the essence for the performance and completion of all duties required by this Agreement.

16. **Headings:** All headings contained in this Agreement are designed and used for reference purposes only. The language used in the headings is not controlling and is not considered a substantive part of this Agreement.

--- Intentionally Left Blank ---

--- Signature Page to Follow ---

SCHOOOL BOARD

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(Corporate Seal)

By _____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to form and legal content

_____
Office of the General Counsel

Cadre Counsel for the School Board

_____
Jon M. Kendrick, Esquire

CONTRACTOR

(CORPORATE SEAL)

T&G CORPORATION, d/b/a T&G CONSTRUCTORS

ATTEST:

By_____
Ricardo Gonzalez, President

Christian Solis, Secretary

Approved As To Form and Legal Content:

Kimberly A. Ashby, Esq.
Counsel

ACKNOWLEDGEMENT

STATE OF FLORIDA)
)
COUNTY OF ORANGE)

The foregoing instrument was acknowledged before me, by means of ☑ physical presence or ☐ online notarization, this 16th day of October, 2024 by RICARDO GONZELEZ on behalf of T&G CORPORATION, d/b/a T&G CONSTRUCTORS. He is personally known to me or produced as Identification_____ and did/did not first take an oath.

My commission expires:

Signature, Notary Public

(SEAL)

ARACELI MENDOZA
Notary Public - State of Florida
Commission # HH 346965
My Comm. Expires Jan 8, 2027
Bonded through National Notary Assn.

Araceli Mendoza
Printed Name of Notary

EXHIBIT "A"

MORROW ELEMENTARY – PROJECT NO. P.001996

Original Contract Price:	**$1,200,000.00**
Approved Change Orders:	**$5,457.80**
Revised Contract Price:	**$1,205,457.80**
Less Amount Paid to Date:	**<$873,201.13>**
Less Net Change Order Amount:	**<$36,140.87> **(Listed Below)**
Principal Payment Amount:	**$296,115.18**
Interest Payment Amount:	**$24,336.47**
Total Payment:	**$320,451.65**

Change Order No.	Change Order Description
CO-1	ASI 002 Media Center
CO-2	Fire Alarm Additional Devices (includes GCO-5, GCO-21 and GCO-22)
CO-3	Deduct Fire Sprinkler work
CO-4	Deduct for Fire watch and ansul system
CO-5	Deduct for fire alarm cabinets
GCO-2	ADA Signage
GCO-4	Bathroom Reconfiguration
GCO-6	Painting Media Center Walls
GCO-7	Kitchen Mechanical
GCO-10a	Fire Alarm Power Supply Wire
GCO-10b	Fire Alarm Power Supply Wire
GCO-10c	POWER SUPPLIES #1, #2, #3, #4, #5, #6, RELOCATIONS
GCO-10d	10D - NEW UNDERGROUND CONDUIT TO ROOM 401
GCO-11	Fire Alarm Rigid Strobe Pull Station
GCO-13	Wheelchair Disconnect
GCO-15	Electrical Remain Deduct Labor Only
GCO-16	Cut Existing Bulletin Board
GCO-17rev	Bathroom Lights Reconfiguration
GCO-18	FAS Corridors
GCO-19	Electrical Material Credit
GCO-20	Additional Storage
GCO-23	Investigation for fire sprinkler in existing fire rated lead

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EXHIBIT "B"

TAMARAC ELEMENTARY – PROJECT NO. P.001724

Original Contract Price:	**$1,575,000.00**
Less Amount Paid to Date:	**<$941,026.00>**
Less Net Change Order Amount:	**<$450,575.00> **(Listed Below)**
Principal Payment Amount:	**$183,399.00**
Interest Payment:	**$15,072.79**
Total Payment:	**$198,471.79**

Change Order No.	Change Order Description
GCO-1	Replacement Stage Drywall, ACT, Ductwork & Electrical
GCO-5	Condensate Drain and water filtration repair. Also mechanical straps: 1. Media Room water clean-up Condensate Drain Repairs 2. Add Pipe Supports Mech. Rooms - Drywall patching & Fire caulking 3. Existing Canopy Electrical Conduits sealed
GCO-6	Relocation of existing Hot Water Heater
GCO-8	Deduct ACT/ Fire Sprinklers
GCO-9	Deduct Reroofing in Bldg 6.
GCO-10	Additional T&B services

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The School Board of Broward County, Florida
Office of Capital Programs
2301 NW 26th Street
Fort Lauderdale, FL 33311
TEL (754) 321-1500 • FAX (754) 321-1501

Reduction of Retainage Certification

Facility: Morrow Elementary School
Project Name: SMART Renovation
Contractor: T&G Corporation dba T&G Constructors
Project Manager:

Project No.: P.001724
Date: 15-Jan-25
Location No.: 2691
Phase No.:

1. Current Level of Retainage 5 %
2. Proposed Level of Retainage 0 %
3. Retainage Reduction Ratio (RR) 1.000 (Item 1 - Item 2) / Item 1

Company Name of Entity to Receive Reduction of Retainage	Current Total Retainage	RR	Retainage to be Released
T&G Corporation dba T&G Constructors	$ 59,087.62	1.000	$ 59,087.62
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
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		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
Total	**$ 59,087.62**		**$ 59,087.62**

$ 59,087.62		1.000		$ 59,087.62		$ -
Current Total Retainage	x	Reduction Ratio	=	Retainage to be Released		Retainage Balance

The undersigned hereby certifies that they will release retainage being paid to them by the School Board of Broward County to their various subcontractors in accordance with the schedule above.

Company Name: T&G Corporation dba T&G Constructors

Authorized Signature

Ricardo Gonzalez
Print Name

CONSENT OF SURETY COMPANY TO FINAL PAYMENT

AIA DOCUMENT G707

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

PROJECT: (name, address) Project No.: P.001996, Bid No.: 19-085C, Renovations - Morrow Elementary School (Fire Sprinklers, FA, Media Center Renovations, ADA Restroom, HVAC & Electrical Improvements, & new ADA Stage Lift) 408 SW 76 Terrrace, North Lauderdale, FL 33068

TO (Owner):
The School Board of Broward County, Florida
7720 W. Oakland Park Blvd., Suite 323
Sunrise, FL 33351

ARCHITECT'S PROJECT NO: P.001996
CONTRACT FOR: Renovations

BOND NO: 9911187
CONTRACT DATE: December 4, 2018

CONTRACTOR: T & G Corporation dba T & G Constructors
8623 Commodity Circle
Orlando, FL 32819

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety Company)
Westfield Insurance Company
PO Box 5001
Westfield Center, OH 44251-5001
, SURETY COMPANY,

on bond of (here insert name and address of Contractor)
T & G Corporation dba T & G Constructors
8623 Commodity Circle
Orlando, FL 32819
, CONTRACTOR,

hereby approves of the final payment to the Contractors, and agrees that final payment to the Contractor shall not relieve the Surety Company of any of its obligations to (here insert name and address of Owner)
The School Board of Broward County, Florida
7720 W. Oakland Park Blvd., Suite 323
Sunrise, FL 33351
,OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this day of January 17, 2025

Westfield Insurance Company
Surety Company

By: Jeffrey W. Reich
Signature of Authorized Representative

Jeffrey W. Reich
Title Attorney-in-Fact & Florida Licensed Resident Agent
Inquiries: 407-786-7770

Attest: Beth Karoly
(Seal): Beth Karoly, Witness

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS, Current Edition

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THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 11/03/23, FOR ANY PERSON OR PERSONS NAMED BELOW.

General Power of Attorney

CERTIFIED COPY

POWER NO. **0990992 01**

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.

Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

JEFFREY W. REICH, SUSAN L. REICH, TERESA L. DURHAM, CHERYL A. FOLEY, LISA A. ROSELAND, KIM E. NIV, SONJA AMANDA FLOREE HARRIS, ROBERT P. O'LINN, SARAH K. O'LINN, NATHAN K. REICH, JOINTLY OR SEVERALLY

of **MAITLAND** and State of **FL** its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit.** - - -

PAYMENTS TO CONTRACTOR DURING CONSTRUCTION

PER STATUTE F.S. 255.078, AND EXCEPT AS PROVIDED BELOW, CONSTRUCTION PAYMENTS ON PROJECTS UP TO FIFTY (50) PERCENT COMPLETION SHALL NOT EXCEED NINETY (90) PERCENT OF THE WORK COMPLETED OR MATERIALS PAID FOR AND PROPERLY STORED ON SITE, OR IN A BONDED WAREHOUSE.

PAYMENTS SHALL BE CONDITIONED UPON OWNER'S REPRESENTATIVE APPROVING PROGRESS OF WORK AND MATERIALS STORED, IN ACCORDANCE WITH THE EXECUTED CONSTRUCTION CONTRACT.

REDUCTION OF RETAINAGE:
PER STATUTE F.S. 255.078, RETAINAGE SHALL BE REDUCED TO FIVE (5) PERCENT AFTER THE PROJECT REACHES FIFTY (50) PERCENT COMPLETION. FURTHER REDUCTION OF RETAINAGE SHALL BE AUTHORIZED ONLY AFTER THE PROJECT ACHIEVES SUBSTANTIAL COMPLETION AND THE CERTIFICATE OF OCCUPANCY OR FORM OEF 110B HAS BEEN FULLY EXECUTED. THE RETAINAGE REDUCTION BELOW FIVE (5) PERCENT SHALL REQUIRE THE RECOMMENDATION OF THE SUPERINTENDENT OR DEPUTY SUPERINTENDENT OF FACILITIES AND CONSTRUCTION MANAGEMENT, AND BE AUTHORIZED BY BOARD ACTION.

REDUCTION OF RETAINAGE ON IDENTIFIABLE PHASED PROJECTS IS PERMITTED, PURSUANT TO THE RULES ABOVE. FOR PHASED PROJECTS, IF THE OVERALL CONTRACT VALUE EXCEEDS THE CONSTRUCTION COST LIMIT PER STATUTE F.S. 287.055; REDUCTION OF RETAINAGE ON INDIVIDUAL PHASES SHALL REQUIRE BOARD APPROVAL.

FINAL PAYMENT OF RETAINAGE:
THE CRITERIA AND CONDITIONS FOR FINAL PAYMENT OF THE RETAINAGE INCLUDE:

1. THE SCHOOL BOARD ACCEPTS THE FACILITY VIA AN EXECUTED FORM 110B.

2. ALL CONTRACTUAL OBLIGATIONS HAVE BEEN COMPLETED.

3. EXECUTED FORM OEF 209, OR WHEN AN OEF 209 IS NOT REQUIRED, CERTIFICATION OF COMPLETION BY THE ARCHITECT OR ENGINEER OF RECORD.

FINAL ACCEPTANCE AND RELEASE OF RETAINAGE ON PROJECTS WITH A CONSTRUCTION COST LIMIT PER F.S. 287.055 SHALL NOT REQUIRE BOARD APPROVAL. APPROVAL SHALL BE GRANTED BY THE DEPUTY SUPERINTENDENT OF FACILITIES AND CONSTRUCITON MANAGEMENT OR DESIGNEE, UPON RECEIPT OF THE EXECUTED CERTIFICATE OF FINAL INSPECTION OR CERTFICATE OF COMPLETION NOTED ABOVE. FOR THE PURPOSES OF THIS RULE, CONSTRUCTION CONTRACTS THAT DO NOT REQUIRE A CERTIFICATE OF OCCUPANCY SHALL BE CERTIFIED AS SUBSTANTIALLY COMPLETE BY THE ARCHITECT OR ENGINEER OF RECORD.

AUTHORITY: F.S. 1001.41 (1) (2)
F.S. 1013.50
F.S. 218.735 (8)
F.S. 255.078
F.S. 287.055
POLICY ADOPTED: 1/21/82; 5/19/88; 1/16/07

Tara

Return completed form as needed to:
Office of Educational Facilities
325 West Gaines Street, Room 1054
Tallahassee, Florida 32399-0400
(850) 245-0494
Fax (850) 245-9236 or (850) 245-9304

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF OCCUPANCY

OEF USE ONLY

FILE COPY

INSTRUCTIONS: Submit one copy of the completed form for each project over $300,000. Reproduce this form in sufficient quantity for your use.

RE: School Board of Broward County (□ School District □ Florida College)

408 SW 76th Terrace, North Lauderdale, Fl, 33068 Morrow ES (□ School Name □ Campus)

P.001996 Building Envelop Improvement, Electrical Improvements, & Fire Alarm. Description of Project

Location No.2691- P.001996_Building Permit #1726910622 EFIS Number (if applicable)

In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: Robert W. Runcie Date: 11/6/2020

☑ Superintendent □ President □ Designee

Intended Occupancy Date: _____

PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems* and the facility are in compliance with statutes, rules, and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

Architect or Engineer of Record:

N/A

High Performance Green Building Standard Used [S. 255.2575(2), F.S.] Rating Achieved

GEORGE SAN JUAN — 46100 — 2.28.2020

Name (Type or Print) License # Expiration Date

Signature: No. 46100 STATE OF FLORIDA

□ Architect X Engineer

Building Official:

RICHARD BERGER — BU1112 — 11-30-21

Name (Type or Print) License # Expiration Date

Signature: 10-13-2020

Contractor:

CGC036059 — 08/31/22

Name (Type or Print) License # Expiration Date

DOCUMENT CONTROL RECEIVED/SCANNED NOV 17 2020 AECOM Broward County Schools

Threshold Inspector (if applicable):

N/A — N/A

Name (Type or Print) License # Expiration Date

Project Information

As-built lowest floor elevation (for new construction) _____

Code/Edition 2017 FBC Occupancy Type(s) E Construction Type(s) _____ Occupant Load _____

Automatic Sprinkler System Required ___Y X N District/Florida College Permit Number 172-6910622

Special Permit Stipulatio

*Safety systems include, but are not limited to: exiting; safety; rescue; fire rating; fire protection; means of egress; master valves; eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination: electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply; and sewage disposal as they apply to this project.

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FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO: Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding $300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: P.001996 — OEF Assigned Project Number

Morrow Elementary School — (☑ School District ☐ Florida College)

Broward County Public Schools — (☑ School Name ☐ Campus)

Location # 2691 Permit # 1726910622 — (☑ School ☐ College) Code Number

SMART Program Renovations — Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (☐ Architect ☐ Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on February 19, 2025.

Name (Type or Print) _____

Signature: _____ Date: _____

(☑ Superintendent ☐ President)

SECTION B: (☐ ARCHITECT ☒ ENGINEER) CERTIFICATION

As PROJECT (☐ ARCHITECT ☒ ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: _____ Date: 4-10-24

Firm Name: DELTA ENGINEERING CONSULTING ENGS, INC.

Address: 1000 ELLER DRIVE FT. LAUD FL 33316
Street/P.O. Box City State Zip

SECTION C: ☑ Building Official ☐ Other (Specify) Certification _____

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) Perla Tarrau-Ayala

Signature: _____ Date: 9/10/2024

☑ Building Official ☐ Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: ☐ New Plant ☐ Addition ☐ Remodeling ☐ Renovation ☐ _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: ☐ Yes ☐ No ☐ N/A If "No," explain: _____
3. SOURCE OF FUNDS: ☐ Local ☐ State ☐ Federal ☐ _____	4. ADJUSTED FINAL CONTRACT AMOUNT: $ 918,532.72
	5. PROJECT GROSS SQUARE FOOTAGE: SQ. FT.
	6. COST PER GROSS SQUARE FOOT: $
	7. COST PER STUDENT STATION: $

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: _____ COMPLETION DATE: _____

9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

C.O. No. 01	$ 5,458.00	C.O. No. _____	$ _____
C.O. No. 02	$ 228.00	C.O. No. _____	$ _____
C.O. No. _____	$ _____	C.O. No. _____	$ _____
C.O. No. _____	$ _____	C.O. No. _____	$ _____

10. Date of Occupancy: _____

_____

11. Additional Information:

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Final Acceptance and Release of Retainage
T & G Corporation
Morrow Elementary School
P.001996

School Board Meeting: 02.19.2025

The financial impact of this item is $0.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $59,087.62 will be released to the contractor.

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/28/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-14.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Final Acceptance, Release of Retainage - North Andrews Gardens ES

REQUESTED ACTION:

Approve Final Acceptance of the Project, Release of Retainage, a time extension of 239 days to Substantial Completion, and a time extension of 3 days between Substantial and Final Completion. District 3.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Closeout Documents
- Collaboration Form

FINANCIAL IMPACT:

The final contract payment for retainage in the amount of $268,841.27 will be released to the contractor.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 4,

Electronic Signature

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

Form $4189 Revised 7/24

HH/JJS

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Final Acceptance and Release of Retainage
North Andrews Gardens Elementary School, Oakland Park
SMART Program Renovations
Project No. P.001890

Board Meeting Date: February 19, 2025

Recommended Action
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 239 days to Substantial Completion, and a time extension of 3 days between Substantial and Final Completion.

District-zone Impact: District 3

Impact if the Board Voted Yes or No

If the Board votes "Yes": This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

If the Board votes "No": The final payment cannot be released to the contractor.

Background/History

Type of Contract:	Construction Services Agreement (CSA)
General Contractor:	LEGO Construction Co.
Solicitation Number:	FY23-149
SMART Renovation Budget:	$7,578,547

The scope of work for the project included fire sprinklers, building envelope improvements, and HVAC improvements.

Substantial Completion of the project was achieved 239 days after the contractually required date of April 9, 2024.

The delay to Subsantial Completion can primarily be attributed to material supply chain delays that affected the delivery of HVAC equipment and air-cooler equipment.

AECOM recommends granting a time extension of 239 days to permit timely Substantial Completion, as well as granting 3 days between Substantial and Final Completion and releasing the remainder of the retainage in the amount of $268,841.27 to LEGO Construction Co.

CONSTRUCTION CONTRACT SUMMARY			
ORIGINAL BASE CONTRACT:	$	6,328,140.00	400 Days
DIRECT OWNER PURCHASE(S):	$	(871,677.05)	0 Days
PREVIOUSLY APPROVED CO'S:	$	71,906.16	0 Days
CURRENT CO REQUEST:	$	0.00	239 Days
CURRENT REVISED CONTRACT:	$	**5,528,369.11**	**639 Days**

MASTER PROJECT SCHEDULE SUMMARY	
Notice to Proceed:	03/06/23
Actual Substantial Completion Date:	12/04/24
Actual Final Completion Date:	01/06/25

CHANGE ORDER ANALYSIS	
Consultant Error	0.00%
Consultant Omission	0.00%
Owner's Request	1.79%
Unforeseen	0.18%
Tax Savings from DOP	-0.83%
	1.14%

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment

This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

Financial Impact

There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $268,841.27 will be released to the contractor.

The School Board of Broward County, Florida
Procurement & Warehousing Services Department
7720 W. Oakland Park Blvd., Suite 323
Sunrise, Florida 33351 **(754) 321-0505**

Document 00640: General Release and Full Release of Lien

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned: **Luis Garcia**

of: LEGO Construction C City of: Miami

County of: Miami Dade State of: Florida

Herein referred to as "Contractor" executes this General Release and Full Release of Lien in favor of THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA of 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301, herein referred to as "The School Board".

In consideration of the sum of:

Written Amount: **Two Hundred Sixty-Eight Thousand Eight Hundred Forty-One.** Dollars **27/100**

Figures: **$ 268,841.27**

receipt of which from The School Board is hereby acknowledged, Contractor for itself and its successors and assigns, has remised, released, and forever discharged, and by these presents does, for itself and its successors and assigns, does remise, release, acquit, satisfy, and forever discharge The School Board, its successors, employees, administrators and assigns, of and from all manner of action and actions, cause and causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims, and demands whatsoever, in law or in equity, which against The School Board or The School Board's successors, employees, administrators and assigns, Contractor ever had, now has, or over which Contractor's successors and assigns, hereafter can, shall or may have, for upon, or by reason of any matter, cause of thing whatsoever with regard to the project known as:

Project Number: P.001890
North Andrews Gardens ES - SMART Program Renovations

In consideration of the above-said moneys, receipt of which from The School Board is hereby acknowledged, Contractor does hereby release and quit claim to The School Board, its successors and assigns, all claims liens, lien rights, claims or demands of any kind whatsoever which Contractor now has or might have against the building or premises situated at:

345 NE 56th Street Oakland Park, FL 33334

and legally described as: North Andrews Gardens Elementary School

On account of labor performed and/or material furnished for the construction of any building thereon or in otherwise improving said property situated as above described. The Contractor further certifies that all lienors contracting directly with or directly employed by the Contractor have been paid in full and that all labor and materials furnished for said construction, including subcontractors employed by the undersigned, have been paid in full. The Contractor further authorizes the clerks of the County Records Division of Broward County, Florida to discharge the lien given to the undersigned in a claim of lien recorded in the Official Records of Broward County, Florida at Book____, Page _____ , executed by:

LEGO Construction Co

on this **31st** day of **January** , 20 **25.**

IN WITNESS WHEREOF,

Luis Garcia has hereunto set its hand and seal

on this **31st** day of **January** , 20 **25.**

(Corporate Seal)

Attest:

(Secretary)

By:

LEGO CONSTRUCTION CO. CORPORATE SEAL 2006 FLORIDA

Notarization

State of: Florida)

County of: Dade)

Sworn to and subscribed before me, the undersigned authority, by **Luis Garcia**

who is personally known to me or did produce:

As identification and who did take an oath, acknowledged and subscribed the foregoing General Release and Full Release of Lien for purposes therein expressed.

Notary Public: _____ **Affix Seal**

Commission Expires on: Feb 15, 2028

KATHERINA COLON
Notary Public - State of Florida
Commission # HH 493175
My Comm. Expires Feb 15, 2028
Bonded through National Notary Assn.

The School Board of Broward County, Florida
Office of Capital Programs
2301 NW 26th Street
Fort Lauderdale, FL 33311
TEL (754) 321-1500 • FAX (754) 321-1501

Reduction of Retainage Certification

Facility:	North Andrews Gardens Elementary School	**Project No.:**	**P.001890**
Project Name:	North Andrews Gardens ES - SMART Program Renovations		
Contractor:	LEGO Construction Co.	**Date:**	31-Jan-25
Project Manager:	Niveditha Pullalarevu	**Locatio**	0521
		Phase No.:	

1. Current Level of Retainage 5 **%**
2. Proposed Level of Retainage 0 **%**
3. Retainage Reduction Ratio (RR) 1.000 (Item 1 - Item 2) / Item 1

Company Name of Entity to Receive Reduction of Retainage	Current Total Retainage	RR	Retainage to be Released
LEGO Construction Co	$ 75,415.31	1.000	$ 75,415.31
Atlas Apex Roofing	$ 112,114.14	1.000	$ 112,114.14
FXP Corp	$ 35,792.90	1.000	$ 35,792.90
Universal Electric	$ 10,537.00	1.000	$ 10,537.00
Patriot Fire	$ 14,559.57	1.000	$ 14,559.57
Professional Equipment Corp	$ 20,422.35	1.000	$ 20,422.35
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
Total	**$ 268,841.27**		**$ 268,841.27**

$ 268,841.27		1.000		$ 268,841.27	$	-
Current Total Retainage	x Reduction Ratio	=		Retainage to be Released	Retainage Balance	

The undersigned hereby certifies that they will release retainage being paid to them by the School Board of Broward County to their various subcontractors in accordance with the schedule above.

Company Name: LEGO CONSTRUCTION CO

Authorized Signature

HARI JAGADEESH
Print Name

CONSENT OF SURETY TO FINAL PAYMENT

AIA Document G707

Bond No. 21BCSIX3108

OWNER	☐
ARCHITECT	☐
CONTRACTOR	☐
SURETY	☒
OTHER	☐

TO OWNER:
(Name and address)

The School Board of Broward County, Florida
7720 W. Oakland Park Blvd., Suite 323
Sunrise, FL 33351

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:

CONTRACT DATED: December 13, 2022

PROJECT:
(Name and address)

North Andrews Gardens Elementary School, Project No. P.001890

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Hartford Fire Insurance Company
One Hartford Plaza
Hartford, CT 06155-0001

, SURETY,

on bond of
(Insert name and address of Contractor)

Lego Construction Co.
1011 Sunnybrook Rd., Ste. 905
Miami, FL 33136

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

The School Board of Broward County, Florida
7720 W. Oakland Park Blvd., Suite 323
Sunrise, FL 33351

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: January 28, 2025
(Insert in writing the month followed by the numeric date and year.)

Hartford Fire Insurance Company
(Surety)

By:
(Signature of authorized representative)

Attest:
(Seal): Alicia Angelillo

Charles J. Nielson Attorney-in-Fact
(Printed name and title)

Surety Phone No. 860-547-5000

POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
BOND, T-11
One Hartford Plaza
Hartford, Connecticut 06155
Bond.Claims@thehartford.com
call: **888-266-3488** *or fax:* **860-757-5835**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: NIELSON HOOVER & COMPANY
Agency Code: 21-229752

- [X] **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [X] **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [X] **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- [ ] **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of the Southeast,** a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, ***up to the amount of*** Unlimited :

D. A. Belis, Tracey C. Brown-Boone, Natalie C. Demers, David R. Hoover, Stephanie McCarthy, Jarrett Merlucci, Laura D. Mosholder, John R. Neu, Charles D. Nielson, Charles J. Nielson, Joseph Penichet Nielson, Daniel Frank Oaks, Brett Rosenhaus, Kevin Wojtowicz of MIAMI LAKES, Florida

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.

Shelby Wiggins, Assistant Secretary

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA
COUNTY OF SEMINOLE } ss. Lake Mary

On this 20th day of May, 2021, before me personally came Joelle LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.

Jessica Ciccone
My Commission HH 122280
Expires June 20, 2025

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of January 28, 2025.

Signed and sealed in Lake Mary, Florida.

Keith D. Dozois, Assistant Vice President

PAYMENTS TO CONTRACTOR DURING CONSTRUCTION

PER STATUTE F.S. 255.078, AND EXCEPT AS PROVIDED BELOW, CONSTRUCTION PAYMENTS ON PROJECTS UP TO FIFTY (50) PERCENT COMPLETION SHALL NOT EXCEED NINETY (90) PERCENT OF THE WORK COMPLETED OR MATERIALS PAID FOR AND PROPERLY STORED ON SITE, OR IN A BONDED WAREHOUSE.

PAYMENTS SHALL BE CONDITIONED UPON OWNER'S REPRESENTATIVE APPROVING PROGRESS OF WORK AND MATERIALS STORED, IN ACCORDANCE WITH THE EXECUTED CONSTRUCTION CONTRACT.

REDUCTION OF RETAINAGE:
PER STATUTE F.S. 255.078, RETAINAGE SHALL BE REDUCED TO FIVE (5) PERCENT AFTER THE PROJECT REACHES FIFTY (50) PERCENT COMPLETION. FURTHER REDUCTION OF RETAINAGE SHALL BE AUTHORIZED ONLY AFTER THE PROJECT ACHIEVES SUBSTANTIAL COMPLETION AND THE CERTIFICATE OF OCCUPANCY OR FORM OEF 110B HAS BEEN FULLY EXECUTED. THE RETAINAGE REDUCTION BELOW FIVE (5) PERCENT SHALL REQUIRE THE RECOMMENDATION OF THE SUPERINTENDENT OR DEPUTY SUPERINTENDENT OF FACILITIES AND CONSTRUCTION MANAGEMENT, AND BE AUTHORIZED BY BOARD ACTION.

REDUCTION OF RETAINAGE ON IDENTIFIABLE PHASED PROJECTS IS PERMITTED, PURSUANT TO THE RULES ABOVE. FOR PHASED PROJECTS, IF THE OVERALL CONTRACT VALUE EXCEEDS THE CONSTRUCTION COST LIMIT PER STATUTE F.S. 287.055; REDUCTION OF RETAINAGE ON INDIVIDUAL PHASES SHALL REQUIRE BOARD APPROVAL.

FINAL PAYMENT OF RETAINAGE:
THE CRITERIA AND CONDITIONS FOR FINAL PAYMENT OF THE RETAINAGE INCLUDE:

1. THE SCHOOL BOARD ACCEPTS THE FACILITY VIA AN EXECUTED FORM 110B.

2. ALL CONTRACTUAL OBLIGATIONS HAVE BEEN COMPLETED.

3. EXECUTED FORM OEF 209, OR WHEN AN OEF 209 IS NOT REQUIRED, CERTIFICATION OF COMPLETION BY THE ARCHITECT OR ENGINEER OF RECORD.

FINAL ACCEPTANCE AND RELEASE OF RETAINAGE ON PROJECTS WITH A CONSTRUCTION COST LIMIT PER F.S. 287.055 SHALL NOT REQUIRE BOARD APPROVAL. APPROVAL SHALL BE GRANTED BY THE DEPUTY SUPERINTENDENT OF FACILITIES AND CONSTRUCITON MANAGEMENT OR DESIGNEE, UPON RECEIPT OF THE EXECUTED CERTIFICATE OF FINAL INSPECTION OR CERTFICATE OF COMPLETION NOTED ABOVE. FOR THE PURPOSES OF THIS RULE, CONSTRUCTION CONTRACTS THAT DO NOT REQUIRE A CERTIFICATE OF OCCUPANCY SHALL BE CERTIFIED AS SUBSTANTIALLY COMPLETE BY THE ARCHITECT OR ENGINEER OF RECORD.

AUTHORITY: F.S. 1001.41 (1) (2)
F.S. 1013.50
F.S. 218.735 (8)
F.S. 255.078
F.S. 287.055
POLICY ADOPTED: 1/21/82; 5/19/88; 1/16/07

Return completed form as needed to:
Office of Educational Facilities
325 West Gaines Street, Room 1054
Tallahassee, Florida 32399-0400
(850) 245-0494
Fax (850) 245-9236 or (850) 245-9304

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF OCCUPANCY

OEF USE ONLY

INSTRUCTIONS: Submit one copy of the completed form for each project over $300,000. Reproduce this form in sufficient quantity for your use.

RE: School Board of Broward County (☒ School District ☐ Florida College)

P.001890 - North Andrews Gardens ES - SMART Program Renovations (☒ School Name ☐ Campus)

Full Project - Description of Project

EFIS Number (if applicable)

In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: Dr. Howard Hepburn Date: 12.19.2024

☒ Superintendent ☐ President ☐ Designee

Intended Occupancy Date:

PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems* and the facility are in compliance with statutes, rules, and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

Architect or Engineer of Record:

High Performance Green Building Standard Used [S. 255.2575(2), F.S.] Rating Achieved

Farah Douyon	AR0012126	02.28.2025
Name (Type or Print)	License #	Expiration Date

Signature: Farah Douyon

☒ Architect Engineer

Building Official:

Perla Tarrau-Ayala	BU1918	11.30.2025
Name (Type or Print)	License #	Expiration Date

Signature: Perla Tarrau-Ayala - 12.12.2024

Contractor:

LEGO CONSTRUCTION CO.	CGC1510788	08.31.2024
Name (Type or Print)	License #	Expiration Date

Threshold Inspector (if applicable):

Name (Type or Print)	License #	Expiration Date

Project Information As-built lowest floor elevation (for new construction)

Code/Edition 2017 FBC 6th Edition Occupancy Type(s)Educational Construction Type(s)Bldgs. 1-7: Type IV & Bldg.8: Type I
Occupant Load

Automatic Sprinkler System Required District/Florida College Permit Number 1705210094

Special Permit Stipulations

*Safety systems include, but are not limited to: exiting; safety; rescue; fire rating; fire protection; means of egress; master valves; eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply; and sewage disposal as they apply to this project.

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO: Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding $300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: P.001890 — OEF Assigned Project Number

School Board of Broward County — (☒ School District ☐ Florida College)

North Andrews Gardens Elementary School — (☒ School Name ☐ Campus)

0521 — (☒ School ☐ College) Code Number

North Andrews Gardens ES - SMART Program Renovations — Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (☒ Architect Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on

Name (Type or Print) _____

Signature: _____ Date:
(☐ Superintendent ☐ President)

SECTION B: (☒ ARCHITECT ENGINEER) CERTIFICATION

As PROJECT (☒ ARCHITECT ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: Farah Douyon Date 01.24.2025

Firm Name: THE TAMARA PEACOCK COMPANY ARCHITECTS OF FLORIDA, INC.

Address:	6500 North Andrews Avenue	Fort Lauderdale	FL	33309
	Street/P.O. Box	City	State	Zip

SECTION C: ☒ Building Official ☐ Other (Specify) Certification _____

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) Perla Tarrau-Ayala

Signature: Perla Tarrau-Ayala Date: 01.30.2025

☒ Building Official ☐ Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: New Plant Addition Remodeling Renovation	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: Yes No N/A If "No," explain:
3. SOURCE OF FUNDS: Local State Federal	4. ADJUSTED FINAL CONTRACT AMOUNT: $5,528,369.11
	5. PROJECT GROSS SQUARE FOOTAGE: SQ. FT.
	6. COST PER GROSS SQUARE FOOT: $
	7. COST PER STUDENT STATION: $

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: COMPLETION DATE: 01.06.2025

9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

Change Order #	Change Order Amount
1	28,594.68
2	4,206.60
3	11,408.50
4	80,197.00
5	-52,500.62

10. Date of Occupancy: 12.12.2024

11. Additional Information:The occupancy date noted is the date the OEF 110B was signed.

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Final Acceptance and Release of Retainage
LEGO Construction Co.
North Andrews Gardens Elementary School
P.001890

School Board Meeting: 02.19.2025

The financial impact of this item is $0.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $268,841.27 will be released to the contractor.

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Rafiki Brown - 02/04/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-15.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Final Acceptance, Release of Retainage - Park Ridge ES

REQUESTED ACTION:

Approve Final Acceptance of the Project, Release of Retainage, a time extension of 265 days to Substantial Completion, and a time extension of 4 days between Substantial and Final Completion. District 7.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Closeout Documents
- Collaboration Form

FINANCIAL IMPACT:

The final contract payment for retainage in the amount of $149,758.80 will be released to the contractor.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 4,

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Final Acceptance and Release of Retainage
Park Ridge Elementary School, Deerfield Beach
SMART Program Renovations
Project No. P.001844

Board Meeting Date: February 19, 2025

Recommended Action
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 265 days to Substantial Completion, and a time extension of 4 days between Substantial and Final Completion.

District-zone Impact: District 7

Impact if the Board Voted Yes or No

If the Board votes "Yes": This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

If the Board votes "No": The final payment cannot be released to the contractor.

Background/History

Type of Contract:	Construction Services Agreement (CSA)
General Contractor:	LEGO Construction Co.
Solicitation Number:	FY21-024 REBID
SMART Renovation Budget:	$4,463,697

The scope of work for the project included fire alarms, HVAC improvements, building envelope improvements, and media center improvements.

Substantial Completion of the project was achieved 265 days after the contractually required date of August 9, 2023.

The delay to Subsantial Completion can primarily be attributed to material supply chain delays that affected the delivery of HVAC equipment and additional ductwork that was required as a result of a consultant omission on the construction drawings.

AECOM recommends granting a time extension of 265 days to permit timely Substantial Completion, as well as granting 4 days between Substantial and Final Completion and releasing the remainder of the retainage in the amount of $149,758.80 to LEGO Construction Co.

CONSTRUCTION CONTRACT SUMMARY			
ORIGINAL BASE CONTRACT:	$	3,561,140.00	420 Days
DIRECT OWNER PURCHASE(S):	$	(507,571.98)	0 Days
PREVIOUSLY APPROVED CO'S:	$	9,872.87	138 Days
CURRENT CO REQUEST:	$	0.00	265 Days
CURRENT REVISED CONTRACT:	$	**3,063,440.89**	**823 Days**

MASTER PROJECT SCHEDULE SUMMARY	
Notice to Proceed:	01/28/22
Actual Substantial Completion Date:	04/30/24
Actual Final Completion Date:	06/03/24

CHANGE ORDER ANALYSIS	
Consultant Error	0.00%
Consultant Omission	0.90%
Owner's Request	0.00%
Unforeseen	0.24%
Tax Savings from DOP	-0.86%
	0.28%

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment

This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

Financial Impact

There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $149,758.80 will be released to the contractor.

The School Board of Broward County, Florida
Procurement & Warehousing Services Department
7720 W. Oakland Park Blvd., Suite 323
Sunrise, Florida 33351 (754) 321-0505

Document 00640: General Release and Full Release of Lien

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned: **Luis Garcia**

of: LEGO Construction Co City of: Miami

County of: Miami Dade State of: Florida

Herein referred to as "Contractor" executes this General Release and Full Release of Lien in favor of THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA of 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301, herein referred to as "The School Board".

In consideration of the sum of:

Written Amount: **One Hundred Forty- Nine Hundred Seven Hundred Fifty-Eight** Dollars 80/100

Figures: $ **149,758.80**

receipt of which from The School Board is hereby acknowledged, Contractor for itself and its successors and assigns, has remised, released, and forever discharged, and by these presents does, for itself and its successors and assigns, does remise, release, acquit, satisfy, and forever discharge The School Board, its successors, employees, administrators and assigns, of and from all manner of action and actions, cause and causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims, and demands whatsoever, in law or in equity, which against The School Board or The School Board's successors, employees, administrators and assigns, Contractor ever had, now has, or over which Contractor's successors and assigns, hereafter can, shall or may have, for upon, or by reason of any matter, cause of thing whatsoever with regard to the project known as:

Project Name- Park Ridge Elementary School
Project Number- P.001844

In consideration of the above-said moneys, receipt of which from The School Board is hereby acknowledged, Contractor does hereby release and quit claim to The School Board, its successors and assigns, all claims liens, lien rights, claims or demands of any kind whatsoever which Contractor now has or might have against the building or premises situated at:

5200 NE 9th Ave, Deerfield Beach, FL-33064LEGO

and legally described as:

On account of labor performed and/or material furnished for the construction of any building thereon or in otherwise improving said property situated as above described. The Contractor further certifies that all lienors contracting directly with or directly employed by the Contractor have been paid in full and that all labor and materials furnished for said construction, including subcontractors employed by the undersigned, have been paid in full. The Contractor further authorizes the clerks of the County Records Division of Broward County, Florida to discharge the lien given to the undersigned in a claim of lien recorded in the Official Records of Broward County, Florida at Book_____, Page _____ , executed by:

LEGO Construction Co

on this **6th** day of **January** , 20 **25**.

IN WITNESS WHEREOF,

Luis Garcia has hereunto set its hand and seal

on this **6th** day of **January** , 20 .

(Corporate Seal)

Attest:

LEGO CONSTRUCTION CO. CORPORATE SEAL 2006 FLORIDA

(Secretary)

By: (Seal)

Notarization

State of: Florida)

County of: Dade)

Sworn to and subscribed before me, the undersigned authority, by

who is personally known to me or did produce:

As identification and who did take an oath, acknowledged and subscribed the foregoing General Release and Full Release of Lien for purposes therein expressed.

Notary Public: **Affix Seal**

Commission Expires on: Jan 10, 2025

MARIA RODRIGUEZ
Notary Public - State of Florida
Commission # HH 135569
My Comm. Expires Jan 10, 2025
Bonded through National Notary Assn.

The School Board of Broward County, Florida
Office of Capital Programs
2301 NW 26th Street
Fort Lauderdale, FL 33311
TEL (754) 321-1500 • FAX (754) 321-1501

Reduction of Retainage Certification

Facility:	Park Ridge Elementary School	**Project**	P.001844
Project Name:	SMART Program		
Contractor:	LEGO Construction Co	**Date:**	6-Jan-25
Project Manager:	Joseph Aoun	**Locatio**	1951
		Phase No.:	

1. Current Level of Retainage 5 %
2. Proposed Level of Retainage 0 %
3. Retainage Reduction Ratio (RR) 1.000 (Item 1 - Item 2) / Item 1

Company Name of Entity to Receive Reduction of Retainage	Current Total Retainage	RR	Retainage to be Released
LEGO Construction Co	$62,521.97	1.000	$ 62,521.97
Atals Apex Roofing	$42,273.45	1.000	$ 42,273.45
SMC	$15,272.995	1.000	$ 15,273.00
Universal Electric	$23,200	1.000	$ 23,200.00
RCR Plumbing	$6,490.385	1.000	$ 6,490.39
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
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		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
Total	**$149,758.80**		**$ 149,758.80**

$	149,758.80		1.000	$	149,758.80	$ -
Current Total Retainage	x	Reduction Ratio	=	Retainage to be Released		Retainage Balance

The undersigned hereby certifies that they will release retainage being paid to them by the School Board of Broward County to their various subcontractors in accordance with the schedule above.

Company Name: LEGO Construction Co

Authorized Signature

Print Name

CONSENT OF SURETY TO FINAL PAYMENT

AIA Document G707

Bond No. 21BCSIT1363

OWNER	☐
ARCHITECT	☐
CONTRACTOR	☐
SURETY	☒
OTHER	☐

TO OWNER:
(Name and address)

The School Board of Broward County
7720 West Oakland Park Boulevard
Sunrise, FL 33351

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:

CONTRACT DATED:

PROJECT:
(Name and address)

Park Ridge Elementary School - RFP #FY21-024 REBID (P.001844)

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Hartford Fire Insurance Company
One Hartford Plaza
Hartford, CT 06155-0001

, SURETY,

on bond of
(Insert name and address of Contractor)

Lego Construction Co.
1011 Sunnybrook Rd., Ste. 905
Miami, FL 33136

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

The School Board of Broward County
7720 West Oakland Park Boulevard
Sunrise, FL 33351

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: January 8, 2025
(Insert in writing the month followed by the numeric date and year.)

Hartford Fire Insurance Company
(Surety)

By:
(Signature of authorized representative)

Attest:
(Seal): Alicia Angelillo

Charles J. Nielson Attorney-in-Fact
(Printed name and title)

Surety Phone No. 860-547-5000

POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
BOND, T-11
One Hartford Plaza
Hartford, Connecticut 06155
Bond.Claims@thehartford.com
call: **888-266-3488** *or fax:* **860-757-5835**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: NIELSON HOOVER & COMPANY
Agency Code: 21-229752

- [X] **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [X] **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [X] **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- [ ] **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of the Southeast,** a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, ***up to the amount of*** Unlimited :

D. A. Belis, Tracey C. Brown-Boone, Natalie C. Demers, David R. Hoover, Stephanie McCarthy, Jarrett Merlucci, Laura D. Mosholder, John R. Neu, Charles D. Nielson, Charles J. Nielson, Joseph Penichet Nielson, Daniel Frank Oaks, Brett Rosenhaus, Kevin Wojtowicz of MIAMI LAKES, Florida

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.

Shelby Wiggins

Shelby Wiggins, Assistant Secretary

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA
COUNTY OF SEMINOLE } ss. Lake Mary

On this 20th day of May, 2021, before me personally came Joelle LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.

Jessica Ciccone
My Commission HH 122280
Expires June 20, 2025

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of January 08, 2025

Signed and sealed in Lake Mary, Florida.

Keith D. Dozois, Assistant Vice President

PAYMENTS TO CONTRACTOR DURING CONSTRUCTION

PER STATUTE F.S. 255.078, AND EXCEPT AS PROVIDED BELOW, CONSTRUCTION PAYMENTS ON PROJECTS UP TO FIFTY (50) PERCENT COMPLETION SHALL NOT EXCEED NINETY (90) PERCENT OF THE WORK COMPLETED OR MATERIALS PAID FOR AND PROPERLY STORED ON SITE, OR IN A BONDED WAREHOUSE.

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POLICY ADOPTED: 1/21/82; 5/19/88; 1/16/07

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325 West Gaines Street, Room 1054
Tallahassee, Florida 32399-0400
(850) 245-0494
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FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF OCCUPANCY

OEF USE ONLY

INSTRUCTIONS: Submit one copy of the completed form for each project over $300,000. Reproduce this form in sufficient quantity for your use.

RE: School Board of Broward County - SMART Program Renovation (□ School District □ Florida College)

Park Ridge Elementary School (□ School Name □ Campus)

P.001844 Description of Project

1951 EFIS Number (if applicable)

In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: Peter B Licata Date: 3/26/24

□ Superintendent □ President □ Designee

Dr. Peter B. Licata

Intended Occupancy Date: N/A for the work indicated on the contract documents and required by the contract for this project

PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems* and the facility are in compliance with statutes, rules, and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

Architect or Engineer of Record:

N/A — N/A

High Performance Green Building Standard Used [S. 255.2575(2), F.S.] — Rating Achieved

Michael B. Walsh — 12/27/23 — 02/28/2025

Name (Type or Print) — License # — Expiration Date

Signature:

□ Architect ☒ Engineer

MICHAEL B. WALSH LICENSE No 79571 STATE OF FLORIDA PROFESSIONAL ENGINEER

Building Official:

Perla Tarrau-Ayala — BU1918 — 11/30/2025

Name (Type or Print) — License # — Expiration Date

Signature: 3/6/2024

Contractor:

LEGO Construction Co. — CGC1510788 — 08/31/2024

Name (Type or Print) — License # — Expiration Date

Threshold Inspector (if applicable):

NA

Name (Type or Print) — License # — Expiration Date

Project Information

As-built lowest floor elevation (for new construction)

Code/Edition 2017 Occupancy Type(s) E Construction Type(s) IB Occupant Load

Automatic Sprinkler System Required ___Y _X_N District/Florida College Permit Number Roofing permit: 1719510065

Building Permit: 1719510647

Special Permit Stipulations

*Safety systems include, but are not limited to: exiting; safety; rescue; fire rating; fire protection; means of egress; master valves; eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply; and sewage disposal as they apply to this project.

AECOM 60664331 G14-06 Cert Occupy

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO:	OEF USE ONLY
Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding $300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: P.001844 — OEF Assigned Project Number

School Board of Broward County — (☑ School District ☐ Florida College)

Park Ridge Elementary School — (☑ School Name ☐ Campus)

Location # 1951 Permit # 1719510647 Roof Permit # 1719510065 (☐ School ☑ College) Code Number

Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (☐ Architect ☐ Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on February 19, 2025.

Name (Type or Print) _____

Signature: _____ Date: _____

(☑ Superintendent ☐ President)

SECTION B: (☐ ARCHITECT ☐ ENGINEER) CERTIFICATION

As PROJECT (☑ ARCHITECT ☐ ENGINEER), I have inspected this project, and in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: _____ Date: 5.21.24

Firm Name: CES Engineering Services, LLC

Address: 2937 Cypress creek Rd Suite 107 FORT Lauderdale FL 33309
Street/P.O. Box City State Zip

MICHAEL B. WALSH LICENSE No 79571 STATE OF FLORIDA PROFESSIONAL ENGINEER

SECTION C: ☐ Building Official ☐ Other (Specify) Certification _____

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) Perla Tarrau-Ayala

Signature: _____ Date: 6/3/2024

☑ Building Official ☐ Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: ☐ New Plant ☐ Addition ☐ Remodeling ☐ Renovation ☐ _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: ☐ Yes ☐ No ☐ N/A If "No," explain: _____
3. SOURCE OF FUNDS: ☐ Local ☐ State ☐ Federal ☐ _____	4. ADJUSTED FINAL CONTRACT AMOUNT: $ 3,035,418.27
	5. PROJECT GROSS SQUARE FOOTAGE: SQ. FT.
	6. COST PER GROSS SQUARE FOOT: $
	7. COST PER STUDENT STATION: $

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CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: _____ COMPLETION DATE: _____

9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

C.O. No. 1	$ 8,389.00	C.O. No. _____	$ _____
C.O. No. 8	$ 32,188.19	C.O. No. _____	$ _____
C.O. No. _____	$ _____	C.O. No. _____	$ _____
C.O. No. _____	$ _____	C.O. No. _____	$ _____

10. Date of Occupancy: _____

_____

11. Additional Information:

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Final Acceptance and Release of Retainage
LEGO Construction Co.
Park Ridge Elementary School
P.001844

School Board Meeting: 02.19.2025

The financial impact of this item is $0.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $149,758.80 will be released to the contractor.

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 02/03/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-16.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Final Acceptance, Release of Retainage - Tamarac ES

REQUESTED ACTION:

Approve Final Acceptance of the Project, Release of Retainage, a time extension of 1,147 days to Substantial Completion, and a time extension of 37 days between Substantial and Final Completion. District 4.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- GG-3 - 12-17-24
- Closeout Documents
- Collaboration Form

FINANCIAL IMPACT:

The final contract payment for retainage in the amount of $56,017.84 will be released to the contractor.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 4,

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Final Acceptance and Release of Retainage
Tamarac Elementary School, Tamarac
SMART Program Renovations
Project No. P.001724

Board Meeting Date: February 19, 2025

Recommended Action
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 1,147 days to Substantial Completion, and a time extension of 37 days between Substantial and Final Completion.

District-zone Impact: District 4

Impact if the Board Voted Yes or No

If the Board votes "Yes": This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

If the Board votes "No": The final payment cannot be released to the contractor.

Background/History

Type of Contract:	Construction Services Agreement (CSA)
General Contractor:	T & G Corporation
Solicitation Number:	18-166C
SMART Renovation Budget:	$2,306,318
Roof Carveout Budget:	$362,339

The scope of work for the project included building envelope improvements and HVAC improvements.

During construction, a dispute arose regarding T&G's claims of entitlement and the value of various change orders on this and the Morrow Elementary School SMART Program Renovations Project (the "Projects"). Unable to resolve its claims, T&G filed a complaint against the SBBC on October 11, 2021. After joint efforts to resolve the disputes, on December 17, 2024, T&G and the SBBC entered a Settlement Agreement to allow for payment for work satisfactorily performed on the Projects (see Exhibit 2 – "GG-3 – 12/17/24").

Substantial Completion of the project was achieved 1,147 days after the contractually required date of February 29, 2020.

The overall project delays can primarily be attributed to Owner-requested changes to the roofing scope of work for Building 6, unforeseen conditions related to the fire protection scope of work, on-going litigation for change order work, and two failed inspection tickets for existing conditions which were outside of the Contractor's scope of work.

AECOM recommends granting a time extension of 1,147 days to permit timely Substantial Completion, as well as granting 37 days between Substantial and Final Completion and releasing the remainder of the retainage in the amount of $56,017.84 to T & G Corporation.

CONSTRUCTION CONTRACT SUMMARY

ORIGINAL BASE CONTRACT:	$	1,575,000.00	365 Days
DIRECT OWNER PURCHASE(S):	$	0.00	0 Days
PREVIOUSLY APPROVED CO'S:	$	(435,502.21)	0 Days
CURRENT CO REQUEST:	$	0.00	1,147 Days
CURRENT REVISED CONTRACT:	$	**1,139,497.79**	**1,512 Days**

MASTER PROJECT SCHEDULE SUMMARY

Notice to Proceed:	03/01/19
Actual Substantial Completion Date:	04/21/23
Actual Final Completion Date:	06/27/23

CHANGE ORDER ANALYSIS

Consultant Error	0.00%
Consultant Omission	0.00%
Owner's Request	-27.65%
Unforeseen	0.00%
Tax Savings from DOP	0.00%
	-27.65%

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment
This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

Financial Impact
There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $56,017.84 will be released to the contractor.

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2024-12-17	Regular School Board Meeting
CATEGORY:	GG. General Counsel
DEPARTMENT:	General Counsel

Agenda Item Number:	GG-3.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Settlement Agreement – T&G Constructors – Morrow ES and Tamarac ES ADDED

REQUESTED ACTION:

Approve the Settlement Agreement between The School Board of Broward County, Florida and T&G Corporation, D/B/A T&G Constructors. District 4.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Settlement Agreement

FINANCIAL IMPACT:

The financial impact to the District is $518,923.44 funded from the approved SMART Program construction project budgets for each project.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

APPROVED

SOURCE OF ADDITIONAL INFORMATION

Name:	Marylin C. Batista, Esq.	Phone:	754-321-2050
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Marylin Batista, General Counsel

Signature

Marylin Batista, General Counsel Dec. 11, 2024

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: December 17, 2024

By: Debra Hixon

School Board Chair

For more information, please contact:

Name: Marylin C. Batista, Esq., B.C.S.
Title: General Counsel
Phone: 754-321-2050

EXECUTIVE SUMMARY

Settlement Agreement – T&G Constructors – Morrow ES and Tamarac ES

Board Meeting Date: December 17, 2024

Recommended Action

Approve the Settlement Agreement between The School Board of Broward County, Florida and T&G Corporation, D/B/A T&G Constructors.

District-zone Impact: District 4.

Impact if the Board Voted Yes or No

If the Board votes "Yes": T&G Corporation, D/B/A T&G Constructors (T&G) will be paid for its termination expenses and the pending lawsuit will be dismissed.

If the Board votes "No": The ongoing litigation will proceed, increasing the financial risk for the School Board.

Background/History

On or about December 4, 2018, The School Board of Broward County, Florida ("**SBBC"**) and T&G Corporation, D/B/A T&G Constructors (**T&G**)(collectively, the "**Parties**"), entered into a written contract pursuant to which T&G was to perform renovations at Morrow Elementary School, Project No: P.001996 (hereinafter referred to as the "**Morrow Project**").

Thereafter, on or about December 18, 2018, the Parties entered into another written contract pursuant to which T&G was to perform renovations at Tamarac Elementary School, Project No: P.001724 (hereinafter referred to as the "**Tamarac Project**"). The Morrow Project and Tamarac Project are hereinafter, collectively referred to as the "**Projects**".

During the course of construction of the Projects, separate disputes arose between the Parties concerning entitlement to and/or value of various deductive and additive change orders and other claims. On or about October 11, 2021, T&G filed a complaint against SBBC styled T&G Corporation d/b/a T&G Constructors v. School Board of Broward County, Florida, in the Circuit Court of Broward County, Florida, Case Number 21-019718 (the "**Lawsuit**"), seeking payment for work performed on the Projects.

The Parties, without admitting liability, desire to compromise all pending and claims and damages arising out of, relating to, or in connection with the Projects or Lawsuit, including all claims that were raised, or could have been raised, in the Lawsuit. Pursuant to the

Settlement Agreement, SBBC shall pay T&G the total sum of Five Hundred Eighteen Thousand Nine Hundred Twenty Three and 44/100 ($518,923.44) which is comprised of amounts totaling $320,451.65 for the Morrow Project, and $320,451.65 for the Tamarac Project.

T&G shall cooperate with SBBC in executing any project forms or documentation necessary to memorialize the claims being paid pursuant to this Agreement. Except as expressly set forth in the Settlement Agreement and its exhibits, the Parties have expressly reserved all rights, claims, and defenses each has under the terms of the construction agreements for the Projects (the "**CSAs**"), or that they may otherwise have by law or in equity. Further, nothing in this Settlement Agreement shall be construed to release the Parties from any existing or future obligations under the terms of the CSAs, and the surviving terms and conditions of the CSAs shall remain in full force and effect.

This Office and AECOM recommend approval of the Settlement Agreement as a fair, reasonable and cost-effective partial resolution of the dispute between the parties.

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment

Approving the Settlement Agreement will permit the payment of supported cost amounts for work satisfactorily performed and will avoid exposure for additional costs to the SBBC.

Financial Impact

The financial impact to the District is $518,923.44 funded from the approved SMART Program construction project budgets for each project.

SETTLEMENT AGREEMENT

THIS SETTLEMENT AGREEMENT (hereinafter "**Agreement**") is Effective on the date last signed below and is entered into between THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (hereinafter referred to as "**SBBC**"), and T&G CORPORATION, d/b/a T&G CONSTRUCTORS (hereinafter referred to as "**Contractor**"). SBBC and Contractor shall hereinafter collectively be referred to as the "Parties" unless otherwise referenced herein:

RECITALS:

WHEREAS, on or about December 4, 2018, the Parties entered into a written contract pursuant to which Contractor was to perform renovations at Morrow Elementary School, Project No: P.001996 (hereinafter referred to as the "**Morrow Project**"); and

WHEREAS, on or about December 18, 2018, the Parties entered into a written contract pursuant to which Contractor was to perform renovations at Tamarac Elementary School, Project No: P.001724 (hereinafter referred to as the "**Tamarac Project**");

WHEREAS, during the course of the Morrow Project and Tamarac Project (collectively the **"Projects"**), separate disputes arose between the Parties concerning entitlement to and/or value of various deductive and additive change orders and other claims; and

WHEREAS, on or about October 11, 2021, Contractor filed a complaint against SBBC styled *T&G Corporation d/b/a T&G Constructors v. School Board of Broward County, Florida*, and pending in the Circuit Court of Broward County, Florida, Case Number 21-019718 (hereinafter the "**Lawsuit**"), seeking payment for work performed on the Morrow Project and Tamarac Project;

WHEREAS, the Parties, without admitting liability, desire to compromise all pending and claims and damages arising out of, relating to, or in connection with the Projects or Lawsuit, including all claims that were raised, or could have been raised, in the Lawsuit;

KA 1379

NOW, THEREFORE, in consideration of the foregoing representation of the mutual covenants, promises and considerations hereinafter set forth with the intent to be legally bound, it is agreed by and between the Parties as follows:

1. **Incorporation of Recitals:** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

2. **Payment:** SBBC shall pay to Contractor the total sum of FIVE HUDRED EIGHTEEN THOUSAND NINE HUNDRED TWENTY THREE AND 44/100 ($518.923.44) (hereinafter the "Settlement Payment"), to be allocated by SBBC as set forth in Exhibit "A" and "B," respectively, which shall be paid by SBBC to Contractor in accordance to Paragraph 3 below.

3. **Approval of Agreement:** Approval of this Agreement by SBBC at a duly called Board Meeting shall serve as a condition precedent to issuance of the Settlement Payment and the enforceability of this Agreement. SBBC shall deliver the Settlement Payment to Contractor on or before the thirtieth (30th) consecutive calendar day after approval of this Agreement by SBBC at a duly called Board Meeting.

4. **Contractor's Surviving Contractual Obligations**. Within thirty (30) days of the approval of this Agreement, or within such longer period of time as may be reasonably necessary, Contractor shall take all actions required to ensure the Morrow Project and Tamarac Project reach Final Completion, as the terms are defined in the Contract Documents between the Parties, and submit any remaining closeout documentation required by the Contract Documents to SBBC. Nothing in this Agreement shall operate to release Contractor from its post-completion obligations under the Contract Documents for the Projects, including without limitation, Contractor's warranty obligations or Contractor's indemnity obligations, which are rights specifically reserved by SBBC.

5. **Assignment of Claims**: Contractor hereby warrants and represents to SBBC that, as an inducement to SBBC to issuing the Settlement Payment to Contractor, Contractor has not assigned or transferred any right, title or interest in any of the monies being paid pursuant to this Agreement.

6. **Contractor's Release:** Except for the obligations set forth in this Agreement, Contractor hereby waives, releases, and discharges SBBC from and against any and all claims, causes of action, and damages of any kind that arise out of or relate to the Projects, or that were raised, or could have been raised, in the Lawsuit.

7. **Dismissal:** Within five (5) days of the approval of this Agreement, the Parties shall file a Joint Stipulation of Dismissal and Order of Dismissal with Prejudice of all claims or causes of action that were raised, or could have been raised in the Lawsuit, with each Party bearing their own attorneys' fees and costs.

8. **Choice of Law and Venue:**

a. This Agreement shall be interpreted in accordance with the substantive laws of the State of Florida.

b. Venue for any dispute arising out of this Agreement shall lie solely and exclusively in a court of competent jurisdiction in the 17th Judicial Circuit in and for Broward County, Florida and the Parties waive the right to venue elsewhere.

9. **Waiver of Jury Trial: THE PARTIES TO THIS AGREEMENT EXPRESSLY WAIVE THEIR RIGHT TO A JURY TRIAL FOR ANY DISPUTE ARISING OUT OF THIS AGREEMENT.**

10. **Authority:** The signatories to the Agreement represent that they have the authority to enter into this Agreement.

11. **Entire Agreement:**

a. This Agreement sets forth the entire Agreement between the Parties hereto and supersedes any and all prior agreements, understandings, or representations between the Parties hereto pertaining to the subject matter hereof.

b. The Parties acknowledge that this Agreement is the result of their joint efforts and shall be construed as having been drafted by all Parties hereto.

c. The Parties acknowledge they have had the opportunity to consult with and have in fact discussed this matter with counsel of their choice.

d. The Parties have read this Agreement and the Exhibits attached hereto, and have freely and voluntarily entered into this Agreement

12. **Modification and Waiver:**

a. This Agreement may not be modified except by a writing signed by all Parties hereto.

b. The failure of any of the Parties executing this Agreement to require the performance of any term or obligation of this Agreement or the waiver by any of the Parties executing this Agreement of any breach of this Agreement shall not prevent any subsequent enforcement of such term or obligation and shall not be deemed a waiver of any subsequent breach.

13. **Counterparts:** This Agreement may be executed in counterparts with each copy being deemed an original.

14. **Notices:** Notices, to the extent they are referenced in this Agreement, shall be to the following persons on behalf of the Parties by certified mail, return receipt requested:

As to SBBC:	THOMAS C. COONEY, ESQ. OFFICE OF THE GENERAL COUNSEL The School Board of Broward County, Florida 600 Southeast Third Avenue - 11th Floor Fort Lauderdale, Florida 33301
As to CONTRACTOR:	KIMBERLY A. ASHBY, ESQ. Kirwin Norris, P.A. 15 W Church St Ste 301 Orlando, FL 32801-3351

15. **Time is of the Essence:** Time is of the essence for the performance and completion of all duties required by this Agreement.

16. **Headings:** All headings contained in this Agreement are designed and used for reference purposes only. The language used in the headings is not controlling and is not considered a substantive part of this Agreement.

--- Intentionally Left Blank ---

--- Signature Page to Follow ---

SCHOOOL BOARD

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(Corporate Seal)

By _____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to form and legal content

_____
Office of the General Counsel

Cadre Counsel for the School Board

_____
Jon M. Kendrick, Esquire

CONTRACTOR

(CORPORATE SEAL)

T&G CORPORATION, d/b/a T&G CONSTRUCTORS

ATTEST:

By_____
Ricardo Gonzalez, President

Christian Solis, Secretary

Approved As To Form and Legal Content:

Kimberly A. Ashby, Esq.
Counsel

ACKNOWLEDGEMENT

STATE OF FLORIDA)
)
COUNTY OF ORANGE)

The foregoing instrument was acknowledged before me, by means of ☑ physical presence or ☐ online notarization, this 16th day of October, 2024 by RICARDO GONZELEZ on behalf of T&G CORPORATION, d/b/a T&G CONSTRUCTORS. He is personally known to me or produced as Identification_____ and did/did not first take an oath.

My commission expires:

Signature, Notary Public

(SEAL)

ARACELI MENDOZA
Notary Public - State of Florida
Commission # HH 346965
My Comm. Expires Jan 8, 2027
Bonded through National Notary Assn.

Araceli Mendoza
Printed Name of Notary

EXHIBIT "A"

MORROW ELEMENTARY – PROJECT NO. P.001996

Original Contract Price:	**$1,200,000.00**
Approved Change Orders:	**$5,457.80**
Revised Contract Price:	**$1,205,457.80**
Less Amount Paid to Date:	**<$873,201.13>**
Less Net Change Order Amount:	**<$36,140.87> **(Listed Below)**
Principal Payment Amount:	**$296,115.18**
Interest Payment Amount:	**$24,336.47**
Total Payment:	**$320,451.65**

Change Order No.	Change Order Description
CO-1	ASI 002 Media Center
CO-2	Fire Alarm Additional Devices (includes GCO-5, GCO-21 and GCO-22)
CO-3	Deduct Fire Sprinkler work
CO-4	Deduct for Fire watch and ansul system
CO-5	Deduct for fire alarm cabinets
GCO-2	ADA Signage
GCO-4	Bathroom Reconfiguration
GCO-6	Painting Media Center Walls
GCO-7	Kitchen Mechanical
GCO-10a	Fire Alarm Power Supply Wire
GCO-10b	Fire Alarm Power Supply Wire
GCO-10c	POWER SUPPLIES #1, #2, #3, #4, #5, #6, RELOCATIONS
GCO-10d	10D - NEW UNDERGROUND CONDUIT TO ROOM 401
GCO-11	Fire Alarm Rigid Strobe Pull Station
GCO-13	Wheelchair Disconnect
GCO-15	Electrical Remain Deduct Labor Only
GCO-16	Cut Existing Bulletin Board
GCO-17rev	Bathroom Lights Reconfiguration
GCO-18	FAS Corridors
GCO-19	Electrical Material Credit
GCO-20	Additional Storage
GCO-23	Investigation for fire sprinkler in existing fire rated lead

KA

EXHIBIT "B"

TAMARAC ELEMENTARY – PROJECT NO. P.001724

Original Contract Price:	**$1,575,000.00**
Less Amount Paid to Date:	**<$941,026.00>**
Less Net Change Order Amount:	**<$450,575.00> **(Listed Below)**
Principal Payment Amount:	**$183,399.00**
Interest Payment:	**$15,072.79**
Total Payment:	**$198,471.79**

Change Order No.	Change Order Description
GCO-1	Replacement Stage Drywall, ACT, Ductwork & Electrical
GCO-5	Condensate Drain and water filtration repair. Also mechanical straps: 1. Media Room water clean-up Condensate Drain Repairs 2. Add Pipe Supports Mech. Rooms - Drywall patching & Fire caulking 3. Existing Canopy Electrical Conduits sealed
GCO-6	Relocation of existing Hot Water Heater
GCO-8	Deduct ACT/ Fire Sprinklers
GCO-9	Deduct Reroofing in Bldg 6.
GCO-10	Additional T&B services

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The School Board of Broward County, Florida
Office of Capital Programs
2301 NW 26th Street
Fort Lauderdale, FL 33311
TEL (754) 321-1500 • FAX (754) 321-1501

Reduction of Retainage Certification

Facility: Tamarac Elementary School
Project Name: Tamarac ES - SMART Program renovation
Contractor: T&G Corporation dba T&G Constructors
Project Manager:

Project No.: P.001724
Date: 15-Jan-25
Location No.: 2621
Phase No.:

1. Current Level of Retainage 5 %
2. Proposed Level of Retainage 0 %
3. Retainage Reduction Ratio (RR) 1.000 (Item 1 - Item 2) / Item 1

Company Name of Entity to Receive Reduction of Retainage	Current Total Retainage	RR	Retainage to be Released
T&G Corporation dba T&G Constructors	$ 56,017.84	1.000	$ 56,017.84
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
Total	**$ 56,017.84**		**$ 56,017.84**

$ 56,017.84		1.000		$ 56,017.84		$ -
Current Total Retainage	x	Reduction Ratio	=	Retainage to be Released		Retainage Balance

The undersigned hereby certifies that they will release retainage being paid to them by the School Board of Broward County to their various subcontractors in accordance with the schedule above.

Company Name: T&G Corporation dba T&G Constructors

Authorized Signature

Ricardo Gonzalez
Print Name

CONSENT OF SURETY COMPANY TO FINAL PAYMENT

AIA DOCUMENT G707

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

PROJECT: Project No.: P.001724, Renovations at Tamarac Elementary School, 7601 University Drive, Tamarac, FL 33321
(name, address)

TO (Owner):
The School Board of Broward County, Florida
7720 W. Oakland Park Blvd., Suite 323
Sunrise, FL 33351

ARCHITECT'S PROJECT NO: P.001724
CONTRACT FOR: Renovations

BOND NO: 9911200
CONTRACT DATE: December 18, 2018

CONTRACTOR: T & G Corporation dba T & G Constructors
8623 Commodity Circle
Orlando, FL 32819

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety Company)
Westfield Insurance Company
PO Box 5001
Westfield Center, OH 44251-5001
, SURETY COMPANY,

on bond of (here insert name and address of Contractor)
T & G Corporation dba T & G Constructors
8623 Commodity Circle
Orlando, FL 32819
, CONTRACTOR,

hereby approves of the final payment to the Contractors, and agrees that final payment to the Contractor shall not relieve the Surety Company of any of its obligations to (here insert name and address of Owner)
The School Board of Broward County, Florida
7720 W. Oakland Park Blvd., Suite 323
Sunrise, FL 33351
,OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this day of January 17, 2025

Westfield Insurance Company
Surety Company

By: Jeffrey W. Reich
Signature of Authorized Representative

Jeffrey W. Reich
Title Attorney-in-Fact & Florida Licensed Resident Agent
Inquiries: 407-786-7770

Attest: Rita Lazarides
(Seal): Rita Lazarides, Witness

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS, Current Edition

© 1970 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 New York Ave., NW, WASHINGTON, D.C. 20006

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 11/03/23, FOR ANY PERSON OR PERSONS NAMED BELOW.

1390

General Power of Attorney

CERTIFIED COPY

POWER NO. **0990992 01**

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.

Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

JEFFREY W. REICH, SUSAN L. REICH, TERESA L. DURHAM, CHERYL A. FOLEY, LISA A. ROSELAND, KIM E. NIV, SONJA AMANDA FLOREE HARRIS, ROBERT P. O'LINN, SARAH K. O'LINN, NATHAN K. REICH, JOINTLY OR SEVERALLY

of **MAITLAND** and State of **FL** its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit.** - - -

PAYMENTS TO CONTRACTOR DURING CONSTRUCTION

PER STATUTE F.S. 255.078, AND EXCEPT AS PROVIDED BELOW, CONSTRUCTION PAYMENTS ON PROJECTS UP TO FIFTY (50) PERCENT COMPLETION SHALL NOT EXCEED NINETY (90) PERCENT OF THE WORK COMPLETED OR MATERIALS PAID FOR AND PROPERLY STORED ON SITE, OR IN A BONDED WAREHOUSE.

PAYMENTS SHALL BE CONDITIONED UPON OWNER'S REPRESENTATIVE APPROVING PROGRESS OF WORK AND MATERIALS STORED, IN ACCORDANCE WITH THE EXECUTED CONSTRUCTION CONTRACT.

REDUCTION OF RETAINAGE:
PER STATUTE F.S. 255.078, RETAINAGE SHALL BE REDUCED TO FIVE (5) PERCENT AFTER THE PROJECT REACHES FIFTY (50) PERCENT COMPLETION. FURTHER REDUCTION OF RETAINAGE SHALL BE AUTHORIZED ONLY AFTER THE PROJECT ACHIEVES SUBSTANTIAL COMPLETION AND THE CERTIFICATE OF OCCUPANCY OR FORM OEF 110B HAS BEEN FULLY EXECUTED. THE RETAINAGE REDUCTION BELOW FIVE (5) PERCENT SHALL REQUIRE THE RECOMMENDATION OF THE SUPERINTENDENT OR DEPUTY SUPERINTENDENT OF FACILITIES AND CONSTRUCTION MANAGEMENT, AND BE AUTHORIZED BY BOARD ACTION.

REDUCTION OF RETAINAGE ON IDENTIFIABLE PHASED PROJECTS IS PERMITTED, PURSUANT TO THE RULES ABOVE. FOR PHASED PROJECTS, IF THE OVERALL CONTRACT VALUE EXCEEDS THE CONSTRUCTION COST LIMIT PER STATUTE F.S. 287.055; REDUCTION OF RETAINAGE ON INDIVIDUAL PHASES SHALL REQUIRE BOARD APPROVAL.

FINAL PAYMENT OF RETAINAGE:
THE CRITERIA AND CONDITIONS FOR FINAL PAYMENT OF THE RETAINAGE INCLUDE:

1. THE SCHOOL BOARD ACCEPTS THE FACILITY VIA AN EXECUTED FORM 110B.

2. ALL CONTRACTUAL OBLIGATIONS HAVE BEEN COMPLETED.

3. EXECUTED FORM OEF 209, OR WHEN AN OEF 209 IS NOT REQUIRED, CERTIFICATION OF COMPLETION BY THE ARCHITECT OR ENGINEER OF RECORD.

FINAL ACCEPTANCE AND RELEASE OF RETAINAGE ON PROJECTS WITH A CONSTRUCTION COST LIMIT PER F.S. 287.055 SHALL NOT REQUIRE BOARD APPROVAL. APPROVAL SHALL BE GRANTED BY THE DEPUTY SUPERINTENDENT OF FACILITIES AND CONSTRUCITON MANAGEMENT OR DESIGNEE, UPON RECEIPT OF THE EXECUTED CERTIFICATE OF FINAL INSPECTION OR CERTFICATE OF COMPLETION NOTED ABOVE. FOR THE PURPOSES OF THIS RULE, CONSTRUCTION CONTRACTS THAT DO NOT REQUIRE A CERTIFICATE OF OCCUPANCY SHALL BE CERTIFIED AS SUBSTANTIALLY COMPLETE BY THE ARCHITECT OR ENGINEER OF RECORD.

AUTHORITY: F.S. 1001.41 (1) (2)
F.S. 1013.50
F.S. 218.735 (8)
F.S. 255.078
F.S. 287.055
POLICY ADOPTED: 1/21/82; 5/19/88; 1/16/07

Return completed form as needed to:
Office of Educational Facilities
325 West Gaines Street, Room 1054
Tallahassee, Florida 32399-0400
(850) 245-0494
Fax (850) 245-9236 or (850) 245-9304

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF OCCUPANCY

OEF USE ONLY
100
FILE COPY

INSTRUCTIONS: Submit one copy of the completed form for each project over $300,000. Reproduce this form in sufficient quantity for your use.

RE: Broward County Public Schools
Tamarac Elementary School P.O. 01724
Description of Project: Aluminum Canopies Renovation & Replacement of Lights, Electrical Improvements Buildings 1, 4, HVAC Replacements Building 1, 4, Test and Balance Buildings ~~1,2,3, 4,6 & 7~~ SMART Program

(X School District ☐ Florida College)
(X School Name ☐ Campus)
Description of Project
EFIS Number (if applicable)

This project belonging to GOB SMART program was separated into two separate improvement projects per district direction

In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: Peter B Licata Date: 8/15/23
☑ Superintendent ☐ President ☐ Designee
Dr. Peter B. Licata

Intended Occupancy Date: _____

PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems* and the facility are in compliance with statutes, rules, and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

Architect or Engineer of Record:

N/A

High Performance Green Building Standard Used [S. 255.2575(2), F.S.] Rating Achieved

George M. Petrocelli 34089 2/28/25
Name (Type or Print) License # Expiration Date

Signature: G M Petrocelli. V.P.
☐ Architect ☒ Engineer

GEORGE M. PETROCELLI LICENSE No. 34089 STATE OF FLORIDA PROFESSIONAL ENGINEER

Building Official: REFER TO APPENDIX
Perla Tarrau-Ayala BLD#918 11/30/2023
Name (Type or Print) License # Expiration Date

Signature: Perla M. Tarrau-Ayala 7/18/2023

Contractor:

T&G Constructors Inc. CGC 034852 8/31/2024
Name (Type or Print) License # Expiration Date

DOCUMENT CONTROL
RECEIVED/SCANNED
AUG 22 2023
AECOM
Broward County Schools

Threshold Inspector (if applicable):

Name (Type or Print) License # Expiration Date

Project Information

As-built lowest floor elevation (for new construction) _____

Code/Edition _____ Occupancy Type(s) _____ Construction Type(s) _____ Occupant Load _____

Automatic Sprinkler System Required ____Y ____N District/Florida College Permit Number 1426210316

Special Permit Stipulations _____

*Safety systems include, but are not limited to: exiting; safety; rescue; fire rating; fire protection; means of egress; master valves; eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply; and sewage disposal as they apply to this project.

Aecom-60664331 G14-06-Cer+Occupy

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO: Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding $300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: P.001724 — OEF Assigned Project Number

School Board of Broward County — (X School District ☐ Florida College)

Tamarac ES — (X School Name ☐ Campus)

Location # 2621 Permit # 1426210316 — (X School ☐ College) Code Number

SMART Program Renovations — Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (☐ Architect ☐ Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on February 19, 2025.

Name (Type or Print) _____

Signature: _____ Date: _____
(X Superintendent ☐ President)

SECTION B: (☐ ARCHITECT ☐ ENGINEER) CERTIFICATION

As PROJECT (X ARCHITECT X ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents, Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: [signature] V.P. Date: September 14, 2023

GEORGE M. PETRUCELLI LICENSED No. 34089 STATE OF FLORIDA PROFESSIONAL ENGINEER

Firm Name: CRAM ATLANTIS, INC.

Address: 1193 W. NEWPORT CENTER DR. Deerfield Beach FL 33442
Street/P.O. Box State Zip

SECTION C: ☐ Building Official ☐ Other (Specify) Certification _____

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) Perla Tarrau-Ayala

Signature: [signature] Date: 10/2/2023
(X Building Official ☐ Certified Inspector)

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: ☐ New Plant ☐ Addition ☐ Remodeling ☐ Renovation ☐ _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: ☐ Yes ☐ No ☐ N/A If "No," explain: _____
3. SOURCE OF FUNDS: ☐ Local ☐ State ☐ Federal ☐ _____	4. ADJUSTED FINAL CONTRACT AMOUNT: $ 1,575,000.00 ✓
	5. PROJECT GROSS SQUARE FOOTAGE: SQ. FT.
	6. COST PER GROSS SQUARE FOOT: $
	7. COST PER STUDENT STATION: $

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: _____ COMPLETION DATE: _____

9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

C.O. No. _____ $ _____ C.O. No. _____ $ _____

C.O. No. _____ $ _____ C.O. No. _____ $ _____

C.O. No. _____ $ _____ C.O. No. _____ $ _____

C.O. No. _____ $ _____ C.O. No. _____ $ _____

10. Date of Occupancy: _____

_____

11. Additional Information:

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Final Acceptance and Release of Retainage
T & G Corporation
Tamarac Elementary School
P.001724

School Board Meeting: 02.19.2025

The financial impact of this item is $0.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $56,017.84 will be released to the contractor.

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 02/03/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-17.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Final Acceptance, Release of Retainage - Thurgood Marshall ES

REQUESTED ACTION:

Approve Final Acceptance of the Project, Release of Retainage, a time extension of 299 days to Substantial Completion, and a time extension of 82 days between Substantial and Final Completion. District 5.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Closeout Documents
- Collaboration Form

FINANCIAL IMPACT:

The final contract payment for retainage in the amount of $161,639.17 will be released to the contractor.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 4,

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Final Acceptance and Release of Retainage
Thurgood Marshall Elementary School, Fort Lauderdale
SMART Program Renovations
Project No. P.001674

Board Meeting Date: February 19, 2025

Recommended Action
Approve Final Acceptance of the Project, Release of Retainage, a time extension of 299 days to Substantial Completion, and a time extension of 82 days between Substantial and Final Completion.

District-zone Impact: District 5

Impact if the Board Voted Yes or No

If the Board votes "Yes": This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

If the Board votes "No": The final payment cannot be released to the contractor.

Background/History

Type of Contract:	Construction Services Agreement (CSA)
General Contractor:	LEGO Construction Co.
Solicitation Number:	FY21-025
SMART Renovation Budget:	$4,426,433

The scope of work for the project included building envelope improvements and HVAC improvements.

Substantial Completion of the project was achieved 299 days after the contractually required date of August 9, 2023.

The overall project delays can primarily be attributed to clearance issues in two ADA restrooms which required a re-design of the drawings to attain compliance, limited access to Building 3 during state exams, mechanical and electrical issues found prior to final inspection, and Owner-related delays associated with the cooling tower pump.

AECOM recommends granting a time extension of 299 days to permit timely Substantial Completion, as well as granting 82 days between Substantial and Final Completion and releasing the remainder of the retainage in the amount of $161,639.17 to LEGO Construction Co.

CONSTRUCTION CONTRACT SUMMARY			
ORIGINAL BASE CONTRACT:	$	3,497,140.00	435 Days
DIRECT OWNER PURCHASE(S):	$	(311,235.00)	0 Days
PREVIOUSLY APPROVED CO'S:	$	105,543.10	390 Days
CURRENT CO REQUEST:	$	0.00	299 Days
CURRENT REVISED CONTRACT:	$	**3,291,448.10**	**1,124 Days**

MASTER PROJECT SCHEDULE SUMMARY	
Notice to Proceed:	05/06/21
Actual Substantial Completion Date:	06/03/24
Actual Final Completion Date:	09/23/24

CHANGE ORDER ANALYSIS	
Consultant Error	3.05%
Consultant Omission	0.50%
Owner's Request	0.00%
Unforeseen	0.00%
Tax Savings from DOP	-0.54%
	3.01%

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment

This item provides for a construction closeout of this project and allows for the retainage (final payment) to be released to the contractor.

Financial Impact

There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $161,639.17 will be released to the contractor.

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned: **Luis Garcia**

of: LEGO Construction Co City of: Miami

County of: Miami DADE State of: FL

Herein referred to as "Contractor" executes this General Release and Full Release of Lien in favor of THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA of 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301, herein referred to as "The School Board".

In consideration of the sum of:

Written Amount: **One hundred sixty one thousand six hundred thirty nine dollars seventeen cents**

Figures: $ **161,639.17**

receipt of which from The School Board is hereby acknowledged, Contractor for itself and its successors and assigns, has remised, released, and forever discharged, and by these presents does, for itself and its successors and assigns, does remise, release, acquit, satisfy, and forever discharge The School Board, its successors, employees, administrators and assigns, of and from all manner of action and actions, cause and causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims, and demands whatsoever, in law or in equity, which against The School Board or The School Board's successors, employees, administrators and assigns, Contractor ever had, now has, or over which Contractor's successors and assigns, hereafter can, shall or may have, for upon, or by reason of any matter, cause of thing whatsoever with regard to the project known as:

Project Name- Thurgood Marshal ES
Project Number – P.001674

In consideration of the above-said moneys, receipt of which from The School Board is hereby acknowledged, Contractor does hereby release and quit claim to The School Board, its successors and assigns, all claims liens, lien rights, claims or demands of any kind whatsoever which Contractor now has or might have against the building or premises situated at:

800 NW 13th Street, Fort Lauderdale, FL 33311

and legally described as:

On account of labor performed and/or material furnished for the construction of any building thereon or in otherwise improving said property situated as above described. The Contractor further certifies that all lienors contracting directly with or directly employed by the Contractor have been paid in full and that all labor and materials furnished for said construction, including subcontractors employed by the undersigned, have been paid in full. The Contractor further authorizes the clerks of the County Records Division of Broward County, Florida to discharge the lien given to the undersigned in a claim of lien recorded in the Official Records of Broward County, Florida at Book____, Page _____ , executed by:

LEGO Construction Co.

on this **31** day of **January** , 20 **25.**

IN WITNESS WHEREOF,

Luis Garcia has hereunto set its hand and seal

on this **31** day of **January** , 20 **25.**

(Corporate Seal)

Attest:

(Secretary)

By: Luis Garcia - President

LEGO CONSTRUCTION CO. CORPORATE SEAL 2006 FLORIDA ★ (Seal)

Notarization

State of: Florida)
County of: Dade)

Sworn to and subscribed before me, the undersigned authority, by

Luis Garcia

who is personally known to me or did produce:

As identification and who did take an oath, acknowledged and subscribed the foregoing General Release and Full Release of Lien for purposes therein expressed.

Notary Public: _____ **Affix Seal**

Commission Expires on: Jun 10, 2025

MARIA RODRIGUEZ
Notary Public - State of Florida
Commission # HH 135569
My Comm. Expires Jun 10, 2025
Bonded through National Notary Assn.

The School Board of Broward County, Florida
Office of Capital Programs
2301 NW 26th Street
Fort Lauderdale, FL 33311
TEL (754) 321-1500 • FAX (754) 321-1501

Reduction of Retainage Certification

Facility:	Thurgood Marshal ES	**Project No.:**	**P.001674**
Project Name:	Jenny Ibagon		
Contractor:	LEGO Construction Co	**Date:**	31-Jan-25
Project Manager:	Felix Lubin	**Location No.**	3291
		Phase No.:	

1. Current Level of Retainage 5 %
2. Proposed Level of Retainage 0 %
3. Retainage Reduction Ratio (RR) 1.000 (Item 1 - Item 2) / Item 1

Company Name of Entity to Receive Reduction of Retainage	Current Total Retainage	RR	Retainage to be Released
LEGO Construction Co	$ 76,432.47	1.000	$ 76,432.47
Dash-Door & Closer Service	$ 3,473.50	1.000	$ 3,473.50
Alfy Solution Inc	$ 9,670.00	1.000	$ 9,670.00
RCR Plumbing Services,Inc	$ 9,920.00	1.000	$ 9,920.00
Atlas Apex Roofing,LLC	$ 42,152.73	1.000	$ 42,152.73
Comfort Tech Air Conditio,Inc.	$ 1,532.67	1.000	$ 1,532.67
WEA Electrical Contractor, Inc	$ 11,347.75	1.000	$ 11,347.75
Professional Flooring Contractors	$ 2,030.05	1.000	$ 2,030.05
Metal Construction Services,Co	$ 1,280.00	1.000	$ 1,280.00
George Paul	$ 3,800.00	1.000	$ 3,800.00
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
		1.000	$ -
Total	**$ 161,639.17**		**$ 161,639.17**

$ 161,639.17	x	1.000	=	$ 161,639.17	$	-
Current Total Retainage		Reduction Ratio		Retainage to be Released	Retainage Balance	

The undersigned hereby certifies that they will release retainage being paid to them by the School Board of Broward County to their various subcontractors in accordance with the schedule above.

Company Name: LEGO Construction Co

Authorized Signature

JENNY IBAGON
Print Name

CONSENT OF SURETY TO FINAL PAYMENT

AIA Document G707

Bond No. 21BCSIP1143

OWNER	☐
ARCHITECT	☐
CONTRACTOR	☐
SURETY	☒
OTHER	☐

TO OWNER:
(Name and address)

The School Board of Broward County
7720 W. Oakland Park Blvd., Suite 323
Sunrise, FL 33351

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:

CONTRACT DATED:

PROJECT:
(Name and address)

Thurgood Marshall Elementary School - FY21-025

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Hartford Casualty Insurance Company
One Hartford Plaza
Hartford, CT 06155-0001

, SURETY,

on bond of
(Insert name and address of Contractor)

Lego Construction Co.
1011 Sunnybrook Rd., Ste. 905
Miami, FL 33136

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

The School Board of Broward County
7720 W. Oakland Park Blvd., Suite 323
Sunrise, FL 33351

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: February 3, 2025
(Insert in writing the month followed by the numeric date and year.)

Hartford Casualty Insurance Company
(Surety)

By:
(Signature of authorized representative)

Attest:
(Seal): Alicia Angelillo

Alicia Angelillo

Charles J. Nielson Attorney-in-Fact
(Printed name and title)

Surety Phone No. 860-547-5000

POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
BOND, T-11
One Hartford Plaza
Hartford, Connecticut 06155
Bond.Claims@thehartford.com
call: **888-266-3488** *or fax:* **860-757-5835**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: NIELSON HOOVER & COMPANY
Agency Code: 21-229752

- [X] **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [X] **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [X] **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- [ ] **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of the Southeast,** a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, ***up to the amount of*** Unlimited :

D. A. Belis, Tracey C. Brown-Boone, Natalie C. Demers, David R. Hoover, Stephanie McCarthy, Jarrett Merlucci, Laura D. Mosholder, John R. Neu, Charles D. Nielson, Charles J. Nielson, Joseph Penichet Nielson, Daniel Frank Oaks, Brett Rosenhaus, Kevin Wojtowicz of MIAMI LAKES, Florida

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.

Shelby Wiggins

Shelby Wiggins, Assistant Secretary

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA
COUNTY OF SEMINOLE } ss. Lake Mary

On this 20th day of May, 2021, before me personally came Joelle LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.

Jessica Ciccone
My Commission HH 122280
Expires June 20, 2025

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of February 03, 2025

Signed and sealed in Lake Mary, Florida.

Keith D. Dozois, Assistant Vice President

PAYMENTS TO CONTRACTOR DURING CONSTRUCTION

PER STATUTE F.S. 255.078, AND EXCEPT AS PROVIDED BELOW, CONSTRUCTION PAYMENTS ON PROJECTS UP TO FIFTY (50) PERCENT COMPLETION SHALL NOT EXCEED NINETY (90) PERCENT OF THE WORK COMPLETED OR MATERIALS PAID FOR AND PROPERLY STORED ON SITE, OR IN A BONDED WAREHOUSE.

PAYMENTS SHALL BE CONDITIONED UPON OWNER'S REPRESENTATIVE APPROVING PROGRESS OF WORK AND MATERIALS STORED, IN ACCORDANCE WITH THE EXECUTED CONSTRUCTION CONTRACT.

REDUCTION OF RETAINAGE:
PER STATUTE F.S. 255.078, RETAINAGE SHALL BE REDUCED TO FIVE (5) PERCENT AFTER THE PROJECT REACHES FIFTY (50) PERCENT COMPLETION. FURTHER REDUCTION OF RETAINAGE SHALL BE AUTHORIZED ONLY AFTER THE PROJECT ACHIEVES SUBSTANTIAL COMPLETION AND THE CERTIFICATE OF OCCUPANCY OR FORM OEF 110B HAS BEEN FULLY EXECUTED. THE RETAINAGE REDUCTION BELOW FIVE (5) PERCENT SHALL REQUIRE THE RECOMMENDATION OF THE SUPERINTENDENT OR DEPUTY SUPERINTENDENT OF FACILITIES AND CONSTRUCTION MANAGEMENT, AND BE AUTHORIZED BY BOARD ACTION.

REDUCTION OF RETAINAGE ON IDENTIFIABLE PHASED PROJECTS IS PERMITTED, PURSUANT TO THE RULES ABOVE. FOR PHASED PROJECTS, IF THE OVERALL CONTRACT VALUE EXCEEDS THE CONSTRUCTION COST LIMIT PER STATUTE F.S. 287.055; REDUCTION OF RETAINAGE ON INDIVIDUAL PHASES SHALL REQUIRE BOARD APPROVAL.

FINAL PAYMENT OF RETAINAGE:
THE CRITERIA AND CONDITIONS FOR FINAL PAYMENT OF THE RETAINAGE INCLUDE:

1. THE SCHOOL BOARD ACCEPTS THE FACILITY VIA AN EXECUTED FORM 110B.

2. ALL CONTRACTUAL OBLIGATIONS HAVE BEEN COMPLETED.

3. EXECUTED FORM OEF 209, OR WHEN AN OEF 209 IS NOT REQUIRED, CERTIFICATION OF COMPLETION BY THE ARCHITECT OR ENGINEER OF RECORD.

FINAL ACCEPTANCE AND RELEASE OF RETAINAGE ON PROJECTS WITH A CONSTRUCTION COST LIMIT PER F.S. 287.055 SHALL NOT REQUIRE BOARD APPROVAL. APPROVAL SHALL BE GRANTED BY THE DEPUTY SUPERINTENDENT OF FACILITIES AND CONSTRUCITON MANAGEMENT OR DESIGNEE, UPON RECEIPT OF THE EXECUTED CERTIFICATE OF FINAL INSPECTION OR CERTFICATE OF COMPLETION NOTED ABOVE. FOR THE PURPOSES OF THIS RULE, CONSTRUCTION CONTRACTS THAT DO NOT REQUIRE A CERTIFICATE OF OCCUPANCY SHALL BE CERTIFIED AS SUBSTANTIALLY COMPLETE BY THE ARCHITECT OR ENGINEER OF RECORD.

AUTHORITY: F.S. 1001.41 (1) (2)
F.S. 1013.50
F.S. 218.735 (8)
F.S. 255.078
F.S. 287.055
POLICY ADOPTED: 1/21/82; 5/19/88; 1/16/07

Return completed form as needed to:
Office of Educational Facilities
325 West Gaines Street, Room 1054
Tallahassee, Florida 32399-0400
(850) 245-0494
Fax (850) 245-9236 or (850) 245-9304

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF OCCUPANCY

OEF USE ONLY

INSTRUCTIONS: Submit one copy of the completed form for each project over $300,000. Reproduce this form in sufficient quantity for your use.

RE: School Board of Broward County (x School District ☐ Florida College)

Thurgood Marshall Elementary School 3291 - P.0016674 (x School Name ☐ Campus)

GOB Renovations – Reroofing, HVAC & Electrical Improvements, ADA Restroom Upgrades Description of Project

EFIS Number (if applicable)

FILE COPY

In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: _____ Date: 9/11/24

☑ Superintendent ☐ President ☐ Designee

Dr. Howard Hepburn

Intended Occupancy Date: N/A

PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems* and the facility are in compliance with statutes, rules, and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

Architect or Engineer of Record:

High Performance Green Building Standard Used [S. 255.2575(2), F.S.] Rating Achieved

Name (Type or Print)	License #	Expiration Date
Tamara Peacock	AA12126	2/28/2025

Signature: _____ x Architect ☐ Engineer

Building Official:

Name (Type or Print)	License #	Expiration Date
Perla Tarrau-Ayala	BU1918	11/30/2025

Signature: Perla M. Tarrau-Ayala 8/20/2024

Contractor:

Name (Type or Print)	License #	Expiration Date
Luis Garcia Lago Construction	CGC 1510788	8/31/2024

Threshold Inspector (if applicable):

Name (Type or Print)	License #	Expiration Date

Project Information

As-built lowest floor elevation (for new construction) _____

Code/Edition 6TH Occupancy Type(s) E / A-2 Construction Type(s) IIB Occupant Load 2,330

Automatic Sprinkler System Required X Y ___ N District/Florida College Permit Numt

Cert of Occupancy
OEF 110B - Blank.do

201917100PR0750

permit: 1732910750
ROOF.ng: 1732910232

Special Permit Stipulations

*Safety systems include, but are not limited to: exiting; safety; rescue; fire rating; fire protection; means of egress; master valves; eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply; and sewage disposal as they apply to this project.

1406

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO:	OEF USE ONLY
Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding $300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: ~~P.00674~~ P.001674 — OEF Assigned Project Number

School Board of Broward County — (□ School District □ Florida College)

Thurgood Marshall ES — (□ School Name □ Campus)

Location # 3291 *Roof Permit# 1732910232* Permit # 1732910750 — (□ School □ College) Code Number

SMART Program Renovations — Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (□ Architect □ Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on February 19, 2025.

Name (Type or Print) _____

Signature: _____ Date: _____

(☑ Superintendent □ President)

SECTION B: (☒ ARCHITECT □ ENGINEER) CERTIFICATION

As PROJECT (☒ ARCHITECT □ ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: [signature] Date: 9/18/24

Firm Name: THE TAMARA PEACOCK COMPANY ARCHITECTS OF FL

Address: 1512 E BROWARD BLVD, FORT LAUDERDALE, FL 33301
Street/P.O. Box STE 102 City State Zip

SECTION C: □ Building Official □ Other (Specify) Certification _____

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) Perla Tarrau-Ayala

Signature: [signature] Date: 9/23/2024

☑ Building Official □ Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: □ New Plant □ Addition □ Remodeling □ Renovation □ _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: □ Yes □ No □ N/A If "No," explain: _____
3. SOURCE OF FUNDS: □ Local □ State □ Federal □ _____	4. ADJUSTED FINAL CONTRACT AMOUNT: $3,270,197.90
	5. PROJECT GROSS SQUARE FOOTAGE: SQ. FT.
	6. COST PER GROSS SQUARE FOOT: $
	7. COST PER STUDENT STATION: $

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: _____ COMPLETION DATE: _____

9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

C.O. No. 01	$ 12,047.00	C.O. No. _____	$ _____
C.O. No. 02	$ 94,695.00	C.O. No. _____	$ _____
C.O. No. 03	$ 17,525.20	C.O. No. _____	$ _____
C.O. No. _____	$ _____	C.O. No. _____	$ _____

10. Date of Occupancy: _____

_____

11. Additional Information:

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Final Acceptance and Release of Retainage
LEGO Construction Co.
Thurgood Marshall Elementary School
P.001674

School Board Meeting: 02.19.2025

The financial impact of this item is $0.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

There is no budget or spending authority impact for this item. The final contract payment for retainage in the amount of $161,639.17 will be released to the contractor.

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Rafiki Brown - 02/04/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-18.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Fourth Amendment to PSA - Lakeside ES

REQUESTED ACTION:

Approve the Fourth Amendment to the Professional Services Agreement between The School Board of Broward County, Florida, and Rodriguez Architects, Inc. District 2.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.
This Board Item has been reviewed and approved as to legal form and content by the Office of the General Counsel.

EXHIBITS:

- Executive Summary
- Fourth Amendment
- Collaboration Form

FINANCIAL IMPACT:

$19,454 PSA amendment funded from existing contract Supplemental Services funds. No additional spending authority is required.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 4,

Electronic Signature

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

Form $4189 Revised 7/24
HH/JJS

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Fourth Amendment to Professional Services Agreement
Lakeside Elementary School, Pembroke Pines
SMART Program Renovations
Project No. P.002070

Board Meeting Date: February 19, 2025

Recommended Action

Approve the Fourth Amendment to the Professional Services Agreement between The School Board of Broward County, Florida, and Rodriguez Architects, Inc.

District-zone Impact: District 2

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Project Consultant will be compensated for additional construction administration services required to reach Substantial Completion of the project.

If the Board votes "No": The Project Consultant will not be compensated for construction administration services required to reach Substantial Completion of the project.

Background/History

Type of Contract:	Professional Services Agreement (PSA)
Project Consultant:	Rodriguez Architects, Inc.
Solicitation Number:	18-104C
General Contractor:	Advanced Roofing, Inc.
SMART Renovation Budget:	$4,284,240

The proposed amendment is for an increase to the Basic Services fee in the amount of $19,454 for additional construction administration services that were required to reach Substantial Completion of the project.

The Third Amendment to the PSA entitled compensation to the Project Consultant for 365 days of extended construction administration services from January 6, 2022, to January 6, 2023. However, issues have arisen that have further delayed substantial completion of the work beyond January 6, 2023.

The overall project delays can primarily be attributed to unforeseen supply chain issues that affected the delivery of the roofing materials and the kitchen hood equipment, as well as extensive Owner-related delays in the approval of the kitchen hood shop drawings.

As a result of these delays, the Project Consultant provided an additional 466 days of construction administration services in good faith between January 6, 2023, and the actual Substantial Completion date of April 16, 2024.

AGENDA ITEM	DATE APPROVED	DESCRIPTION	BASIC FEE	ALLOWANCES/ SUPPLEMENTAL SERVICES	TOTAL
Original PSA	02/21/2018	Professional Services Agreement	$185,000	Reimbursable Expenses $40,000 Supplemental Services $20,000	$245,000
First Amendment	03/20/2018	e-Builder Language	$0	--	$245,000
Second Amendment	07/19/2022	Contract Form Update (01250g COI Form)	$0	--	$245,000
Third Amendment	08/17/2022	Increase in Basic Services fee for extended C.A. services.	$21,021	Reimbursable Expenses ($21,021)	$245,000
Fourth Amendment	Pending Board Approval	Increase in Basic Services fee for extended C.A. services.	$19,454	Supplemental Services ($19,454)	$245,000

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
There is no measurable outcome or return on investment associated with this item. This item ensures the Project Consultant is compensated for additional construction administration services required to reach Substantial Completion of the project.

Financial Impact
The financial impact of this item is $19,454 and will be funded from existing contract Supplemental Services funds. No additional spending authority is required.

FOURTH AMENDMENT
TO
PROFESSIONAL SERVICES AGREEMENT

BETWEEN
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, AND PROJECT CONSULTANT FOR ARCHITECTURAL/ENGINEERING SERVICES

This Fourth Amendment to the Professional Services Agreement ("Agreement") between The School Board of Broward County, Florida (hereinafter referred to as "SBBC" or "Owner") and Rodriguez Architects, Inc. (hereinafter referred to as "Project Consultant") for architectural/engineering services dated the 21st day of February 2018, is entered into this 19th day of February 2025 by and between the Owner and the Project Consultant.

For the Project known as: **Lakeside Elementary School**
Project No. P.002070
SMART Program Renovations

WHEREAS, the Owner and Project Consultant acknowledge and agree that the Agreement between Owner and Project Consultant dated the 21st day of February 2018, is in full force and effect as revised by the First Amendment dated March 20, 2018, the Second Amendment dated July 19, 2022, the Third Amendment dated August 17, 2022, and this Fourth Amendment; and

WHEREAS, on November 2, 2020, a Notice to Proceed with the Work was issued to Advanced Roofing, Inc. with 370 calendar days to achieve Substantial Completion of the Project; and

WHEREAS, on August 17, 2022, the SBBC approved the Third Amendment to the Agreement for 365 days of extended construction administration services provided from January 6, 2022, to January 6, 2023; and

WHEREAS, delays associated with the approval of the kitchen hood shop drawings and the delivery of the kitchen hood equipment have further delayed the completion of the work and significantly increased the construction duration; and

WHEREAS, as a result of these delays, the Project Consultant has provided an additional 466 days of construction administration services in good faith to the actual Substantial Completion date of April 16, 2024; and

WHEREAS, the Project Consultant seeks an increase to the Basic Services fee in the amount of $19,454 for these extended construction administration services; and

WHEREAS, this fee request is inclusive of a negotiated credit of $8,058.70 to the SBBC for fifty-nine (59) missing field reports between January 6, 2023, and April 16, 2024; and

WHEREAS, the Owner's Program Manager, AECOM, Inc., and District staff have successfully negotiated and hereby recommend additional fees as set forth herein above and below.

NOW, THEREFORE, in exchange for the mutual covenants and promises set forth herein and the sums of money agreed to be paid to the Project Consultant by the Owner, the parties agree as follows:

1. The recitals contained herein are true and correct and are hereby incorporated by reference.

2. **Revised Terms.** The Project Consultant shall perform all related design services for the additional Project scope identified herein as set forth below:

	Original Amount	First Amendment Amount	Second Amendment Amount	Third Amendment Amount	Description	Fourth Amendment Amount	Revised Amount
Basic Fee	$185,000	$0	$0	$21,021	Increase to Basic Services fee for extended C.A. services.	$19,454	**$225,475**
Allowances - Reimbursable Expenses	$40,000	$0	$0	($21,021)	--	$0	**$18,979**
Supplemental Services	$20,000	$0	$0	$0	--	($19,454)	**$546**
Total	**$245,000**	**$0**	**$0**	**$0**	**N/A**	**$0**	**$245,000**

3. **Other Provisions Remain in Force.** All other terms and conditions of the Contract shall remain in full force and effect. Except as expressly provided herein and as may have been previously amended, all other portions of the Agreement remain in full force and effect.

4. **Order of Precedence among Agreement Documents.** In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents shall take precedence in this order:

a) This Fourth Amendment to Agreement; then
b) the Third Amendment to Agreement; then
c) the Second Amendment to Agreement; then
d) the First Amendment to Agreement; then
e) the Agreement.

Authority: Each person signing this Fourth Amendment on behalf of either party warrants that he or she has full legal power to execute this Fourth Amendment on behalf of the party for whom he or she is signing it to bind and obligate such party with respect to all provisions contained in this Fourth Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Fourth Amendment to be executed, and their Corporate Seal affixed by and through their proper offices, thereunto duly authorized on this day and year first above written.

FOR OWNER

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By _____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

FOR PROJECT CONSULTANT

(Corporate Seal)

ATTEST:

By: _____
MIGUEL A. RODRIGUEZ, Secretary

Rodriguez Architects, Inc.

_____
Lourdes Rodriguez
President

-or-

_____

_____, Witness

_____

_____, Witness

11630
Project Consultant's
Registration Number

STATE OF FLORIDA)
)
COUNTY OF MIAMI-DADE)

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 15 day of JANUARY, 2025 by **Lourdes Rodriguez** of **Rodriguez Architects, Inc.** on behalf of the corporation or agency.

He/she is personally known to me or produced _____ as Identification and did/did not first take an oath.

My commission expires:

(SEAL)

_____
Signature, Notary Public

Andrea Cutrone
Printed Name of Notary

ANDREA CUTRONE
Notary Public
State of Florida
Comm# HH440802
Expires 9/5/2027

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Fourth Amendment to Professional Services Agreement
RODRIGUEZ ARCHITECTS, INC.
Lakeside Elementary School
P.002070

School Board Meeting: 02.19.2025

The financial impact of this item is $19,454.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

This item will be funded from existing contract Supplemental Services funds. No additional spending authority is required.

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Omar Shim - 01/28/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	JJ. Capital Programs
DEPARTMENT:	Capital Program

Agenda Item Number:	JJ-19.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Fourth Amendment to PSA - Northeast HS New Addition

REQUESTED ACTION:

Approve the Fourth Amendment to the Professional Services Agreement between The School Board of Broward County, Florida, and Zyscovich, LLC. District 3.

RATIONALE:

For the Requested Action(s), Background/History, Alignment to 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment (ROI), and Financial Impact, please see the Executive Summary.
This Board Item has been reviewed and approved as to legal form and content by the Office of the General Counsel.

EXHIBITS:

- Executive Summary
- Fourth Amendment
- Collaboration Form

FINANCIAL IMPACT:

This item will be funded from the current project budget and requires $142,606 additional spending authority.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 4,

Electronic Signature

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

Form $4189 Revised 7/24
HH/JJS

For more information, please contact:

Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Fourth Amendment to Professional Services Agreement
Northeast High School, Oakland Park
SMART Program Renovations
New Addition and Renovations to Building 12
Project No. P.002301

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Fourth Amendment to the Professional Services Agreement between The School Board of Broward County, Florida, and Zyscovich, LLC.

District-zone Impact: District 3

Impact if the Board Voted Yes or No

If the Board votes "Yes": The Project Consultant will be compensated for additional construction administration services required to reach Substantial Completion of the project.

If the Board votes "No": The Project Consultant will not be compensated for construction administration services required to reach Substantial Completion of the project.

Background/History

Delivery Method:	Construction Manager at Risk (CMAR)
Type of Contract:	Professional Services Agreement (PSA)
Project Consultant:	Zyscovich, LLC
Solicitation Number:	19-077C
Construction Manager:	James B. Pirtle Construction Company, Inc.
SMART Renovation Budget:	$22,123,408
Intercom System Carveout Budget:	$108,550

The proposed amendment is for an increase to the Basic Services fee in the amount of $137,606 for additional construction administration services provided over a 533-day time period, as well as an increase to the Reimbursable Allowance funds in the amount of $5,000 for reproduction expenses.

The Consultant's Authorization to Proceed (ATP) originally required the Project Consultant to provide construction administration services for a 367-day construction duration. However, due to a change in the projected construction duration, the

Construction Manager was granted a 518-day construction schedule to reach Substantial Completion of the Work. As a result of this increase in the construction duration, the Project Consultant was required to provide construction administration services from May 28, 2023, to the Substantial Completion date of October 26, 2023.

Additionally, the Construction Manager has been delayed in achieving Substantial Completion by October 26, 2023, as a result of Owner-requested changes to the project scope. These changes include the addition of a water source, asbestos testing requested prior to commencing with demolition work, and out-of-scope fire protection. As a result of these changes, the Project Consultant provided additional, uncompensated construction administration services in good faith from October 26, 2023, to November 11, 2023.

AGENDA ITEM	DATE APPROVED	DESCRIPTION	BASIC FEE	ALLOWANCES/ SUPPLEMENTAL SERVICES	TOTAL
Original PSA	12/18/2018	Professional Services Agreement	$915,000	Reimbursable Expenses $65,000 Supplemental Services $45,000	$1,025,000
First Amendment	11/22/2022	Increase in Basic Services fees to alternate feed to new Bldg. 29 and water permit extension.	$22,264	Reimbursable Expenses ($22,264)	$1,025,000
Second Amendment	05/09/2023	Increase in Basic Services fee to include an additional faculty restroom.	$8,793	Reimbursable Expenses ($8,793)	$1,025,000
Third Amendment	04/16/2024	Increase in Basic Services fee to incorporate fire protection in Bldg. 12.	$34,658	--	$1,059,658
Fourth Amendment	Pending Board Approval	Increase in Basic Services fee for extended C.A. services.	$137,606	Reimbursable Expenses $5,000	$1,202,264

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
There is no measurable outcome or return on investment associated with this item. This item ensures the Project Consultant is compensated for additional construction administration services required to reach Substantial Completion of the project.

Financial Impact

This item will be funded from the current project budget and requires $142,606 additional spending authority.

FOURTH AMENDMENT
TO
PROFESSIONAL SERVICES AGREEMENT

BETWEEN
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, AND PROJECT CONSULTANT FOR ARCHITECTURAL/ENGINEERING SERVICES

This Fourth Amendment to the Professional Services Agreement ("Agreement") between The School Board of Broward County, Florida (hereinafter referred to as "SBBC" or "Owner") and Zyscovich, LLC (hereinafter referred to as "Project Consultant") for architectural/engineering services dated the 18th day of December 2018, is entered into this 19th day of February 2025 by and between the Owner and the Project Consultant.

For the Project known as: **Northeast High School**
Project No. P.002301
New Addition & Renovations to Building 12

WHEREAS, the Owner and Project Consultant acknowledge and agree that the Agreement between Owner and Project Consultant dated the 18th day of December 2018, is in full force and effect as revised by the First Amendment dated November 22, 2022, the Second Amendment dated May 9, 2023, the Third Amendment dated April 16, 2024, and this Fourth Amendment; and

WHEREAS, on May 26, 2022, a Notice to Proceed with the Work was issued to James B. Pirtle Construction Company, Inc. indicating a required Project Duration of 518 calendar days to achieve Substantial Completion of the Project; and

WHEREAS, the Consultant's Authorization to Proceed provided for 367 days of Construction Administration, which is 151 calendar days less than the Project Duration; and

WHEREAS, therefore, the Project Consultant currently seeks an increase in Basic Services fees for an additional 151 days of Construction Administration services provided on the Project from May 28, 2023, to October 26, 2023; and

WHEREAS, as a result of various Owner-requested changes to the project scope, the Project was delayed for 382 days during which time the Project Consultant provided additional, uncompensated Construction Administration services in good faith; and

WHEREAS, the Project Consultant currently seeks an increase of $137,606 to the Basic Services fee for extended Construction Administration services provided over a 533-day time period, as well as a $5,000 increase to the Reproduction Expenses Allowance funds; and

WHEREAS, the Owner's Program Manager, AECOM, Inc., and District staff have successfully negotiated and hereby recommend additional fees as set forth herein above and below.

NOW, THEREFORE, in exchange for the mutual covenants and promises set forth herein and the sums of money agreed to be paid to the Project Consultant by the Owner, the parties agree as follows:

1. The recitals contained herein are true and correct and are hereby incorporated by reference.

2. **Revised Terms.** The Project Consultant shall perform all related design services for the additional Project scope identified herein as set forth below:

	Original Amount	First Amendment Amount	Second Amendment Amount	Third Amendment Amount	Description	Fourth Amendment Amount	Revised Amount
Basic Fee	$915,000	$22,264	$8,793	$34,658	Increase to Basic Services fee for extended C.A. services.	$137,606	**$1,118,321**
Allowances - Reimbursable Expenses	$65,000	($22,264)	($8,793)	$0	--	$5,000	**$38,943**
Supplemental Services	$45,000	$0	$0	$0	--	$0	**$45,000**
Total	**$1,025,000**	**$0**	**$0**	**$34,658**	**N/A**	**$142,606**	**$1,202,264**

3. **Other Provisions Remain in Force.** All other terms and conditions of the Contract shall remain in full force and effect. Except as expressly provided herein and as may have been previously amended, all other portions of the Agreement remain in full force and effect.

4. **Order of Precedence among Agreement Documents.** In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents shall take precedence in this order:

a) This Fourth Amendment to Agreement; then
b) the Third Amendment to Agreement; then
c) the Second Amendment to Agreement; then
d) the First Amendment to Agreement; then
e) the Agreement.

Authority: Each person signing this Fourth Amendment on behalf of either party warrants that he or she has full legal power to execute this Fourth Amendment on behalf of the party for whom he or she is signing it to bind and obligate such party with respect to all provisions contained in this Fourth Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Fourth Amendment to be executed and their Corporate Seal affixed by and through their proper offices, thereunto duly authorized on this day and year first above written.

FOR OWNER

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By _____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

FOR PROJECT CONSULTANT

(Corporate Seal)

ATTEST:

Zyscovich, LLC

_____, Secretary

Jose Murguido, AIA
Vice President

-or-

ANGELA R. DAVIDSON
_____, Witness

ANABELL SMITH
_____, Witness

AR0010670
Project Consultant's
Registration Number

STATE OF FLORIDA)
)
COUNTY OF MIAMI-DADE)

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 4th day of FEBRUARY, 2025 by **Jose Murguido** of **Zyscovich, LLC** on behalf of the corporation or agency.

He/she is personally known to me or produced _____ as Identification and did/did not first take an oath.

My commission expires:

(SEAL)

DEBRA J. VANZANT NOTARY PUBLIC MY COMMISSION EXPIRES 7-22-2028 STATE OF FLORIDA COMMISSION NUMBER HH 518314

_____
Signature, Notary Public

DEBRA J. VANZANT
Printed Name of Notary

COLLABORATION

SIGN-OFF FORM

Title of Agenda Request Item: Fourth Amendment to Professional Services Agreement
ZYSCOVICH, LLC
Northeast High School
P.002301

School Board Meeting: 02.19.2025

The financial impact of this item is $142,606.00

This project has been appropriated in the Adopted District Educational Facilities Plan (September 4, 2024).

There is no impact to the project budget

Department Name	Department Head
Capital Budget	Omar Shim, Director of Capital Budget

Rafiki Brown - 02/04/2025
Signature and Date

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	LL. Communications & Legislative Affairs
DEPARTMENT:	Chief Communications & Legislative Affairs Officer

Agenda Item Number:	LL-1.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Advisory and Committee Group Recommendations

REQUESTED ACTION:

Receive the recommendations submitted by the various Advisory and Committee groups and direct the appropriate direct report(s) to the School Board with the appropriate action(s). District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

Executive Summary

FINANCIAL IMPACT:

There is no budgetary impact to the District for the receipt of committee recommendations. Any further financial impacts may result in according to the guidance as directed by the School Board.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John Sullivan	Phone:	754-321-2616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: John J. Sullivan
Title: Chief Communications and Legislative Affairs Officer
Phone: 754-321-2616

EXECUTIVE SUMMARY

Advisory and Committee Group Recommendations

Board Meeting Date: February 19, 2025

Requested Action
Receive the recommendations submitted by the various Advisory and Committee groups and direct the appropriate direct report(s) to the School Board with the appropriate action(s).

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The School Board will acknowledge receipt of the committee-approved recommendations and advice of the various advisory groups.

If the Board votes "No": The School Board will reject the advice and recommendations provided to the Board by the various advisory groups.

Background/History
The advisory, committee, and task force groups advise the School Board on a variety of topics in accordance with their establishing policy or resolution. The members, representing the District's stakeholders, contribute invaluable services to the District by serving as subject matter experts in their respective groups and providing essential observations and advice School Board members on educations matters. The School Board respects the time and talents that committee members share with the District and is committed to reviewing and providing the appropriate direction on the official recommendations approved of the committees.

Committee Recommendations for School Board Review and Consideration

Committee	Recommendation	Note from the Superintendent
Diversity Committee *Vote Count 11*	Whereas on 11/09/21 the School (Board) of Broward County approved AECOM's proposal to develop a two-phased long range facilities plan framework; and Whereas the framework include a facilities condition assessment and long-range facilities master plan and a steering committee; and Whereas the steering committee is defined as a team of BCPS senior staff and community stakeholders to guide	The Superintendent updated the members of the School Board on this recommendation at the January 22, 2025, RSBM.

	the creation of the capital planning framework, align to the strategic plan, manage cost, and review policies. Whereas AECOM submitted the deliverables as approved by the School Board; We recommend the School Board formally adopt the AECOM framework and adopt a resolution establishing the steering committee as a committee reporting directly to the School Board.	
Audit Committee	1. The Audit Committee requests a written opinion from the Florida Auditor General on the treatment of the charter school settlement and a written explanation from the Chief Financial Officer, reviewed by the Superintendent, explaining the reason for the current proposed treatment of the charter school settlement by December 5, 2024. 2. The Audit Committee recommends that the School Board retains the CPA requirement in the Director of Accounting and Financial Reporting job description *(H-6.) Proposed Revised Job Description for the Dir., Acctg & Fin. Reporting Position, January 22, 2025, RSBM)* 3. The Audit Committee recommends the School Board transmit the CRI caps, gowns, announcements, and diplomas second follow-up forensic analysis report to the Audit Committee. This motion included the prior CRI updates from 2023 and 2024 and the email from Dr. Phillips related to the open amount owed by Herff Jones. *(OO-10.) RFP25-006 - Caps, Gowns, Announcements & Diplomas, January 22, 2025, RSBM)*	1. This recommendation requires official action by the members of the School Board via an item on a meeting agenda. 2. (H-6.) Proposed Revised Job Description for the Dir., Acctg & Fin. Reporting Position, approved by the School Board at the January 22, 2025, RSBM. 3. (OO-10.) RFP25-006 - Caps, Gowns, Announcements & Diplomas, approved by the School Board at the January 22, 2025, RSBM. Report was transmitted.
District Advisory Council	We recommend the School Board implement the US Department of Education's "Planning Together: A Playbook for Student Personal Device Policies" for the 2025-2026 school year as it relates to student cell phone use policy.	The document referenced was provided to the group of FAU researchers who will be conducting the study on cell phone policies in schools.

		In addition, the document provides guidelines for how school districts should work with parents and students on the development of a cell phone policy; however, our School Board took action to develop a policy already.
Human Relations Committee *Vote Count 5*	The committee recommends that the district requires a course that will train participants to develop a positive cultural school environment for all the staff that participates in the leadership development program.	A course is being created and will be offered to administrators through the Learning Across Broward (LAB) platform.
Facilities Task Force	The committee recommends that the school board formally adopt the AECOM framework and adopt a resolution establishing the Long-Range Facilities Master Plan Steering Committee as a subcommittee of the FTF, reporting directly to the school board.	The Superintendent updated the members of the School Board on this recommendation at the January 22, 2025, RSBM.

Alignment to 2027 Goals and Guardrails
Board Governance and District Constituent Interactions

Measurable Outcome(s)/Return on Investment
Committee-approved recommendations serve as advisory actions to the Board conveying the requests, advice, and suggestions associated with their scope of review. This item enhances the collaborative community partnership efforts committed by the School Board.

Financial Impact
There is no budgetary impact for the receipt of committee recommendations. Any further financial impacts may result in according to the guidance as directed by the School Board.

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	LL. Communications & Legislative Affairs
DEPARTMENT:	Chief Communications & Legislative Affairs Officer

Agenda Item Number:	LL-2.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Denial of Requests for Rule Development Workshop
ADDED

REQUESTED ACTION:

Approve the denial of the requests submitted by Dr. Nathalie Lynch-Walsh and Ms. Narnike Pierre-Grant for a rule development workshop as unnecessary concerning School Board Policy 1020 – School Board Meetings and Rules of Order. This action is taken pursuant to Section 120.54(2)(c), Florida Statutes. District-wide

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

Executive Summary

FINANCIAL IMPACT:

There is no financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John J. Sullivan	Phone:	754-321-2616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____
School Board Chair

For more information, please contact:

Name: John J. Sullivan
Title: Chief Communications and Legislative Affairs Officer
Phone: 754-321-2616

EXECUTIVE SUMMARY

Denial of Requests for Rule Development Workshop

Board Meeting Date: February 19, 2025

Recommended Action

Approve the denial of the requests submitted by Dr. Nathalie Lynch-Walsh and Ms. Narnike Pierre-Grant for a rule development workshop as unnecessary concerning School Board Policy 1020 – School Board Meetings and Rules of Order. This action is taken pursuant to Section 120.54(2)(c), Florida Statutes.

District-zone Impact: District wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": The requests for a third rule development workshop submitted by Dr. Lynch-Walsh and Ms. Pierre-Grant will be denied.

If the Board votes "No": The requests for a third rule development workshop submitted by Dr. Lynch-Walsh and Ms. Pierre-Grant will be granted and a third rule development workshop will be scheduled under the procedures of School Board Policy 1000 – Rule Development and Rulemaking.

Background/History

Dr. Lynch-Walsh and Ms. Pierre-Grant have each requested the conduct of a third rule development workshop regarding the amendment of School Board Policy 1020 – School Board Meetings and Rules of Order. The school district has already conducted two (2) publicly noticed rule development meetings upon the proposed amendment of School Board Policy 1020 – School Board Meetings and Rules of Order. Each of the requesting persons received constructive notice through public notices of the first and second rule development workshops. Dr. Lynch-Walsh and Ms. Pierre-Grant each attended the second rule development workshop. Accordingly, The School Board determines pursuant to Section 120.54(2)(c), Florida Statutes, that the objectives of a rule development workshop upon School Board Policy 1020 have been achieved and the conduct of the requested third rule development workshop is unnecessary. Pursuant to Section 120.54(2)(c), Florida Statutes, the written determination of a lack of necessity by The School Board is not final agency action subject to review pursuant to ss. 120.569 and 120.57, Florida Statutes. Each of the requesting persons will have the opportunity to speak to the proposed amendment of School Board Policy 1020 when it appears for adoption on The School Board's agenda on February 19, 2025.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Not applicable.

Financial Impact
There is no financial impact to the District.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-1.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

FY21-138 - Program Manager – Cost and Program Controls

REQUESTED ACTION:

Approve the Second Amendment and Second Renewal of the Agreement between The School Board of Broward County, Florida, (SBBC), and AtkinsRealis USA, Inc. formerly known as Atkins North America, Inc. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.
The Second Amendment has been reviewed and approved as to form and legal content by the Office of the General Counsel.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Second Amendment
- Renewal Letter

FINANCIAL IMPACT:

$9,399,751; New Total Award Amount: $12,495,751. The financial impact of this item is $3,096,000.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

Form $4189 Revised 7/24

HH/JJS

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2611

EXECUTIVE SUMMARY

Recommendation to Approve Second Amendment and Second Renewal
FY21-138 - Program Manager – Cost and Program Controls

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Second Amendment and Second Renewal of the Agreement between The School Board of Broward County, Florida, (SBBC), and AtkinsRealis USA, Inc. formerly known as Atkins North America, Inc.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": It will enable the seamless and uninterrupted management of costs and program controls for the District's SMART and Capital Program.

If the Board votes "No": It will delay the completion of the District's SMART and Capital Program.

Background/History
On February 21, 2024 (Board Item OO-7), the School Board approved the First Amendment and First Renewal of the Agreement with a new Agreement term from March 16, 2021, through March 15, 2025, and if needed, one (1) year and one hundred eighty days (180) beyond the expiration date of the renewal period.

To maintain the facility and operational needs of the schools, the District must continue to manage the Capital projects of its schools as a consistent program. The Cost and Program Control Manager (CPCM) role manages all control systems for all capital projects as proposed in the 2014 General Obligation Bond (GOB) referendum. In managing the District's control system, the CPCM serves as the District's representative, actively identifying and resolving issues. When issues cannot be determined or resolved by the CPCM, it is their responsibility as the manager of controls to present options to the Office of Capital Programs for review and guidance.

Atkins delivers a comprehensive Monthly Report on the SMART Program, detailing current financials, budgets, actuals, and forecasts, along with an accounting of cash flow and commitments from the program's inception. The report also monitors project phases, change orders, forecasted budgets, vendor evaluations, average construction invoicing time, schedule variance from the baseline, project closeouts, and various other metrics. Additionally, a quarterly risk assessment is conducted and reviewed with the Capital Budget team to ensure the latest information is conveyed, allowing for SMART Reserve allocation. Atkins oversees project budgets by reviewing new commitment requests and budget change requests, collaborating with Capital to resolve discrepancies, and aligning all financials with SAP to facilitate the financial closeout of projects upon completion.

Atkins offers scheduled, dedicated monthly New User e-Builder Training for internal AECOM & Broward County Public Schools (BCPS) users, as well as external licensed users (A/Es & GCs). Specific workflow training is also provided. Regular updates to published workflow instruction guides, and periodic "Training Tip" email blasts are maintained. Atkins continues to provide e-Builder technical support for all active modules via email, Teams, phone, and live support. For internal users, Atkins assists in navigating the controls within the e-Builder workflows. Atkins ensures material and tax savings are correctly entered, along with supporting documentation, on every Direct Owner Purchase request.

Another key aspect of Atkins' support is the management of e-Builder processes. They provide on-demand development of workflow processes. As projects advance toward completion, Atkins has played a crucial role in creating and implementing new workflows to meet the program's evolving needs, such as cure notices, claims management, purchase order closeout, and project closeout. In addition to development, Atkins maintains all BCPS e-Builder processes. Requests for updates to existing workflows are thoroughly vetted and analyzed, and if deemed necessary, are typically implemented within the same day. There can be multiple weekly process updates to address technical issues and ensure continuous process improvements. The output files are consistently updated to meet BCPS requirements throughout all leadership and organizational changes.

Atkins ensures the integrity of project details by maintaining all SMART projects within the system. This involves promptly updating each project with any changes in program personnel, role reassignments, phases, delivery methods, funding sources, and more. These updates must be completed swiftly to ensure workflow processes continue to move to the correct actors. Additionally, daily administrative reports are reviewed to confirm that workflows are operating smoothly without technical issues.

Year five (5) (Second Renewal)
The current Atkins team will increase slightly, as outlined below, due to the current phase of the SMART and Capital Programs and the completion of the Program Manager's Agreement.

Position	Current Staffing FTE*	Proposed Staffing FTE*
Program Director	1.0	1.0
Program Controls Lead/ Deputy Director	0.0	0.8
Scheduling Lead/ Program Controls Specialist (full time - 9 months of the year)	0.6	0.8
Program Controls Analyst	1.0	1.0
Chief Cost Reviewer	0.6	0.8
Senior Cost Reviewer II	1.0	1.0
Senior Cost Reviewer I	1.0	1.0
Cost Reviewer	1.0	1.0
Program Software Coordinator	1.0	0.8
Program Software Lead	1.0	1.0
Program Software Administrator	1.0	1.0
Board Docs Coordinator (2nd half of Year 5)	0.0	0.5
Total	**9.2**	**10.7**

(*) FTE: Full Time Equivalent

The total labor cost projected is $3,096,000; funding for the 2025-2026 Fiscal Year (FY) impacts of this item will be addressed in the next DEFP adoption. The Small/Minority/Women/Business Enterprise percentage will remain the same at forty percent (40%) of the Agreement value.

First Amended Agreement Term: March 16, 2021, through March 15, 2025, with one (1) additional year renewal remaining and six (6) months beyond the expiration date; New Agreement Term: March 16, 2021, through March 16, 2026, and six (6) months beyond the expiration date of the renewal period; Small/Minority/Women/Business Enterprise Vendor(s): None.

Alignment to 2027 Goals and Guardrails

Business Operations

Measurable Outcome(s)/Return on Investment
Approval of this item will ensure the seamless continuation of the District's SMART and Capital Program management.

Procurement Method
This contract was competitively solicited in accordance with Purchasing Policy 3320 Part II, Rule D, and Florida Administrative Code 6A-1.012(7).

Financial Impact
First Amended Agreement Amount: $9,399,751; New Total Award Amount: $12,495,751. The financial impact of this item is $3,096,000. $1,548,000 will come from the Capital Reserve for the first six (6) months of the extension. The remaining $1,548,000 will be added to the FY 2026 District Educational Facilities Plan.

Financial Impact Table

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority request	1/20/2021	36	$8,527,429
First Renewal and First Amendment	2/21/2024	12	$872,322
Second Renewal and Second Amendment	2/19/2025	12	$3,096,000
Total Agreement Amount		**60**	**$12,495,751**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		**Preparation Date:**	January 28, 2025
Previous Bid # (Ex: 10-004R):	FY21-138	**Buyer/PA:**	MARK COHEN
New Bid Award Total:	$12,495,751	**Bid Title:**	Program Manager - Cost and Program Control Services
Previous Award Total:	$9,399,751		
Bid Type:	INCREASE TO BID		
Previous Bid Term (Start Date):	3/16/2021	**New Bid Term (In Months):**	60
Previous Bid Term (End Date):	3/15/2025	**# of Months Into Bid:**	46

SPEND REPORTING	
Purchase Order(s) Spend:	$9,399,751
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$9,399,751**
Average Monthly Expenditure:	$204,342
Unused Authorized Spending:	**$0**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
106995-ATKINSREALIS USA INC		$ 9,399,751
	PO VENDOR SPEND:	**$ 9,399,751**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 9,399,751**

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	2400096030	**Name** (First & Last)	Sonja Coley
Fund	7920	**Title**	Director
Functional Area	7403000000000000	**Department/School Name**	Contruction (Captial Programs)
Commitment Item	56820000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**1/29/2025**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

SECOND AMENDMENT TO AGREEMENT

THIS SECOND AMENDMENT TO AGREEMENT is made and entered into as of this 11th day of March 2025, by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "**SBBC**"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

ATKINSRÉALIS USA, INC.
(formerly known as Atkins North America, Inc.)
having its principal place of business at
3250 West Commercial Blvd. Suite 120
Fort Lauderdale, FL 33309

WHEREAS, on January 20, 2021, SBBC and Atkins North America, Inc. entered into an Agreement for the provision of Cost and Program Controls Management Services, with a three (3) year term commencing on March 16, 2021, ending on March 16, 2024, and upon mutual agreement of the parties, may be extended for two additional, one-year renewal periods (the "**Agreement**"); and

WHEREAS, on October 12, 2023, Atkins North America, Inc. legally changed its name to **AtkinsRéalis USA, Inc.** (hereinafter referred to as "**Vendor**"); and

WHEREAS, on February 21, 2024, SBBC approved a First Amendment to Agreement which extended the term of the Agreement for the first of two potential, one-year renewal periods; and

WHEREAS, SBBC and Vendor (collectively, the "Parties") mutually desire to extend the term of the Agreement for the second of two potential, one-year renewal periods; and

WHEREAS, in consideration of the above, the Parties agree to increase the Cumulative Caps and clarify the renewal amounts as set forth herein; and

WHEREAS, the Parties acknowledge and agree that the Agreement is in full force and effect as revised by this Second Amendment.

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

1.01 **Recitals**. The Parties agree that the foregoing recitals are true and correct and that

such recitals are incorporated herein by reference.

1.02 **Revised Terms.**

a. Article 3.21 of the Agreement is hereby amended to extend the term of the Agreement from March 16, 2021, through March 16, 2026, unless terminated earlier pursuant to section Article 3.05 of the Agreement; and

b. All references to Atkins North America, Inc. shall from hereinafter be referred to as AtkinsRéalis USA, Inc.; and

c. The approved Cumulative Caps and renewal amounts are: $12,495,751 and $3,096,000 respectively.

1.03 **Order of Precedence among Agreement Documents**. In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents takes precedence in this order:

a. this Second Amendment to Agreement; then
b. the First Amendment to Agreement; then
c. the Agreement.

1.04 **Other Provisions Remain in Force**. Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

1.05 **Authority**. Each person signing this First Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment to Agreement.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have made and executed this First Amendment to Agreement upon the date of last signature below.

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR VENDOR:

(Corporate Seal)

ATKINSREALIS USA, INC.

ATTEST:

ATKINSREALIS USA, INC.

By _____
Signature

Assistant, Secretary

Printed Name: Ruben A. Hernandez Gregorat

Title: Vice President

-or-

_____
Witness

_____
Witness

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☒ online notarization, this JANUARY 29, 2025 (*date*) by Ruben A. Hernandez Gregorat (*name of officer or agent, title of officer or agent*) of AtkinsRealis USA Inc. (*name of corporation acknowledging*), a Florida (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☒ personally known to me or has produced _____ (*type of identification*) as identification and who ☐did/☒did not first take an oath this _____ day of _____, 2025.

My Commission Expires:

_____
Signature – Notary Public

Monica M. Vazquez
Printed Name of Notary

(SEAL)

_____
Notary's Commission No.

MONICA M. VAZQUEZ
MY COMMISSION # HH 422697
EXPIRES: November 18, 2027

Mauricio R. Stradiotti
Director, Procurement & Warehousing Services
7720 W. Oakland Park Boulevard
Sunrise, Florida 33351
phone: 754-321-0501 • fax: 754-321-0936
mauricio.stradiotti@browardschools.com
www.browardschools.com/PWS

The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

1/16/2025
AtkinsRealis USA, Inc.
Attn: Ruben Hernandez Gregorat
3250 West Commercial Blvd. Suite 120
Fort Lauderdale, FL 33309

Subject:	Letter of **Renewal** of The Contract
RFP #:	FY21-138
RFP Title:	Program Manager-Cost and Program Control Services

Dear Mr. Gregorat:

The above-referenced contract expires on 3/16/2025. In accordance with Special Condition Article 2, 2.01, of the RFP, this contract may, by mutual agreement and upon School Board approval, be renewed for an additional year from 3/16/2025 Through 3/16/2026. This letter does not constitute the actual renewal or contract offer.

Please indicate below your willingness to renew this RFP award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded RFP and your agreement maintain.

☐ Yes, I offer to renew the current contract award at the current awarded price(s).
☑ Yes, I offer to renew the current contract award at a higher price(s) contained on the attached page(s).
☐ No, I do not wish to renew the current contract award.

In accordance with Special Condition Article 2, 2.01, of the RFP, this contract may, by mutual agreement and upon School Board approval, renewed with a price adjustment.

Percent of increase request: 8% due to the addition of a Scheduler in July and a Board Documents Coordinator in September.

Please sign and date this document in the space provided and return it to my attention no later than 1/17/2025. The School District will notify you if, and when, your contract is renewed by the School Board. Thank you for your prompt attention to this matter.

Sincerely,

Mark Cohen
Purchasing Agent III

Cc: El

VENDOR RESPONSE

Ruben A. Hernandez Gregorat
Signature/Date - Authorized Representative

Ruben A. Hernandez Gregorat, PE, PMP
Printed Name - Authorized Representative

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-2.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

FY24-083 - School Resource Officer Agreement 2023-2026 City of Hallandale Bch

REQUESTED ACTION:

Approve the School Resource Officer (SRO) First Amendment to the Agreement between The School Board of Broward County, Florida (SBBC), and the City of Hallandale Beach, Florida (Hallandale). District-1.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.
The First Amendment has been reviewed and approved as to form and legal content by the Office of the General Counsel.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- First Amendment

FINANCIAL IMPACT:

$1,022,828.70, funded by Safe Schools and Referendum funds.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

Safety

OR **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:	Ernie W. Lozano	Phone:	754-321-2655

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____
School Board Chair

For more information, please contact:
Name: Ernie W. Lozano
Title: Task-Assigned, Chief Safety & Security Officer
Phone: 754-321-2655

EXECUTIVE SUMMARY

Recommendation to Approve First Amendment
FY24-083 - School Resource Officer Agreement 2023-2026 for City of Hallandale Beach

---

Board Meeting Date: February 19, 2025

Recommended Action
Approve the School Resource Officer (SRO) First Amendment to the Agreement between The School Board of Broward County, Florida (SBBC), and the City of Hallandale Beach, Florida (Hallandale).

District-Zone Impact: District 1.

Impact if the Board voted "yes" or "no"?

If the Board votes "Yes": SBBC will be able to provide Safe-School Officers (SROs) in each District School, in the City of Hallandale, in compliance with Section 1006.12, Florida Statutes – Safe-School officers.

If the Board votes "No": SBBC will not be able to provide Safe-School Officers (SROs) in each District School, in the City of Hallandale, in compliance with Section 1006.12, Florida Statutes – Safe-School officers.

Background/History
The SRO Program is a partnership between SBBC and the law enforcement agencies of the cities, town, and BSO. The SRO program enhances the relationship between local law enforcement and District students by assigning law enforcement officers to serve as resource officers at District Schools and maintaining compliance with Section 1006.12, Florida Statutes.

Agreement Term: August 14, 2023, through June 2026 on the last day that SBBC school personnel report to work as approved by the appropriate SBBC School Calendar.

Alignment to 2027 Goals and Guardrails
Guardrail – Safety

Measurable Outcome(s)/Return on Investment
Continued compliance with Section 1006.12, Florida Statutes.

Financial Impact
The financial impact for the Hallandale First Amendment to the SRO Agreement outlined in the table is an amended total of $1,022,828.70, funded by Safe Schools and Referendum funds.

Financial Impact Table:

Law Enforcement	2023/2024	2024/2025	2025/2026	Total
Hallandale - original (Approved 4/11/2023 - OO-16)	$309,000.00	$309,000.00	$309,000.00	$927,000.00
Hallandale – First Amendment	$324,450.00	$340,672.50	$357,706.20	$1,022,828.70

Note: Hallandale First Amendment to SRO Agreement: 2023-2024 increase of $15,450.00; 2024-2025 increase of $31,672.50; 2025-2026 increase of $48,706.20; total increase of $95,828.70.

The financial impact amount represents an estimated First Amendment to Agreement value; however, the amount authorized will not exceed the estimated First Amendment to Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		**Preparation Date:**	January 30, 2025
Previous Bid # (Ex: 10-004R):	FY24-083	**Buyer/PA:**	MARLEEN PADRON
New Bid Award Total:		**Bid Title:**	SRO Program Agreement - City of Hallandale, Florida (2023-2026)
Previous Award Total:	$927,000		
Bid Type:	INCREASE TO BID		
Previous Bid Term (Start Date):	8/14/2023	**New Bid Term (In Months):**	
Previous Bid Term (End Date):	6/30/2026	**# of Months Into Bid:**	17

SPEND REPORTING	
Purchase Order(s) Spend:	$324,450
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$324,450**
Average Monthly Expenditure:	$19,085
Unused Authorized Spending:	**$602,550**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
110212-CITY OF HALLANDALE POLICE DEPT		$ 324,450
	PO VENDOR SPEND:	**$ 324,450**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 324,450**

NOTES (Type Below):

This financial analysis worksheet was generated for financial coding and sign-off purposes. The breakdown of the actual figures is provided in the financial impact section of the executive summary

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	1205095320	**Name** (First & Last)	Kevin Nosowicz
Fund	1000	**Title**	Chief
Functional Area	7902153070000000	**Department/School Name**	Broward County Schools Police
Commitment Item	53140000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**1/29/2025**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

FIRST AMENDMENT TO
SCHOOL RESOURCE OFFICER AGREEMENT

THIS FIRST AMENDMENT TO AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

CITY OF HALLANDALE BEACH, FLORIDA
(hereinafter referred to as "CITY"),
a municipal corporation whose principal place of business is
400 South Federal Highway, Hallandale Beach, Florida 33009

WHEREAS, SBBC and CITY entered into an Agreement that commenced on August 14, 2023 and expires in June 2026 on the last day that SBBC school personnel report to work as approved by the appropriate SBBC School Calendar, and as specified in the Agreement ("Agreement"); and

WHEREAS, under the Agreement CITY provides SBBC with law enforcement officers to serve as School Resource Officers ("SROs") in certain Participating SBBC Schools located within CITY, Broward County, Florida and CITY assigns law enforcement officers to serve as SROs under the Agreement; and

WHEREAS, the parties mutually desire to amend certain provisions of the Agreement through this First Amendment to Agreement ("First Amendment").

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

2. **Amended Provisions.** The parties hereby agree to the following amended provisions to the Agreement:

(a) **The following provisions – sections 2.04, 2.05, 2.07, 2.08, 3.05, and 3.10 - replaces the respective provisions in the Agreement, by interlineation, as follows:**

2.04 **Duties of SROs.** An SRO shall not function as a school disciplinarian and shall not intervene in the normal disciplinary actions of the Participating SBBC Schools. Each assigned SRO shall act at all times within the scope of authority granted to the SRO by applicable law. Each SRO shall perform duties including, without limitation, the following:

a) the performance of law enforcement functions within the school setting;

b) the provision of assistance to SBBC in protecting and securing the school site and its occupants during regular school hours and for the duration of any food distribution or dissemination of electronic devices;

c) upon learning of any potential threat that affects the safety and security of the school, SROs shall, as soon as practicable, promptly notify the applicable Participating School's administration of the situation so protective measures can be implemented by the SBBC;

d) the enhancement of student knowledge of the law enforcement function and of the fundamental concept and structure of law through a joint effort between SBBC and CITY;

e) the development of positive student concepts of the law enforcement community and promotion of positive interaction and enhanced relations between students and law enforcement officers;

f) the provision of assistance and support for crime victims (including victims of abuse) identified within the school setting;

g) the presentation of educational programs concerning crime prevention and the rights, obligations, and responsibilities of students as citizens;

h) SROs shall participate as a School-Based Threat Management Team ("SBTMT") member at a SBTMT Meeting located at the respective Participating SBBC School. As a SBTMT member, the SRO will assist the school in gathering information, evaluating facts, and helping to make institutional determinations, such as whether a health or safety emergency exists, and how the school should respond. SRO's will also, along with other SBTMT members, have access to SBBC's Psychological Services Department.

i) Pursuant to Section 1006.12(1)(c), Florida Statutes, SROs shall complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention prior to the CITY's assignment to a Participating SBBC School and CITY shall provide SBBC with written certification of completion for each assigned SRO;

j) To the extent SROs have not completed training related to best practices for interactions with persons who have intellectual or developmental disabilities, SBBC will provide free training opportunities for all SROs assigned to school sites during regular school hours or on any agreed upon early release day or employee planning day at no cost.

k) **Law Enforcement Gun Safes/Lockers**.

1) CITY may, at its sole expense and discretion, purchase and install one (1) or more gun safes or gun lockers at any Participating SBBC School. SBBC may, at its sole discretion, reimburse a portion or all of the expense of CITY's purchase of gun safes or gun lockers, through its funds or any applicable grant(s) that it receives;

2) CITY, at its sole discretion, may store any weapons in such gun safes or gun lockers as CITY deems appropriate for the performance of its law enforcement duties;

3) CITY shall provide to SBBC a letter from City's Risk Manager indicating that CITY is a self-insured municipal corporation, in accordance with Section 768.28, Florida Statutes or a written verification of liability insurance, if applicable, with regard to any of the CITY's weapons and other property stored at any Participating SBBC School;

4) CITY will ensure that the location selected for any gun safe or gun locker will be able to structurally support the gun safe and its contents and that any installed gun safe or gun locker will not be easily removed or tampered with by unauthorized persons. CITY will coordinate the location and placement of any gun safe or gun locker with SBBC officials so such items may be incorporated within the Participating SBBC School's security plan; and

5) If at the conclusion of this Agreement, either Party determines that they will not enter into an Agreement for the following school year, CITY will remove such gun safes, gun lockers, and their contents and restore the premises to the original condition within ninety (90) calendar days from the notification of the Party's intent to not enter into said Agreement or by the end of the term of this Agreement, whichever occurs last. If after ninety (90) calendar days CITY fails to retrieve its gun safe or gun locker, the gun safe or gun locker will become the property of SBBC and SBBC may dispose of the gun safe or gun locker as it sees fit. However, the contents of the gun safe or gun locker will remain the property of CITY and CITY shall collect the contents before SBBC disposes of the gun locker or gun safe.

2.05 **SBBC Responsibilities**.

a) SBBC Control Over Educational/Instructional Programs and Materials. SBBC shall at all times maintain control over the content of any educational programs and instructional materials provided at the Participating SBBC Schools including those provided through the SRO Program. Any activities conducted by an SRO as part of the regular instructional program shall be provided upon prior consultation and coordination with the Principal of the Participating SBBC School.

b) Pursuant to Section 1006.13(4), Florida Statutes, the principal (or designee) shall consult with the SRO concerning appropriate delinquent acts and crimes at the respective Participating SBBC School.

c) The principal (or designee) shall report acts that pose a threat to a Participating SBBC School(s)' safety, whether committed by a student or adult, to CITY's law enforcement agency, pursuant to Section 1006.13(4), Florida Statutes.

2.07 **Cost of Services.**

a) SBBC Cost for 2023-2024 school year. SBBC's cost for services provided by CITY shall be Ten Thousand, Eight Hundred and Fifteen Dollars and 00/100 Cents ($10,815.00) per SRO per month in the 2023-2024 school year as more specifically stated in the Cost Chart below.

b) SBBC Cost for 2024-2025 school year. SBBC's cost for services provided by CITY shall be Eleven Thousand, Three Hundred Fifty-Five Dollars and 75/100 Cents ($11,355.75) per SRO per month in the 2024-2025 school year as more specifically stated in the Cost Chart below.

c) SBBC Cost for 2025-2026 school year. The quantity of SBBC's cost for the 2025-2026 school year shall be either the amount referenced in section 2.07c)1) or 2.07c)2) below, subject to the facts and circumstances described therein.

1) If the certified taxable value of property in Broward County, as determined by the Broward County Property Appraiser's notice to SBBC on or after July 1, 2025, drop more than five percent (5%) of the year 2023 certified taxable value of property in Broward County - $302,358,426,389.00 - (i.e. falls below the total amount of $287,240,505,070.00), then SBBC's cost for services provided by CITY in the 2025-2026 school year shall be Eleven Thousand, Three Hundred Fifty-Five Dollars and 75/100 Cents ($11,355.75) per SRO per month.

2) If the certified taxable value of property in Broward County, as determined by the Broward County Property Appraiser's notice to SBBC on or after July 1, 2025, does **not** fall below the total amount of $287,240,505,070.00, then SBBC's cost for services provided by CITY in the 2025-2026 school year shall be Eleven Thousand, Nine Hundred Twenty-Three Dollars and 54/100 Cents ($11,923.54) per SRO per month, and as more specifically stated in the Cost Chart below.

d) Cost Chart. The Cost amounts referenced in the chart below for the year 2025-2026 school year may change subject to the facts and circumstances described in section 2.07c) above.

Participating SBBC School	No. of SRO's	Duration (Months) per school year	2023-2024 Monthly cost per SRO	2024-2025 Monthly cost per SRO	2025-2026 Monthly cost per SRO* [*all cost amount in this column may change subject to section 2.07(c)]
Elementary School					
1. Gulfstream Academy of Hallandale Beach	1	10	$10,815.00	$11,355.75	$11,923.54
High School					
1. Hallandale Magnet	1	10	$10,815.00	$11,355.75	$11,923.54
Other Schools					
1. Gulfstream Early Learning Center	1	10	$10,815.00	$11,355.75	$11,923.54
Yearly Total:	3	30	$324,450.00	$340,672.50	$357,706.20
Hallandale 23/26 TOTAL:	3				**$1,022,828.70**

e) Unless otherwise specified herein, SBBC shall not be invoiced or otherwise obligated to pay for any day(s) in the monthly period that CITY failed to provide the prescribed number of SROs, or

other temporarily assigned law enforcement officer, serving as an SRO for the regular school hours defined in this Agreement.

2.08 **Payment for SRO Program Services.**

a) CITY shall appropriately invoice SBBC for SRO services rendered under this Agreement for the 2023 – 2024 school year and for the 2024 - 2025 school year for the months listed below in this subsection, in monthly installments excluding amounts already paid to CITY for those respective months, with invoices - in form specifically stated in this section- delivered to SBBC, after both parties approve and execute this Agreement, for services rendered as follows:

1) For the 2023-2024 school year: August 2023, September 2023, October 2023, November 2023, December 2023, January 2024 February 2024, March 2024, April 2024, and May 2024; and

2) For the 2024-2025 school year: August 2024, September 2024, October 2024, and November 2024.

b) CITY shall appropriately invoice SBBC for SRO services rendered under this Agreement in monthly installments with invoices delivered to SBBC by the end of each month for services rendered as follows:

1) For the 2024-2025 school year: December 2024, January 2025, February 2025, March 2025, April 2025, May 2025; and

2) For the 2025-2026 school year: August 2025, September 2025, October 2025, November 2025, December 2025, January 2026, February 2026, March 2026, April 2026, May 2026.

c) CITY acknowledges receipt of payment from SBBC for the 2023-2024 school year as follows:

1) payment of Thirty Thousand, Nine Hundred Dollars and 00/100 Cents ($30,900.00) for August 2023 under invoice #31136; and

2) payment of Thirty Thousand, Nine Hundred Dollars and 00/100 Cents ($30,900.00) for September 2023 under invoice #31469; and

3) payment of Thirty Thousand, Nine Hundred Dollars and 00/100 Cents ($30,900.00) for October 2023 under invoice #31773; and

4) payment of Thirty Thousand, Nine Hundred Dollars and 00/100 Cents ($30,900.00) for January 2024 under invoice #31773.

d) For the 2023 – 2024 school year school year each monthly invoice for August 2023, September 2023, October 2023, and January 2024 shall contain reference to the school year, the respective installment to which it pertains, the actual number of SROs assigned for that installment period, the monthly invoice amount and invoice # already paid to CITY subtracted from the total amounts specifically stated in the table in section 2.07, the date of this Agreement, and written certification by CITY that each monthly invoice reflects only those days that SROs actually rendered services under this Agreement. Specifically, the amount of each invoice from August 2023, September 2023, October 2023, and January 2024 shall be as follows:

1) August 2023 – One Thousand Five Hundred Forty-Five Dollars and 00/100 Cents ($1,545.00); and

2) September 2023 - One Thousand Five Hundred Forty-Five Dollars and 00/100 Cents ($1,545.00); and

3) October 2023 - One Thousand Five Hundred Forty-Five Dollars and 00/100 Cents ($1,545.00); and

4) January 2024 - One Thousand Five Hundred Forty-Five Dollars and 00/100 Cents ($1,545.00).

e) Each monthly invoice for all remaining invoices under this Agreement for the 2023 – 2024 school year, the 2024 – 2025 school year, and the 2025 – 2026 school year (i.e. November 2023, December 2023, February 2024 through May 2024; August 2024 through May 2025; and August 2025 through May 2026) shall contain reference to the school year, the respective installment to which it pertains, the actual number of SROs assigned for that installment period, the monthly invoice amount as specifically stated in the table in section 2.07, the date of this Agreement, and written certification by CITY that each monthly invoice reflects only those days that SROs actually rendered services under this Agreement.

f) Upon receipt by SBBC's contact person designated in section 2.06 of CITY's proper invoice together with CITY's certification and verification by SBBC that the SRO services were provided by CITY in accordance with this Agreement, SBBC shall make payment for SRO services within thirty (30) calendar days after receipt of such invoice.

g) With the exception of trainings held on agreed upon early release or employee planning days, SBBC will reimburse CITY for overtime incurred as part of SBBC's mandatory training held outside of regular school hours. CITY shall provide any and all information related to the individual pay rate of the SRO that performed the overtime and that respective SRO's overtime rate.

3.05 **Termination**. This Agreement may be terminated with or without cause by either Party during the term hereof upon thirty (30) calendar days' written notice to the other Party of its desire to terminate this Agreement. If the

certified taxable value of property in Broward County, as determined by the Broward County Property Appraiser's notice to SBBC on or after July 1, 2025, falls below the total amount of $287,240,505,070.00, then SBBC, through the delegated authority hereby provided to the Superintendent or her/his designee, shall have the right to terminate this Agreement for cause with no liabilities, damages, further obligations, or penalties accruing to SBBC as a result of termination under this section; and shall notify CITY at the earliest possible time before such termination. SBBC shall pay CITY for all services rendered through the effective date of termination. Should CITY wish to continue with this Agreement but choose to remove one or more SROs from SBBC schools, and such removal would result in no SRO at any Participating SBBC School, CITY shall give SBBC forty-five (45) calendar days' written notice of such removal.

3.10 **SBBC Disclosure of Education Records.**

a) School-Based Threat Management Team Meetings.

1) Purpose of Disclosures. SBBC shall provide the education records listed in this section when SROs participate as a SBTMT member at a SBTMT Meeting located at the respective Participating SBBC School to determine the level of threat and/or interventions to be provided to the student.

2) Types of Education Records. For SROs participating in the SBTMT Meeting who have signed as a team member, SBBC will provide the SRO, upon her/his request at the SBTMT Meeting, with the education records used and discussed during the SRO's participation in the SBTMT Meeting at the respective Participating SBBC School. In addition, if the SRO requests a copy of the BTA document by the conclusion of the SBTMT Meeting, SBBC shall provide it to the signatory SRO, via hardcopy or secure email.

3) The SRO may keep and retain all records received pursuant to section 3.10(a)(2) provided that such records are retained and kept in accordance with Chapter 119, Florida Statutes, and section 3.11, below.

4) Consent. SROs shall not receive education records from SBBC unless: 1) the education records are for the purpose listed above in this section, or 2) the disclosure of the education records falls under a Family Education Rights and Privacy Act, 20 U.S.C. § 1232g and its implementing regulations (34 C.F.R. Part 99) exception to consent, or 3) SBBC is able to obtain prior written consent from each student's parent/guardian or student age 18 years or older prior to disclosing the education records. Should SBBC not be able to obtain prior written consent, then SBBC will

not provide the SRO with the education records, and the SRO will not be entitled to same.

b) The requirements of this section shall supersede any uses and disclosures of education records or the like as listed in CITY's privacy policies, if any.

3. **Order of Precedence among Agreement Documents.** In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents take precedence in this order:

(a) this First Amendment to Agreement; then
(b) the Agreement.

4. **Other Provisions Remain in Force.** Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

5. **Authority.** Each person signing this First Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment to Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this First Amendment to Agreement upon the date of the last signature below.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By: _____
Debra Hixon, Chair

ATTEST:

Date: _____

_____
Dr. Howard Hepburn
Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams
Date: 2025.01.29 08:07:25 -05'00'

Note: City of Hallandale, Florida - SRO - First Amendment (FY24-083)

_____
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR CITY:

(Municipal Seal)

CITY CLERK

CITY OF HALLANDALE BEACH, FLORIDA

By: _____
CITY MANAGER

Date: 1-13-25

Approved as to Form:

CITY ATTORNEY

Date: 1/13/25

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this January 13, 2025 (*date*) by Jeremy Earle (*name of officer or agent, title of officer or agent*) of City of Hallandale Beach (*name of corporation acknowledging*), a Florida (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☑ personally known to me or has produced _____ (*type of identification*) as identification and who ☑did/☐did not first take an oath this 13th day of January, 2024. 5 A.M

My Commission Expires:

APRIL MANNING
MY COMMISSION # HH 350846
EXPIRES: January 18, 2027

(SEAL)

April Manning
Signature – Notary Public

April Manning
Printed Name of Notary

HH 350846
Notary's Commission No.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-3.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

ITB25-091 - Pressure Cleaning Services for Small Businesses ONLY

REQUESTED ACTION:

Approve the Award of Invitation to Bid (ITB) ITB25-091 - Pressure Cleaning Services for Small Businesses ONLY for following seven (7) Vendors: 1) Blue Edonis LLC; 2) Bright & Clear Soft and Pressure Washing LLC; 3) Evergreen Cleaning Services, Inc.; 4) Knolys Johnson Inc.; 5) MJJ Pressure Washing LLC; 6) MTD Painting and Construction Corp.; and 7) Pressure Cleaning Service Enterprise Inc. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Award Recommendation

FINANCIAL IMPACT:

$500,000 and is funded from the Physical Plant Operations Department operating budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2611

EXECUTIVE SUMMARY

Recommendation of $500,000 or Less
ITB25-091 - Pressure Cleaning Services for Small Businesses ONLY

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Award of Invitation to Bid (ITB) ITB25-091 - Pressure Cleaning Services for Small Businesses ONLY for following seven (7) Vendors: 1) Blue Edonis LLC; 2) Bright & Clear Soft and Pressure Washing LLC; 3) Evergreen Cleaning Services, Inc.; 4) Knolys Johnson Inc.; 5) MJJ Pressure Washing LLC; 6) MTD Painting and Construction Corp.; and 7) Pressure Cleaning Service Enterprise Inc.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": Continue to receive pressure cleaning services for various surfaces, such as concrete/asphalt walkways, play courts, basketball courts, running tracks, and event surfaces.

If the Board votes "No": Restricted access to pressure cleaning services for various surfaces.

Background/History
This bid will be utilized by The Physical Plant Operations (PPO) Department to purchase pressure cleaning services for concrete/asphalt walkways, play courts, basketball courts, tennis courts, running tracks, event surfaces, patios, gum removal, as well as high-pressure cleaning for tile roofs, walls, bleachers and aluminum loggia systems.

Original Agreement Term: February 19, 2025, through October 9, 2026, with an option for two (2) additional one (1) year renewal periods; Small/Minority/Women Business Enterprise Vendor(s): 1) Blue Edonis LLC; 2) Bright & Clear Soft and Pressure Washing LLC; 3) Evergreen Cleaning Services, Inc.; 4) Knolys Johnson Inc.; 5) MJJ Pressure Washing LLC; 6) MTD Painting and Construction Corp.; and 7) Pressure Cleaning Service Enterprise Inc.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Maintenance of various surfaces, tile roofs, walls, bleachers, and aluminum loggia systems - District-wide.

Procurement Method
In accordance with Rule 6A-1.012(1)(b), Florida Administrative Code, and Policy 3800, the term "invitation to bid" shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. An invitation to bid is used when the school district is capable of specifically defining the scope of work for which a contractual service is required or when the School Board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written competitive solicitation includes an invitation to bid that is publicly posted.
A copy of the ITB document is available online at: http://www.broward.k12.fl.us/supply/agenda/ITB25-091_PressureCleaningServicesforSmallBusinessesONLY.pdf

Financial Impact
The spending authority requested is $500,000 and is funded from the Physical Plant Operations Department operating budget.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority	2/19/2025	20	$500,000
Total Agreement Amount		**20**	**$500,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	ITB25-091	**Preparation Date:**	December 18, 2024
Previous Bid # (Ex: 10-004R):		**Buyer/PA:**	EDGAR LUGO
New Bid Award Total:	$500,000	**Bid Title:**	Pressure Cleaning Services for Small Businesses ONLY
Previous Award Total:			
Bid Type:	NEW BID		
Previous Bid Term (Start Date):	2/19/2025	**New Bid Term (In Months):**	
Previous Bid Term (End Date):	10/9/2026	**# of Months Into Bid:**	0

SPEND REPORTING	
Purchase Order(s) Spend:	
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	
Average Monthly Expenditure:	
Unused Authorized Spending:	
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
	PO VENDOR SPEND:	
	P-CARD SPEND:	$ -
	TOTAL SPEND:	

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	Various Schools & Locations	**Name** (First & Last)	Mark D. Dorsett
Fund	1000	**Title**	Executive Director
Functional Area	810X721500000000/ 7400706060000000	**Department/School Name**	Physical Plant Operations
Commitment Item	53510000/56820000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

Procurement & Warehousing Services
Broward County Public Schools

AWARD RECOMMENDATION

ITB #:	ITB25-091	Tentative Board Meeting Date*:	2/19/2025		
ITB Title:	Pressure Cleaning Services for Small Businesses ONLY	# Notified:	689	# Downloaded:	86
		# of Responses Rec'd:	18	# of "No Bids":	0
For:	Physical Plant Operations (School/Department)	ITB Opening Date :	12/3/2024		
Fund:	Department Budget	Advertised Date:	11/5/2024		

POSTING OF AWARD RECOMMENDATION: Select One Award Recommendations will be posted in the Procurement & Warehousing Services and www.Demandstar.com on **December 16, 2024 @ :00 PM** and will remain posted for 72 hours. Any person who is adversely affected by the decision or intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3) (b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays and days during which the District is closed shall be excluded in the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise Florida 33351. Any person who files an action protesting an intended decision shall post with the School Board, at the time of filing the formal written protest, a bond, payable to The School Board of Broward County, Florida, (SBBC), in an amount equal to one percent (1%) of the estimated value of the contract. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

(*) The Cone of Silence, as stated in the RFP, is in effect until award is approved by SBBC. The Board meeting date stated above is tentative. Confirm with the Purchasing Agent of record for the actual date the Cone of Silence has concluded.

AWARD RECOMMENDATION

Awarded Vendor(s)	Awarded Group(s)
Blue Edonis LLC	Group A – 2nd Alternate Group B – 3rd Alternate
Bright & Clear Soft and Pressure Washing LLC	Group A – 1st Alternate Group B – 2nd Alternate
Evergreen Cleaning Service, Inc.	Groups A – 4th Alternate Group B – 1st Alternate
Knolys Johnson Inc.	Groups A & B – 5th Alternate
MJJ Pressure Washing LLC	Group A – 3rd Alternate Group B – 4th Alternate
MTD Painting and Construction Corp.	Groups A & B – 6th Alternate
Pressure Cleaning Service Enterprise Inc.	Groups A & B - Primary

Contract Period: Initial Term Agreement beginning upon approval by the Board and continuing through 10/9/2026.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

ADDITIONAL RECOMMENDATIONS

Rejection of Bid(s):

The School Board has the authority under Section 6A-1.012(8); Part III.B of School Board Policy 3800; and the standard ITB Special and General Conditions to reject any non-responsive proposals.

Rejection of entire bid from the following vendors:

1. Able Business Services, Inc.

Reason: Bidder failed to submit the Bid Summary Sheet

2. Blue Home Builders Corp dba BH Builders

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

3. CheckSammy Inc.

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

4. Decon Environmental & Engineering, Inc.

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

5. Maaun Pressure Cleaning Inc.

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

6. Marvol Enterprises LLC

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

7. Mentors Matter, LLC

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

8. Mission Critical Detailing, LLC dba Mission Critical USA

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

9. Platinum General Contracting & Land Development LLC

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

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10. Professional Ultimate Painting LLC

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

11. Squeegee Squad of Broward Inc. dba Squeegee Squad

Reason: Per Section 3, Special Condition 7 – Only SBBC Certified ESMWBEs will be considered for award. Bidder is not SBBC certified ESMWBE.

By: Edgar Lugo (Purchasing Agent)

Date: 12/16/2024

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Group A - To be awarded by Group

PRESSURE CLEANING POLYURETHANE RUNNING TRACKS AND EVENT SURFACES

Item #	Description	Estimated Quantity	Unit of Measure	Blue Edonis LLC. - Price Per Unit of Measure	Blue Edonis LLC. -- TOTAL $ Bid Line Item	Bright & Clear Soft and Pressure Washing, LLC - Price Per Unit of Measure	Bright & Clear Soft and Pressure Washing, LLC - TOTAL $ Bid Line Item3	Evergreen Cleaning Service, Inc. - Price Per Unit of Measure	Evergreen Cleaning Service, Inc. - TOTAL $ Bid Line Item3	Knolys Johnson Inc. - Price Per Unit of Measure	Knolys Johnson Inc. - TOTAL $ Bid Line Item	MJJ Pressure Washing LLC - Price Per Unit of Measure	MJJ Pressure Washing LLC - TOTAL $ Bid Line Item	MTD Painting and Construction Corp - Price Per Unit of Measure 2	MTD Painting and Construction Corp - TOTAL $ Bid Line Item3	Pressure Cleaning Service Enterprise Inc - Price Per Unit of Measure	Pressure Cleaning Service Enterprise Inc - TOTAL $ Bid Line Item
A-1	PRESSURE CLEANING of polyurethane running tracks and event surfaces (Combination of Wand and Rotary Cleaning). See Bid Specification 7 and 8.	100,000	Square Feet	$ 0.059	$ 5,900.00	$ 0.05	$ 5,000.00	$ 0.08	$ 8,000.00	$ 0.12	$ 12,000.00	$ 0.07	$ 7,000.00	$ 0.30	$ 30,000.00	$ 0.05	$ 5,000.00
A-2	CHEMICAL CLEANING-DIRT AND MILDEW: Cleaning of the track to include A-1 and the use of Simple Green.	100,000	Square Feet	$ 0.059	$ 5,900.00	$ 0.05	$ 5,000.00	$ 0.08	$ 8,000.00	$ 0.12	$ 12,000.00	$ 0.07	$ 7,000.00	$ 0.30	$ 30,000.00	$ 0.05	$ 5,000.00
A-3	CHEMICAL CLEANING-RUST STAINS Cleaning of the track to include A-1 and the use of CLR cleaning solution.	100,000	Square Feet	$ 0.059	$ 5,900.00	$ 0.05	$ 5,000.00	$ 0.08	$ 8,000.00	$ 0.12	$ 12,000.00	$ 0.07	$ 7,000.00	$ 0.30	$ 30,000.00	$ 0.05	$ 5,000.00
					$ 17,700.00		$ 15,000.00		$ 24,000.00		$ 36,000.00		$ 21,000.00		$ 90,000.00		$ 15,000.00

LEGEND
Primary
1st Alternate
2nd Alternate
3rd Alternate
4th Alternate
5th Alternate
6th Alternate

Group B - To be awarded by Group

PRE-TREAT AND PRESSURE CLEANING OF FLAT WORK TO INCLUDE BUT NOT LIMITED TO CONCRETE/ASPHALT WALKWAYS, TENNIS COURTS, PLAYCOURTS, BASKETBALL COURTS AND PATIOS

Item #	Description	Estimated Quantity	Unit of Measure	Blue Edonis LLC. - Price Per Unit of Measure	Blue Edonis LLC. - TOTAL $ Bid Line Item	Bright & Clear Soft and Pressure Washing, LLC - Price Per Unit of Measure	Bright & Clear Soft and Pressure Washing, LLC - TOTAL $ Bid Line Item	Evergreen Cleaning Service, Inc. - Price Per Unit of Measure	Evergreen Cleaning Service, Inc. - TOTAL $ Bid Line Item	Knolys Johnson Inc. - Price Per Unit of Measure	Knolys Johnson Inc. - TOTAL $ Bid Line Item	MJJ Pressure Washing LLC - Price Per Unit of Measure	MJJ Pressure Washing LLC - TOTAL $ Bid Line Item	MTD Painting and Construction Corp - Price Per Unit of Measure	MTD Painting and Construction Corp - TOTAL $ Bid Line Item	Pressure Cleaning Service Enterprise Inc - Price Per Unit of Measure	Pressure Cleaning Service Enterprise Inc - TOTAL $ Bid Line Item
B-1	HIGH PRESSURE CLEANING for concrete/ asphalt walkways (ground cover surfaces only).	100,000	Square Feet	$ 0.059	$ 5,900.00	$ 0.05	$ 5,000.00	$ 0.05	$ 5,000.00	$ 0.12	$ 12,000.00	$ 0.07	$ 7,000.00	$ 0.30	$ 30,000.00	$ 0.04	$ 4,000.00
B-2	HIGH PRESSURE CLEANING tennis courts, play courts, basketball courts, patios, running tracks, event surfaces, patios, tile roofs, walls, bleachers and aluminum loggia systems.	100,000	Square Feet	$ 0.059	$ 5,900.00	$ 0.05	$ 5,000.00	$ 0.05	$ 5,000.00	$ 0.12	$ 12,000.00	$ 0.07	$ 7,000.00	$ 0.40	$ 40,000.00	$ 0.04	$ 4,000.00
B-3	WET STEAM PRESSURE CLEANING for gum removal using electric propane heated equipment "Therma-Kleen Inc." Gum Zapper model # Ultra 1300 or SBBC approved equivalent	100	Square Feet	$ 3.00	$ 300.00	$ 1.00	$ 100.00	$ 0.25	$ 25.00	$ 1.37	$ 137.00	$ 0.25	$ 25.00	$ 20.00	$ 2,000.00	$ 2.00	$ 200.00
					$ 12,100.00		$ 10,100.00		$ 10,025.00		$ 24,137.00		$ 14,025.00		$ 72,000.00		$ 8,200.00

LEGEND
Primary
1st Alternate
2nd Alternate
3rd Alternate
4th Alternate
5th Alternate
6th Alternate

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-4.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

ITB25-103 - Stage Curtain Cleaning and Fire-Retardant Treatment

REQUESTED ACTION:

Approve the Award of Invitation to Bid (ITB) ITB25-103 - Stage Curtain Cleaning and Fire-Retardant Treatment for the following Vendor: On-Site Services. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Award Recommendation

FINANCIAL IMPACT:

$150,000 and is funded from the Physical Plant Operations Department operating budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

Safety

OR **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2611

EXECUTIVE SUMMARY

Recommendation of $500,000 or Less
ITB25-103 - Stage Curtain Cleaning and Fire-Retardant Treatment

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Board Meeting Date: February 19, 2025

Recommended Action
Approve the Award of Invitation to Bid (ITB) ITB25-103 - Stage Curtain Cleaning and Fire-Retardant Treatment for the following Vendor: On-Site Services.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": Continued repair and cleaning of stage curtains and continued fire-retardant treatment on curtains.

If the Board votes "No": Inability to complete essential maintenance and repairs to support all stage-related items, including performances.

Background/History
This bid is utilized by The Physical Plant Operations (PPO) Department throughout the District to perform stage curtain cleaning services and fire-retardant treatment services at various school auditoriums, cafeteria stages, theatres, and television studios, as recommended by the Occupational Safety and Health Administration (OSHA) section 1926.1501(a)(6) and the American National Standards Institute (ANSI) Section E1.4.

On November 19, 2024, ITB25-103 – Stage Curtain Cleaning and Fire-Retardant Treatment was advertised. On December 13, 2024, staff received one (1) responsive, responsible bid from On-Site Services. Pursuant to Section 6A-1.102, F.A.C. and School Board Policy 3800, and because the proposed prices are similar to current prices, Procurement & Warehousing Services (PWS) and PPO staff determined that it is in the best business interest to the District to proceed with this award, PWS and PPO staff negotiated the best terms and conditions with the sole proposer, On-Site Service.

Original Agreement Term: February 19, 2025, through February 18, 2026, with an option for two (2) additional one (1) year renewal periods; Small/Minority/Women Business Enterprise Vendor(s): None.

Alignment to 2027 Goals and Guardrails
Safety

Measurable Outcome(s)/Return on Investment
Providing the necessary stage curtain cleaning and fire-retardant treatment at various locations – District-wide, to comply with OSHA Requirements and the American National Standards Institute.

Procurement Method

In accordance with Rule 6A-1.012(1)(b), Florida Administrative Code, and Policy 3800, the term "invitation to bid" shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. An invitation to bid is used when the school district is capable of specifically defining the scope of work for which a contractual service is required or when the School Board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written competitive solicitation includes an invitation to bid that is publicly posted. Pursuant to Section 6A-1.102, F.A.C. and School Board Policy 3800: "If less than two (2) responsive proposals for a commodity or contractual services are received, the School District may negotiate on the best terms and conditions or decide to reject all proposals.

The School District shall document the reasons that negotiating terms and conditions with the sole proposer is in the best interest of the District in lieu of re-soliciting proposals".

A copy of the ITB document is available online at: http://www.broward.k12.fl.us/supply/agenda/ITB25-103_StageCurtainCleaningandFireRetardantTreatment.pdf

Financial Impact

The spending authority requested is $150,000 and is funded from the Physical Plant Operations Department operating budget.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority	2/19/2025	20	$150,000
Total Agreement Amount		**20**	**$150,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	ITB25-103	**Preparation Date:**	December 18, 2024
Previous Bid # (Ex: 10-004R):		**Buyer/PA:**	EDGAR LUGO
New Bid Award Total:	$150,000	**Bid Title:**	Stage Curtain Cleaning and Fire Retardant Treatment
Previous Award Total:			
Bid Type:	NEW BID		
Previous Bid Term (Start Date):	2/19/2025	**New Bid Term (In Months):**	
Previous Bid Term (End Date):	2/18/2026	**# of Months Into Bid:**	0

SPEND REPORTING	
Purchase Order(s) Spend:	
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	
Average Monthly Expenditure:	
Unused Authorized Spending:	
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
	PO VENDOR SPEND:	
	P-CARD SPEND:	$ -
	TOTAL SPEND:	

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	Various schools	**Name** (First & Last)	Mark D. Dorsett
Fund	1000	**Title**	Executive Director
Functional Area	7400791850000000/ 7400705610000000	**Department/School Name**	Physical Plant Operations
Commitment Item	56820000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

Procurement & Warehousing Services
Broward County Public Schools

AWARD RECOMMENDATION

ITB #: ITB25-103

Tentative Board Meeting Date*: 2/19/2025

ITB Title: Stage Curtain Cleaning and Fire Retardant Treatment

Notified: 747

Downloaded: 12

of Responses Rec'd: 1

of "No Bids": 0

For: Physical Plant Operations
(School/Department)

ITB Opening Date : 12/13/2024

Fund: Department Budget

Advertised Date: 11/19/2024

POSTING OF AWARD RECOMMENDATION: ITB Award Recommendations will be posted in the Procurement & Warehousing Services and www.Demandstar.com on **December 18, 2024 @ 3:00 PM** and will remain posted for 72 hours. Any person who is adversely affected by the decision or intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3) (b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays and days during which the District is closed shall be excluded in the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise Florida 33351. Any person who files an action protesting an intended decision shall post with the School Board, at the time of filing the formal written protest, a bond, payable to The School Board of Broward County, Florida, (SBBC), in an amount equal to one percent (1%) of the estimated value of the contract. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

(*) The Cone of Silence, as stated in the RFP, is in effect until award is approved by SBBC. The Board meeting date stated above is tentative. Confirm with the Purchasing Agent of record for the actual date the Cone of Silence has concluded.

AWARD RECOMMENDATION

Awarded Vendor	**Awarded Group**
On-Site Services	Group 1 and 2

Contract Period: One (1) year agreement beginning on upon approval by the Board.

By: Edgar Lugo
(Purchasing Agent)

Date: 12/18/2024

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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

GROUP 1
BID TO BE AWARDED BY GROUP
ALL items within the group must have an individual price to be considered for award of the Group.

Item	Estimated Quantity (S.F.)	Description	Unit Cost	Total Line Cost
1	50,000	Labor and Materials: Provide an all-inclusive total cost for the "Vacuum Extractor Cleaning" of stage curtains per square foot (S.F.).	$ 0.44	$ 22,000.00
2	100,000	Labor and Materials: Provide an all-inclusive total cost for the "Vacuum Extractor Cleaning" and flame retardant treatment of stage curtains per square foot (S.F.).	$ 0.54	$ 54,000.00
TOTAL				$ 76,000.00

GROUP 2
BID TO BE AWARDED BY GROUP
ALL items within the group must have an individual price to be considered for award of the Group.

Item	Estimated Quantity (S.F.)	Description	Unit Cost	Total Line Cost
1	20,000	Labor and Materials: Provide an all-inclusive total cost for the "Non-Immersion Drum Cleaning" of stage curtains per square foot (S.F.).	$ 0.44	$ 8,800.00
2	20,000	Labor and Materials: Provide an all-inclusive total cost for the "Non-Immersion Drum Cleaning" and flame retardant treatment of stage curtains per square foot (S.F.).	$ 0.54	$ 10,800.00
TOTAL				$ 19,600.00

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-5.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

ITB25-109 - Environmental Sample Analysis

REQUESTED ACTION:

Approve the Award of Invitation to Bid (ITB) ITB25-109 – Environmental Sample Analysis for the following four (4) Vendors: 1) Professional Service Industries, Inc. d/b/a PSI, Intertek-PSI; 2) Pace Analytical Services, LLC; 3) EMSL Analytical, Inc.; and 4) Florida-Spectrum Environmental Services, Inc. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Revised Award Recommendation

FINANCIAL IMPACT:

$300,000 and is funded from the Environmental Health & Safety Department operating budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2611

EXECUTIVE SUMMARY

Recommendation of $500,000 or Less
ITB25-109 – Environmental Sample Analysis

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Award of Invitation to Bid (ITB) ITB25-109 – Environmental Sample Analysis for the following four (4) Vendors: 1) Professional Service Industries, Inc. d/b/a PSI, Intertek-PSI; 2) Pace Analytical Services, LLC; 3) EMSL Analytical, Inc.; and 4) Florida-Spectrum Environmental Services, Inc.

District-Zone Impact: District-wide.

If the Board votes "Yes": Continue to perform all laboratory analyses supporting various environmental compliance and monitoring programs for all District locations.

If the Board votes "No": Inability to perform environmental laboratory analyses for all District locations.

Background/History
This ITB is used to provide off-site laboratory analyses of environmental and potentially hazardous material samples to support a healthy learning environment and safe District buildings. The Scope of Services under this bid includes laboratory sample analyses for asbestos, lead in paint, metals (lead) in water, fungi, bacteria, petroleum constituents in soil and groundwater, and other environmental parameters for air, soil, and water as may be required. Samples will be collected by Environmental Health & Safety (EH&S) staff and/or Vendors contracted under the Miscellaneous Environmental Consulting Services Agreement (22-121) on Broward County Public Schools' real property.

Original Agreement Term: March 1, 2025, through February 28, 2028, with an option for two (2) additional one (1) year renewal periods; Small/Minority/Women Business Enterprise Vendor(s): None.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
These services allow the District to remain in compliance with City, County, State, and Federal regulations which may require analysis of air, water, soil, paint, or other.

Procurement Method
In accordance with Rule 6A-1.012(1)(b), Florida Administrative Code, and Policy 3800, the term "invitation to bid" shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. An invitation to bid is used when the school district is capable of specifically defining the scope of work for which a contractual service is required or when the School Board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written competitive solicitation includes an invitation to bid that is publicly posted.
A copy of the ITB documents is available online at:
http://www.broward.k12.fl.us/supply/agenda/ITB25109_EnvironmentalSampleAnalysis.pdf

Financial Impact
The spending authority requested is $300,000 and is funded from the Environmental Health & Safety Department operating budget.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority	2/19/2025	36	$300,000
Total Agreement Amount		**36**	**$300,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	ITB25-109	**Preparation Date:**	January 6, 2025
Previous Bid # (Ex: 10-004R):	FY20-172	**Buyer/PA:**	EDGAR LUGO
New Bid Award Total:	$300,000	**Bid Title:**	Environmental Sample Analysis
Previous Award Total:	$425,000		
Bid Type:	NEW BID		
Previous Bid Term (Start Date):	3/1/2020	**New Bid Term (In Months):**	36
Previous Bid Term (End Date):	2/28/2025	**# of Months Into Bid:**	58

SPEND REPORTING	
Purchase Order(s) Spend:	$262,182
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$262,182**
Average Monthly Expenditure:	$4,520
Unused Authorized Spending:	**$162,818**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
138903-TESTAMERICA LABORATORIES INC		$ 167,110
109422-PROFESSIONAL SERVICES INDUSTRIES IN		$ 82,572
103912-EMSL ANALYTICAL INC		$ 12,500
	PO VENDOR SPEND:	**$ 262,182**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 262,182**

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	1703096240	**Name** (First & Last)	Alison D. Witoshynsky
Fund	1000	**Title**	Director
Functional Area	8102792510000000	**Department/School Name**	Environmental Health & Safety
Commitment Item	56820000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**1/30/2025**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

Procurement & Warehousing Services
Broward County Public Schools

REVISED AWARD RECOMMENDATION

ITB #: ITB25-109

Tentative Board Meeting Date*: 2/19/2025

ITB Title: Environmental Sample Analysis

Notified: 2876

Downloaded: 44

of Responses Rec'd: 4

of "No Bids": 0

For: Environmental Health & Safety
(School/Department)

RFP Opening Date : December 4, 2024

Fund: Department Budget

Advertised Date: November 6, 2024

POSTING OF AWARD RECOMMENDATION: ITB Award Recommendations will be posted in the Procurement & Warehousing Services and www.Demandstar.com on **_February 3, 2025 @ 3:00 PM** and will remain posted for 72 hours. Any person who is adversely affected by the decision or intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3) (b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays and days during which the District is closed shall be excluded in the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise Florida 33351. Any person who files an action protesting an intended decision shall post with the School Board, at the time of filing the formal written protest, a bond, payable to The School Board of Broward County, Florida, (SBBC), in an amount equal to one percent (1%) of the estimated value of the contract. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

(*) The Cone of Silence, as stated in the RFP, is in effect until award is approved by SBBC. The Board meeting date stated above is tentative. Confirm with the Purchasing Agent of record for the actual date the Cone of Silence has concluded.

REVISED AWARD RECOMMENDATION

Awarded Vendor	Awarded Group
Professional Service Industries, Inc. dba PSI, Intertek-PSI	Primary – Groups 1, 2, 3, 4, 5, 7, 14
Pace Analytical Services, LLC	Primary – Groups 6, 10, 11, 12 1st Alternate – Groups 9, 14
EMSL Analytical, Inc.	Primary – Group 8 1st Alternate – Groups 1, 2, 3, 4, 5, 7, 10 2nd Alternate – Group 6, 9
Florida-Spectrum Environmental Services, Inc.	Primary – Group 9 1st Alternate – Group 6, 11 2nd Alternate – Group 14

No bids were received for Group 13. This group will be purchased in accordance with standard Purchasing Policies and Procedures.

In order to meet the needs of the School System and in the best interest of the School Board, the above vendors are recommended to be awarded to the bidders listed.

Contract Period: Three (3) year Agreement beginning on 3/1/2025 or upon approval by the Board, whichever is later.

By: *Edgar Lugo* Date: 2/3/2025
(Purchasing Agent)

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

		EMSL Analytical, Inc.			Florida-Spectrum Environmental Services, Inc.			Pace Analytical Services, LLC			Professional Service Industries, Inc. dba PSI, Intertek-PSI			
GROUP	ANALYSIS TYPE	TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			DESCRIPTION
	Asbestos	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	
1	PLM	$42.00	$58.00	$143.00							$6.00	$7.50	$10.00	40 CFR Part 763, Appendix A, Subpart F, Section 1
	PLM by Point Count	$80.00	$108.00	$277.00							$20.00	$22.00	$25.00	re-analysis by Point Count Method
	PCM	$27.50	$39.00	$96.00							$6.00	$7.00	$8.00	NIOSH 7400 procedure
	Sub-total	$149.50	$205.00	$516.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32.00	$36.50	$43.00	
	Total group price	$870.50			$0.00			$0.00			$111.50			
	Asbestos	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	
2	PLM	$42.00	$58.00	$143.00							$6.00	$7.50	$10.00	40 CFR Part 763, Appendix A, Subpart F, Section 1
	PCM	$27.50	$39.00	$96.00							$6.00	$7.00	$8.00	NIOSH 7400 procedure
	Sub-total	$69.50	$97.00	$239.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$12.00	$14.50	$18.00	
	Total group price	$405.50			$0.00			$0.00			$44.50			
	Asbestos	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	
3	TEM (air)	$121.00	$156.00	$418.00							$32.00	$45.00	$65.00	40 CFR Part 763, Appendix A, Subpart E
	Sub-total	$121.00	$156.00	$418.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32.00	$45.00	$65.00	
	Total group price	$695.00			$0.00			$0.00			$142.00			

GROUP	ANALYSIS TYPE	TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			DESCRIPTION
	Asbestos	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	
4	TEM (air)	$121.00	$156.00	N/A			N/A			N/A	$32.00	$45.00	N/A	40 CFR Part 763, Appendix A, Subpart E
	TEM (dust)	$232.00	$294.00	N/A			N/A			N/A	$75.00	$80.00	N/A	Micro-vac method ASTM D-5755
	TEM (bulk)	$232.00	$294.00	N/A			N/A			N/A	$35.00	$45.00	N/A	Chatfield Method
	Sub-total	$585.00	$744.00	N/A	$0.00	$0.00	N/A	$0.00	$0.00	N/A	$142.00	$170.00	N/A	
	Total group price	$1,329.00			$0.00			$0.00			$312.00			
	Inorganic	14-day	5-day		14-day	5-day		14-day	5-day		14-day	5-day		
5	Lead Paint/Air/Soil/Wipe (AAS)	$39.50	$44.50								$7.00	$9.00		NIOSH Method 7082 - Atomic Absorption Spectroscopy
	Paint/Air/Soil/Wipe (ICP)	$62.00	$67.00								$40.00	$50.00		
	Lead (TCLP) Wastestream	$102.00	$110.00								$110.00	$130.00		Tocicity Characteristic Leaching Procedure (TCLP) EPA Method 1311/6010B per EPA 40 CFR 261 TCLP
	Sub-total	$203.50	$221.50		$0.00	$0.00		$0.00	$0.00		$157.00	$189.00		
	Total group price	$425.00			$0.00			$0.00			$346.00			

	Inorganic	7-day	3-day		7-day	3-day		7-day	3-day		7-day	3-day		
6	Lead, Water/Soil	$123.00	191.00		$22.00	33.00		$15.00	26.25					Mast Spectrometry by EPA Method 200.8
	Copper, Water/Soil	$123.00	191.00		$22.00	33.00		$15.00	26.25					Mast Spectrometry by EPA Method 200.8
	Other Metals, Water/Soil	$123.00	191.00		$22.00	33.00		$15.00	26.25					Mast Spectrometry by EPA Method 200.8
	Sub-total	$369.00	$573.00		$66.00	$99.00		$45.00	$78.75		$0.00	$0.00		
	Total group price	$942.00			$165.00			$123.75			$0.00			

GROUP	ANALYSIS TYPE	TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			DESCRIPTION

	Microbiological Analysis	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	72 hour	24 hour	Same Day	
7	Fungi Direct Exam (Tape/bulk)	$98.00	$120.00	$319.00							$18.00	$20.00	$30.00	Identification to genus level
	Spore Trap Fungi (Air)	$98.00	$120.00	$319.00							$22.00	$25.00	$32.00	Non-viable, identification and enumeration to genus level
	Sub-total	$196.00	$240.00	$638.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40.00	$45.00	$62.00	
	Total group price	$1,074.00			$0.00			$0.00			$147.00			

	Microbiological Analysis	14-days	7-day		14-days	7-day		14-days	7-day		14-days	7-day		
8	Fungi, Direct Exam & Culture (Swab)	$172.00	N/A			N/A			N/A			N/A		***
	Fungi, Direct Exam & Culture (Rodac)	$172.00	N/A			N/A			N/A			N/A		***
	Fungi, Direct Exam & Culture (Wipe)	$172.00	N/A			N/A			N/A			N/A		***
	Cultural Fungi (Air)	$173.00	N/A			N/A			N/A			N/A		***
	MRSA (swab)	$190.00	N/A			N/A			N/A			N/A		
	Sub-total	$879.00	NA		$0.00	NA		$0.00	NA		$0.00	NA		
	Total group price	$879.00			$0.00			$0.00			$0.00			

*** Identification and enumeration to genus level and species level (Aspergillus, Penicillium, Cladosporium, Stachybotrys)

	Microbiological Analysis	5-day	3-day		5-day	3-day		5-day	3-day		5-day	3-day		
9	E. coli (water)	$72.00	87.00		$34.00	51.00		$55.00	82.50					
	E. coli (swab)	$72.00	87.00		$34.00	51.00		$60.00	90.00					
	Total Coliform (water)	$72.00	87.00		$34.00	51.00		$55.00	82.50					
	Sub-total	$216.00	$261.00		$102.00	$153.00		$170.00	$255.00		$0.00	$0.00		
	Total group price	$477.00			$255.00			$425.00			$0.00			

GROUP	ANALYSIS TYPE	TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			DESCRIPTION

	Microbiological Analysis	14-day	5-day		14-day	5-day		14-day	5-day		14-day	5-day		
10	Legionella (culture)	$242.00	N/A			N/A		$112.00	N/A			N/A		Legionella pneumophilia
	Legionella (PCR)	N/A	130.00		N/A			N/A	95.00		N/A			Legionella spp. (presence/absence)
	Sub-total	$242.00	$130.00		$0.00	$0.00		$112.00	$95.00		$0.00	$0.00		
	Total group price	$372.00			$0.00			$207.00			$0.00			

	Organic Sample Analysis	14-day	5-day		14-day	5-day		14-day	5-day		14-day	5-day		
11	Semi-volatile petroleum hydrocarbons				$131.00	131.00		$85.00	112.50					Polycyclic Aromatic Hydrocarbons (PAHs) via EPA Method 610 or 601/602
	Volatile Organic compounds				$67.00	67.00		$45.00	62.50					EPA Method 8260B (BTEX/MTBE)
	TRPH				$102.00	102.00		$55.00	65.00					Total Recoverable Poetroleum Hydrocarbons (TRPH) via FL-Pro Method
	SPLP				$1,069.00	1,069.00		$55.00	55.00					Synthetic Precipitation Leaching Procedure (SPLP)
	TCLP				$244.00	244.00		$159.00	198.75					Tocicity Characteristic Leaching Procedure (TCLP) EPA Method 1311/6010B per EPA 40 CFR 261 TCLP
	Sub-total	$0.00	$0.00		$1,613.00	$1,613.00		$399.00	$493.75		$0.00	$0.00		
	Total group price	$0.00			$3,226.00			$892.75			$0.00			

GROUP	ANALYSIS TYPE	TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			TURN AROUND TIME			DESCRIPTION

	Organic Sample Analysis	5-day	3-day		5-day	3-day		5-day	3-day		5-day	3-day		
12	PCB (air)							$250.00	437.50					
	PCB(wipe)							$60.00	90.00					
	PCB (bulk)							$60.00	90.00					
	PCB (soil)							$60.00	90.00					
	Sub-total	$0.00	$0.00		$0.00	$0.00		$430.00	$707.50		$0.00	$0.00		
	Total group price	$0.00			$0.00			$1,137.50			$0.00			

	Organic Sample Analysis	7-day	3-day		7-day	3-day		7-day	3-day		7-day	3-day		
13	Formaldehyde (air)													
	Formaldehyde (bulk)													
	Sub-total	$0.00	$0.00		$0.00	$0.00		$0.00	$0.00		$0.00	$0.00		
	Total group price	$0.00			$0.00			$0.00			$0.00			

	Other	Cost*			Cost*			Cost*			Cost*			
14	Hourly Rate for Sample Collection				$105.00/$158.00 / $210.00			$145.00			$68.75			
	Sub-total	$0.00			$0.00			$145.00			$68.75			
	Total group price	$0.00			$0.00			$145.00			$68.75			

NOTE: Prices shall be inclusive of any work provided after hours, weekends, or holidays.
Bidder agrees to provide a written analysis report via email upon completion of analysis.

LEGEND
Primary
1st Alternate
2nd Alternate

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-6.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

ITB-FY21-113 - Furnish and Install Stage Draperies

REQUESTED ACTION:

Approve the Additional Spending of $302,000 for Invitation to Bid (ITB) ITB-FY21-113 – Furnish and Install Stage Draperies awarded to the following Vendor: Loxout Products. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet

FINANCIAL IMPACT:

$302,000. The new total award amount is $800,000 and is funded by The Physical Plant Operations Department.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2611

EXECUTIVE SUMMARY

Recommendation to Approve Additional Spending Authority
ITB-FY21-113 - Furnish and Install Stage Draperies

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Additional Spending of $302,000 for Invitation to Bid (ITB) ITB-FY21-113 – Furnish and Install Stage Draperies awarded to the following Vendor: Loxout Products.

District-zone Impact: District-wide.

If the Board votes "Yes": Continued availability to repair or replace worn-out or damaged stage curtains and draperies – District-wide.

If the Board votes "No": Reduced access to repair and replacement services.

Background/History
This bid is utilized by the Physical Plant Operations Department to repair or replace worn-out or damaged stage curtains and draperies at various school auditoriums, cafeterias, theaters, and closed-circuit television studios. This bid requires that replacement stage curtains and draperies be Inherently Flame Retardant (IRF) only. This requirement eliminates the need for the costly re-application of fire-retardant treatments every five (5) years on cotton or non-IRF curtains and draperies.

Agreement Term; October 1, 2020, through September 30, 2025; Small/Minority/Women Business Enterprise Vendor(s): None.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Repair or Replacement of obsolete stage curtains across the District.

Procurement Method
In accordance with Section 6A-1.012(1)(b), F.A.C., the term "invitation to bid" shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. An invitation to bid is used when the school district is capable of specifically defining the scope of work for which a contractual service is required or when the School Board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written competitive solicitation includes an invitation to bid that is publicly posted.
A copy of the ITB documents is available online at: http://www.broward.k12.fl.us/supply/agenda/ITB-FY21-113_FurnishandInstallStageDraperies.pdf

Financial Impact
The additional spending authority requested is $302,000. The new total award amount is $800,000 and is funded by The Physical Plant Operations Department.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority	8/19/2020	36	$82,000
Additional spending authority	11/9/2021		$216,000
First Renewal and additional spending authority	9/12/2023	12	$200,000
Second Renewal	5/21/2024	12	
Additional spending authority	2/19/2025		$302,000
Total Agreement Amount		**60**	**$800,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		**Preparation Date:**	December 10, 2024
Previous Bid # (Ex: 10-004R):	FY21-113	**Buyer/PA:**	Nafisa Seeram
New Bid Award Total:	$800,000	**Bid Title:**	Furnish and Install Stage Draperies
Previous Award Total:	$598,000		
Bid Type:	INCREASE TO BID		
Previous Bid Term (Start Date):	10/1/2020	**New Bid Term (In Months):**	
Previous Bid Term (End Date):	9/30/2025	**# of Months Into Bid:**	50

SPEND REPORTING	
Purchase Order(s) Spend:	$549,795
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$549,795**
Average Monthly Expenditure:	$10,996
Unused Authorized Spending:	**$48,205**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
128770-LUXOUT STAGE CURTAINS INC		$ 549,795
	PO VENDOR SPEND:	$ 549,795
	P-CARD SPEND:	$ -
	TOTAL SPEND:	$ 549,795

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	Various Schools	**Name** (First & Last)	Mark Dorsett
Fund	1000	**Title**	Executive Director
Functional Area	8102705570000000	**Department/School Name**	Physical Plant Operations
Commitment Item	564X0000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**12/19/2024**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-7.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

ITB-FY22-046 - Mechanical Insulation Services

REQUESTED ACTION:

Approve the Additional Spending of $650,000 for Invitation to Bid (ITB) ITB-FY22-046 – Mechanical Insulation Services awarded to the following (2) Vendors: 1) Thermal Concepts, Inc. 2) Blizzard Air Conditioning LLC. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet

FINANCIAL IMPACT:

$650,000. The new total award amount is $2,119,000 and is funded by The Physical Plant Operations Department.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2611

EXECUTIVE SUMMARY

Recommendation to Approve Additional Spending Authority
ITB-FY22-046 – Mechanical Insulation Services

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Additional Spending of $650,000 for Invitation to Bid (ITB) ITB-FY22-046 – Mechanical Insulation Services awarded to the following (2) Vendors: 1) Thermal Concepts, Inc. 2) Blizzard Air Conditioning LLC.

District-Zone Impact: District-wide.

If the Board votes "Yes": Continued access to mechanical insulation services associated with Heating, Ventilation, and Air Conditioning (HVAC) equipment. This material is required to protect and maintain HVAC equipment throughout the District.

If the Board votes "No": Reduced access to mechanical insulation services for preventive/routine maintenance of the HVAC equipment throughout the District.

Background/History
This bid is utilized by The Physical Plant Operations (PPO) Department to purchase and/or install insulation materials associated with HVAC equipment. This material is required to protect and maintain HVAC equipment throughout the District, including pipes and pipe fittings, hot and cold surfaces, chilled water pumps, valves, jacketing, condensate tanks, boiler exhaust stacks steam systems, etc. Condensation and moisture build-up, which are detrimental to equipment functioning, are prevented with the proper use of insulation materials.

Agreement Term; September 16, 2021, through September 15, 2025; Small/Minority/Women Business Enterprise Vendor(s): Blizzard Air Conditioning LLC.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Improve and maintain HVAC operation and efficiency to sustain system operations and indoor air quality for occupant comfort.

Procurement Method
In accordance with Section 6A-1.012(1)(b), F.A.C., the term "invitation to bid" shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. An invitation to bid is used when the school district is capable of specifically defining the scope of work for which a contractual service is required or when the School Board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written competitive solicitation includes an invitation to bid that is publicly posted.
A copy of the ITB documents is available online at: http://www.broward.k12.fl.us/supply/agenda/ITB-FY22-046_MechanicalInsulationServices.pdf

Financial Impact
The additional spending authority requested is $650,000. The new total award amount is $2,119,000 and is funded by The Physical Plant Operations Department.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority	7/20/2021	36	$523,000
Additional spending authority	10/17/2023		$260,000
First Renewal and additional spending authority	5/21/2024	12	$383,000
Additional spending authority	10/15/2024		$303,000
Additional spending authority	2/19/2025		$650,000
Total Agreement Amount		**48**	**$2,119,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		**Preparation Date:**	December 13, 2024
Previous Bid # (Ex: 10-004R):	FY22-046	**Buyer/PA:**	Nafisa Seeram
New Bid Award Total:	$2,119,000	**Bid Title:**	Mechanical Insulation Services
Previous Award Total:	$1,469,000		
Bid Type:	INCREASE TO BID		
Previous Bid Term (Start Date):	9/16/2021	**New Bid Term (In Months):**	
Previous Bid Term (End Date):	9/15/2025	**# of Months Into Bid:**	39

SPEND REPORTING	
Purchase Order(s) Spend:	$1,409,633
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$1,409,633**
Average Monthly Expenditure:	$36,144
Unused Authorized Spending:	**$59,367**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
102017-THERMAL CONCEPTS INC		$ 1,409,633
	PO VENDOR SPEND:	$ 1,409,633
	P-CARD SPEND:	$ -
	TOTAL SPEND:	$ 1,409,633

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	Various School and Admin Sites	**Name** (First & Last)	Mark D. Dorsett
Fund	1000/1000/35XX	**Title**	Executive Director
Functional Area	8104721500000000/7400794500000000/7400000000000000	**Department/School Name**	Physical Plant Operations
Commitment Item	53510000/568X0000/56810000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**12/19/2024**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-8.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

ITB-FY22-253 - Calibrate and Repair of Diagnostic Audiological Equipment

REQUESTED ACTION:

Approve the extension of the term of the award of Invitation to Bid FY22-253 Calibrate and Repair of Diagnostic Audiological Equipment with Alpha-CAL, LLC for a term that commences on May 1, 2025 and concludes on April 30, 2026; and approve the Additional Spending Authority of $50,000 for ITB FY22-253. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Renewal Letter
- Evaluation

FINANCIAL IMPACT:

$50,000. The new total award amount is $180,315 and is funded by the ESE Specialized Instruction General Department Budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

School Support

OR **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent,
Teaching & Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation for Extension of the Term & Additional Spending Authority
ITB-FY22-253 - Calibrate and Repair of Diagnostic Audiological Equipment

---

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Extension of the term of the award of Invitation to Bid (ITB) ITB-FY22-253 - Calibrate and Repair of Diagnostic Audiological Equipment with Alpha-CAL, LLC for a term that commences on May 1, 2025, and concludes on April 30, 2026; and approve the Additional Spending Authority of $50,000 for ITB-FY22-253.

District-Zone Impact: District-wide.

If the Board votes "Yes": The School Board of Broward County, Florida, (SBBC), will be able to calibrate and repair Diagnostic Audiological Equipment for schools to use for required student hearing screenings and audiological evaluations.

If the Board votes "No": SBBC will be unable to maintain critical audiological equipment which will impact the accuracy of hearing screenings and evaluations, delaying necessary interventions for students with hearing impairments.

Background/History
This ITB aims to streamline the calibration and repair of diagnostic audiological equipment across the District. This includes annual calibrations for tympanometers and audiometers.

During the 2023-2024 School Year, three hundred forty-three (343) audiometers were serviced by public schools and thirty-two (32) from charter schools (at no cost to the charter schools). Additionally, calibration of the diagnostic equipment and seven (7) sound booths were serviced to ensure that enhanced tools are available for our District Educational Audiologists.

Original Agreement Term: May 1, 2022, through April 30, 2025; Extended Agreement Term: May 1, 2025, through April 30, 2026; Small/Minority/Women Business Enterprise Vendor(s): None.

Alignment to 2027 Goals and Guardrails
Guardrail 3- School Support

Measurable Outcome(s)/Return on Investment
This investment will enable the Broward County School District to meet its obligations to ensure that diagnostic audiological equipment is calibrated and repaired annually to assess the audiological needs of students at various school sites throughout the district. Hearing screening is mandated by the Florida Health Department for identified grade levels.

Procurement Method

In accordance with Rule 6A-1.012(1)(b), Florida Administrative Code, and Policy 3800, the term "invitation to bid" shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. An invitation to bid is used when the School District is capable of specifically defining the Scope of Work for which a contractual service is required or when the School Board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written competitive solicitation includes an invitation to bid that is publicly posted.
A copy of the ITB documents is available online at:
http://www.broward.k12.fl.us/supply/agenda/ITB_FY22-253_CalibrateandRepairofDiagnosticAudiologicalEquipment.pdf

Financial Impact

The additional spending authority requested is $50,000. The new total award amount is $180,315 and is funded by the ESE Specialized Instruction General Department Budget.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority request	04/19/2022	36	$130,315
First Renewal and additional spending authority	02/19/2025	12	$50,000
Total Agreement Amount		**48**	**$180,315**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		**Preparation Date:**	December 4, 2024
Previous Bid # (Ex: 10-004R):	FY22-253	**Buyer/PA:**	CYNTHIA GOMEZ
New Bid Award Total:	$180,315	**Bid Title:**	Calibrate and Repair of Audiological Diagnostic Equipment
Previous Award Total:	$130,315		
Bid Type:	RENEWAL OF BID		
Previous Bid Term (Start Date):	5/1/2022	**New Bid Term (In Months):**	
Previous Bid Term (End Date):	4/30/2025	**# of Months Into Bid:**	31

SPEND REPORTING	
Purchase Order(s) Spend:	$117,532
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$117,532**
Average Monthly Expenditure:	$3,791
Unused Authorized Spending:	**$12,783**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
132428-ALPHA CAL LLC		$ 117,532
	PO VENDOR SPEND:	**$ 117,532**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 117,532**

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	2613097620	**Name** (First & Last)	Andrea Ciotti
Fund	1000	**Title**	Director
Functional Area	6303000000000000	**Department/School Name**	Exceptional Student Education
Commitment Item	53530000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**12/3/2024**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

Established 1915
BROWARD
County Public Schools

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Mauricio R. Stradiotti
Director, Procurement & Warehousing Services
7720 W. Oakland Park Boulevard
Sunrise, Florida 33351
phone: 754-321-0501 • fax: 754-321-0936
mauricio.stradiotti@browardschools.com
www.browardschools.com/PWS

The School Board of Broward County, Florida

Lori Alhadeff, Chair
Debra Hixon, Vice Chair

Torey Alston
Brenda Fam, Esq.
Daniel P. Foganholi
Dr. Jeff Holness
Sarah Leonardi
Nora Rupert
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

November 15, 2024

Alpha-Cal, LLC
Attn: Matthew Everett
7025 Grissom Parkway
Cocoa, Florida 32927

Subject:	Letter of **Renewal** of The Contract
ITB #:	FY22-253
ITB Title:	Calibrate and Repair of Diagnostic Audiological Equipment

Dear Mr. Everett:

The above-referenced contract expires on 4/30/2025. In accordance with Special Conditions Section 4 of the ITB, this contract may, by mutual agreement and upon School Board approval, be renewed for an additional year from 5/1/2025 Through 4/30/2026. This letter does not constitute the actual renewal or contract offer.

Please indicate below your willingness to renew this ITB award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded ITB and your agreement to maintain (or reduce) the current awarded price(s)/discount.

☑ Yes, I offer to renew the current contract award at the current awarded price(s).
☐ Yes, I offer to renew the current contract award at the lower price(s) contained on the attached page(s).
☐ No, I do not wish to renew the current contract award.
☐ Other

For informational purposes, when going to our Board for approval of this renewal, if this is not renewed and SBBC goes out for a new ITB please indicate below whether your price/discount would remain the same, be lowered, or increase?

☐ If this ITB is not renewed, price/discount in the new ITB would stay the same
☐ If this ITB is not renewed, price/discount in the new ITB would be lower
☑ If this ITB is not renewed, price/discount in the new ITB would be higher

If you indicated that there would be a pricing increase in a new ITB, please indicate the percentage that the price(s) would be increased by in comparison to our current ITB FY22-253.

Percent of increase: 10%

Please sign and date this document in the space provided and return it to my attention no later than 11/22/2024. If you fail to respond by this date, the School District will not consider renewal of your award. The School District will notify you if, and when, your contract is renewed by the School Board. Thank you for your prompt attention to this matter.

Sincerely,

Cynthia Gomez

Cynthia Gomez
Purchasing Agent I

VENDOR RESPONSE

Signature/Date - Authorized Representative

Matthew Everett

Printed Name - Authorized Representative

PROCUREMENT & WAREHOUSING SERVICES
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

Please return completed evaluation forms to:
Procurement & Warehousing Services Department (TSSC Building)
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351

For assistance with this form contact us at
(754) 321-0505 or CLICK HERE to send us an email (include the words **Supplier/Product Evaluation Form** in the subject)

GENERAL INFORMATION

Bid #: FY22-253	**Bid Title:** Calibrate and Repair of Diagnostic Audiological Equipment
Purchase Order #:	**Product/Service Provided:** Calibration and Equipment Repairs
Supplier (Company) Name: Alpha-Cal, LLC	
Contact Name: Matt Everett	**Contact Phone #:** (321) 266 - 4263

SECTION 1: SUPPLIER EVALUATION

1.) How would you rate the supplier in the following areas?

	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
Overall customer service	☐	☐	☐	☐	☑
Delivery as scheduled or promised	☐	☐	☐	☐	☑

	1 Not Satisfied	2 Somewhat Satisfied	3 Satisfied	4 Very Satisfied
2.) How satisfied are you with the supplier?	☐	☐	☐	☑

3.) Will you use this supplier again? ☑ Yes ☐ No

SECTION 2: PRODUCT / SERVICE EVALUATION

4.) Based on the areas below, how would you rate the products/services provided with this Bid?

	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
Compliance with specifications	☐	☐	☐	☐	☑
Quality as compared to similar products/services	☐	☐	☐	☐	☑
Prices as compared to similar products/services	☐	☐	☐	☐	☑

	1 Very Unlikely	2 Unlikely	3 Probably	4 Definitely
5.) Would you purchase this product/service again?	☐	☐	☐	☑

SECTION 3: END USER COMMENTS

Please share any additional information regarding this supplier or the products / services provided. **If this supplier's performance is unsatisfactory, please tell us why.** You may attach an additional sheet if necessary.

Alpha-Cal has been a great partner for our district. They understand the needs of our department, audiologists, equipment, and schools. They deliver a quality and timely product.

EVALUATION FORM COMPLETED BY:

Name: Andrea Ciotti	**Title:** ESE Director-Specialized Instructio	**Contact Phone #:** (754) 321 - 3463
School/Department: District ESE - Specialized Instruction		
Participant's Signature: Andrea Ciotti		**Date:** 12/04/2024

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-9.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

ITB-FY23-193 - Overhead and Automatic Door Repair And Maintenance

REQUESTED ACTION:

Approve Additional Spending of $172,000 for the Invitation to Bid (ITB) ITB-FY23-193 - Overhead And Automatic Door Repair And Maintenance to the following Vendor: Coast to Coast Garage Door, LLC. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet

FINANCIAL IMPACT:

$172,000. The new total award amount is $712,000 and is funded by The Physical Plant Operations Department.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2611

EXECUTIVE SUMMARY

Recommendation to Approve Additional Spending Authority
ITB-FY23-193 - Overhead and Automatic Door Repair And Maintenance

---

Board Meeting Date: February 19, 2025

Recommended Action
Approve Additional Spending of $172,000 for the Invitation to Bid (ITB) ITB-FY23-193 - Overhead And Automatic Door Repair And Maintenance to the following Vendor: Coast to Coast Garage Door, LLC.

District-Zone Impact: District-wide.

If the Board votes "Yes": Continued access for preventive maintenance services to repair or replace overhead and automatic doors throughout the District.

If the Board votes "No": Reduced access for preventive maintenance services to repair or replace overhead and automatic doors throughout the District.

Background/History
This bid is utilized by The Physical Plant Operations (PPO) Department to perform preventive maintenance and repair/replace overhead and automatic doors throughout the District. Having a committed Vendor on an agreement will help with the replacement of overhead doors at the various Transportation Department terminals.

Agreement Term; November 22, 2022, through November 8, 2025; Small/Minority/Women Business Enterprise Vendor(s): None.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Perform preventive maintenance services to repair or replace overhead and automatic doors District-wide.

Procurement Method
In accordance with Section 6A-1.012(1)(b), F.A.C., the term "invitation to bid" shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. An invitation to bid is used when the school district is capable of specifically defining the scope of work for which a contractual service is required or when the School Board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written competitive solicitation includes an invitation to bid that is publicly posted.
A copy of the ITB documents is available: http://www.broward.k12.fl.us/supply/agenda/ITB-FY23-193_OverheadandAutomaticDoorRepairandMaintenance.pdf

Financial Impact
The additional spending authority requested is $172,000**.** The new total award amount is $712,000 and is funded by The Physical Plant Operations Department.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority request	11/9/2022	36	$540,000
Additional spending authority request	2/19/2025		$172,000
Total Agreement Amount		**36**	**$712,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		**Preparation Date:**	January 14, 2025
Previous Bid # (Ex: 10-004R):	FY23-193	**Buyer/PA:**	Nafisa Seeram
New Bid Award Total:	$712,000	**Bid Title:**	Overhead Door Repair and Maintenance
Previous Award Total:	$540,000		
Bid Type:	INCREASE TO BID		
Previous Bid Term (Start Date):	11/22/2022	**New Bid Term (In Months):**	
Previous Bid Term (End Date):	11/8/2025	**# of Months Into Bid:**	26

SPEND REPORTING	
Purchase Order(s) Spend:	$493,473
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$493,473**
Average Monthly Expenditure:	$18,980
Unused Authorized Spending:	**$46,527**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
129775-COAST TO COAST GARAGE DOOR LLC		$ 493,473
	PO VENDOR SPEND:	**$ 493,473**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 493,473**

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	Various Schools & Locations	**Name** (First & Last)	Mark D. Dorsett
Fund	1000	**Title**	Executive Director
Functional Area	8104721500000000	**Department/School Name**	Physical Plant Operations
Commitment Item	8104721500000000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**1/13/2025**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-10.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

RFP-FY21-188 - Structured Cabling & Enterprise Networking (E-rate)

REQUESTED ACTION:

Approve the Additional Spending Authority of $3,500,000 for the Agreements between The School Board of Broward County Florida (SBBC), and the following three (3) Vendors: 1) TheIPGuys.net d/b/a OneNet Global; 2) United Data Technologies; and 3) Universal Cabling Systems Inc. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

Executive Summary
Financial Analysis Worksheet

FINANCIAL IMPACT:

$3,500,000. The total award amount is $24,500,000. The funding source will be paid from the Information Technology capital budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:	Trey Davis	Phone:	754-321-2607

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:
Name: Trey Davis
Title: Chief Information Officer
Phone: 754-321-2607

EXECUTIVE SUMMARY

Recommendation to Approve Additional Spending Authority
RFP-FY21-188 - Structured Cabling & Enterprise Networking (E-rate)

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Additional Spending Authority of $3,500,000 for the Agreements between The School Board of Broward County Florida (SBBC), and the following three (3) Vendors: 1) TheIPGuys.net d/b/a OneNet Global; 2) United Data Technologies; and 3) Universal Cabling Systems Inc.

District-Zone Impact: District-wide.

If the Board votes "Yes": Schools and departments can continue to use Structured Cabling and Enterprise Networking goods and services for SBBC network infrastructure.

If the Board votes "No": Schools and departments would not have access to goods and services to support the SBBC network infrastructure.

Background/History
This bid is for the purchase of goods and services for SBBC network infrastructure, to be partially funded through the Federal E-rate program. Structured Cabling goods and services are required to build and maintain low-voltage voice, video, and data cabling systems. Enterprise Networking goods and services are required to install and maintain the electronics needed to provide access to the Internet and other digital resources for computers and other peripherals on school campuses and District offices. This includes Local Area Networks and Wireless Local Area Networks. Examples of products to be procured include networking equipment such as switches, routers, wireless access points, and associated structured cabling.

Agreement Term: December 29, 2020, through June 30, 2026, with an option for two (2) additional one (1) year renewal periods; Small/Minority/Women Business Enterprise Vendor(s): None.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
The upgraded wireless access points deployed at schools and departments support fifty percent (50%) more users, enhancing connectivity for employees, guests, and devices. Structured cabling installations support 10 times more network bandwidth than existing cabling. The structured cabling is designed to accommodate future technological advancements, making it easier to upgrade and expand the network as needed.

Procurement Method

This Agreement was competitively solicited in accordance with Purchasing Policy 3800, and Florida Administrative Code 6A-1.012(7). In the submittal of responses to Requests for Proposals, The School Board may award contracts to one (1) or more responsive, responsible proposers in accordance with the selection criteria published in the Request for Proposal.

A copy of the RFP documents is available online at: http://www.broward.k12.fl.us/supply/agenda/RFP-FY21-188_StructuredCabling&EnterpriseNetworking(E-rate).pdf

Financial Impact

The requested additional spending authority is $3,500,000. The total award amount is $24,500,000. The funding source will be paid from the Information Technology capital budget.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority request	12/12/2020	66	$21,000,000
Additional spending authority request	2/19/2025	0	$3,500,000
Total Agreement Amount		**66**	**$24,500,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		**Preparation Date:**	January 13, 2025
Previous Bid # (Ex: 10-004R):	FY21-188	**Buyer/PA:**	MAYA BALSECA
New Bid Award Total:	$3,500,000	**Bid Title:**	Structured Cabling & Enterprise Networking (E-rate)
Previous Award Total:	$21,000,000		
Bid Type:	Increase to Bid		
Previous Bid Term (Start Date):	12/29/2020	**New Bid Term (In Months):**	
Previous Bid Term (End Date):	6/30/2026	**# of Months Into Bid:**	49

SPEND REPORTING	
Purchase Order(s) Spend:	$20,991,648
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$20,991,648**
Average Monthly Expenditure:	$428,401
Unused Authorized Spending:	**$8,352**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
122452-UNIVERSAL CABLING SYSTEMS INC		$ 10,445,093
120451-UNITED DATA TECHNOLOGIES INC		$ 10,000,196
146385-ONENET GLOBAL		$ 295,360
102915-JDL TECHNOLOGIES INC		$ 251,000
	PO VENDOR SPEND:	**$ 20,991,648**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 20,991,648**

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	1380098580	**Name** (First & Last)	Jason Greenberg
Fund	3000	**Title**	Director
Functional Area	7400000000000000	**Department/School Name**	Infrastructure Services
Commitment Item	56480000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**1/14/2025**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-11.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

RFP25-093 - Demolition Services

REQUESTED ACTION:

Approve the Agreements for Award of Request for Proposal (RFP) RFP25-093 - Demolition Services with the following two (2) Vendors: 1) S3S Construction, Inc.; 2) The BG Group, LLC. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.
The Agreements have been reviewed and approved as to form and legal content by the Office of the General Counsel.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Agreements-2
- Award Recommendation

FINANCIAL IMPACT:

$3,230,000 and is funded by approved construction/demolition project budgets included in the Adopted DEFP and the PPO operating budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

Safety

OR **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2611

EXECUTIVE SUMMARY

Recommendation to Approve Agreements
RFP25-093 - Demolition Services

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Agreements for Award of Request for Proposal (RFP) RFP25-093 - Demolition Services with the following two (2) Vendors: 1) S3S Construction, Inc.; 2) The BG Group, LLC.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": Continued access to demolition services whenever required throughout the District.

If the Board votes "No": Reduced access to demolition services whenever required throughout the District.

Background/History
The Physical Plant Operations (PPO) Department will utilize this bid to provide demolition services whenever required throughout the District. The District's Representative will meet the awarded vendor onsite for the purpose of conducting field inspections and field measurements and noting exceptions and irregularities at each site.

Agreement Term: February 19, 2025, through February 18, 2028, and upon approval by both parties may be extended for two (2) additional one (1) year periods and, if needed, one hundred eighty (180) calendar days; Small/Minority/Women Business Enterprise Vendor(s): S3S Construction, Inc.; The BG Group, LLC.

HB Hoffman LLC was not able to successfully complete the written agreement, therefore, it is not part of this award.

Alignment to 2027 Goals and Guardrails
Safety

Measurable Outcome(s)/Return on Investment
Using the bid for the demolition of portables and other buildings that are part of approved Scopes of Work for the Adopted District (Adopted construction/demolition projects) should benefit the District through the economies of scale for cost and time by being grouped together.

Procurement Method
This Agreement was competitively solicited in accordance with Purchasing Policy 3800, and Florida Administrative Code 6A-1.012(7). In the submittal of responses to Requests for Proposals, The School Board may award contracts to one (1) or more responsive, responsible proposers in accordance with the selection criteria published in the Request for Proposal.

A copy of the RFP documents is available online at:
http://www.broward.k12.fl.us/supply/agenda/RFP25-093_DemolitionServices.pdf

Financial Impact
The spending authority requested is $3,230,000 and is funded by approved construction/demolition project budgets included in the Adopted DEFP and the PPO operating budget.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority request	2/19/2025	36	$3,230,000
Total Agreement Amount		**36**	**$3,230,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	RFP25-093	**Preparation Date:**	January 17, 2025
Previous Bid # (Ex: 10-004R):	FY23-255	**Buyer/PA:**	EDGAR LUGO
New Bid Award Total:	$3,230,000	**Bid Title:**	Demolition Services
Previous Award Total:	$3,230,000		
Bid Type:	NEW BID		
Previous Bid Term (Start Date):	1/18/2023	**New Bid Term (In Months):**	36
Previous Bid Term (End Date):	1/17/2025	**# of Months Into Bid:**	24

SPEND REPORTING	
Purchase Order(s) Spend:	$1,250,989
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$1,250,989**
Average Monthly Expenditure:	$52,125
Unused Authorized Spending:	**$1,979,011**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
133731-THE BG GROUP LLC		$ 1,250,989
	PO VENDOR SPEND:	**$ 1,250,989**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 1,250,989**

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	Various as approved by DEFP & Board Action	**Name** (First & Last)	Mark D. Dorsett
Fund	37XX	**Title**	Executive Director
Functional Area	7400806580000000	**Department/School Name**	Physical Plant Operations
Commitment Item	56820000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**1/20/2025**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

AGREEMENT

THIS AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

S3S CONSTRUCTION, INC
(hereinafter referred to as "VENDOR"),
whose principal place of business is
7320 Griffin Road, Suite 222 Davie, FL 33314

WHEREAS, On November 20, 2024, SBBC issued a Request for Proposal identified as RFP25-093 – Demolition Services (hereinafter "RFP"), and amended by Addendum No. 1 dated December 12, 2024, each of which are incorporated by reference herein, for the purpose od receiving proposals for Demolition Services; and

WHEREAS, VENDOR was one of nine (9) total vendors submiting proposals in response to the RFP, and one of three (3) vendors recommended for award.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement**. Unless terminated earlier pursuant to section 3.05 of this Agreement, the term of this Agreement commences upon the date of the last signature below ("Effective Date") and concludes three (3) years after the actual commencement date; and by mutual agreement between SBBC and the Awardee, be extended for two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period. SBBC and Awardee may, by mutual agreement, when exercising the option terms provided herein, extend the Agreement for a term period less than the full one (1) year option term. The Procurement &

Warehousing Services Department will, if considering renewing, request a letter of intent to renew from each Awardee before the end of the current contract period.

When a subsequent Agreement award process for the award of the goods or services sought under a competitive solicitation is stopped due to the filing of a formal written protest, SBBC reserves the right to extend this Agreement beyond the expiration of the two (2) term extensions, and 180 calendar day term extension, awarded under this RFP for the goods or services contained in the subsequent competitive solicitation that is being protested. Such extension shall be until the new Agreement award under protest can be approved by SBBC.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern:

First: This Agreement, then;
Second: Addendum No. 1 to RFP25-093, then;
Third: RFP25-093 – Demolition Services, then;
Fourth: Proposal submitted in response to the RFP by VENDOR

2.03 **Description of Goods or Services Provided**. VENDOR shall provide the services described in **Attachment B – Scope of Services**

2.04 **Cost and payment**. Cost of services delivered under this bid shall be as described in **Attachment A – Cost of Services.**

2.05 **Inspection of VENDOR's Records by SBBC**. VENDOR shall establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All VENDOR's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation, and reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze, and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze, and verify any and all invoices, billings, payments, and claims submitted by VENDOR or any of VENDOR's payees pursuant to this Agreement. VENDOR's Records subject to examination include, without limitation, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. VENDOR's Records subject to this section include any and all documents pertinent to the evaluation, analysis, verification, and reconciliation of any and all expenditures under this Agreement without regard to funding sources.

(a) VENDOR's Records Defined. For the purposes of this Agreement, the term "VENDOR's Records" shall include, without limitation, accounting records, payroll time sheets, cancelled payroll checks, W-2 forms, written policies and procedures, computer records, disks and software, videos, photographs, executed subcontracts, subcontract files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including sufficient supporting documentation and documentation covering

negotiated settlements), and any other supporting documents that would substantiate, reconcile or refute any charges and/or expenditures related to this Agreement.

(b) Duration of Right to Inspect. For the purpose of such audits, inspections, examinations, evaluations, and reproductions, SBBC's agent or authorized representative shall have access to VENDOR's Records from the Effective Date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to VENDOR pursuant to this Agreement.

(c) Notice of Inspection. SBBC's agent or its authorized representative shall provide VENDOR reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(d) Audit Site Conditions. SBBC's agent or its authorized representative shall have reasonable access to VENDOR's facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(e) Failure to Permit Inspection. Failure by VENDOR to permit audit, inspection, examination, evaluation, and reproduction as permitted under this section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the denial of some or all of any VENDOR's claims for payment by SBBC.

(f) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this section discloses overcharges or unauthorized charges to SBBC by VENDOR in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by VENDOR. If the audit discloses billings or charges to which VENDOR is not contractually entitled, VENDOR shall pay said sum to SBBC within twenty (20) calendar days of receipt of written demand.

(g) Inspection of Subcontractor's Records. VENDOR shall require any and all subcontractors, insurance agents, and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by VENDOR to include such requirements in any subcontract constitute grounds for termination of this Agreement by SBBC for cause and are grounds for the exclusion of some or all of any Payee's costs from amounts payable by SBBC to VENDOR pursuant to this Agreement and such excluded costs shall become the liability of VENDOR.

(h) Inspector General Audits. VENDOR shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.06 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director, Procurement & Warehousing Services The School Board of Broward County, Florida 7720 West Oakland Park Boulevard – Suite 323 Sunrise, FL 33351
To VENDOR:	Kevin Maragh, President 7320 Griffin Road, Suite 222 Davie, FL 33314

2.07 **E-Verify**. Pursuant to Section 448.095, Florida Statutes, any party contracting with SBBC shall register with and use the E-Verify system to verify the work authorization for all employees hired during the course of this Agreement. Any such party shall require any subcontractors used to perform the duties and responsibilities under this Agreement to register with and use the E-Verify system to verify the work authorization for all employees that the subcontractor hires during the course of this Agreement. If applicable, any such party must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States. If SBBC has a good faith belief that any such party has knowingly violated Section 448.09(1), Florida Statutes, SBBC may immediately terminate this Agreement for cause and without notice or an opportunity to cure the violation. Termination by SBBC pursuant to this section is not a breach of this Agreement and may not be considered as such.

2.08 **Background Screening.** VENDOR shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. Personnel who are subject to background screening include all of Insert Name's non-exempt employees, representatives, agents, and sub-contractors performing duties under this Agreement who meet any of the three (3) descriptions listed above. This background screening will be conducted by SBBC in advance of VENDOR or its personnel providing any services under this Agreement. VENDOR shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement (FDLE) to maintain the fingerprints provided with respect to VENDOR and its

personnel. The parties agree that the failure of VENDOR to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate this Agreement immediately for cause and with no opportunity required to permit VENDOR to cure such default and no further responsibilities or duties for SBBC to perform under this Agreement. VENDOR agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from VENDOR's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes. SBBC issued identification badges must be worn at all times when on SBBC property or when performing services for SBBC and must be worn where they are visible and easily readable.

2.09 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. VENDOR shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, VENDOR shall provide SBBC with a copy of any requested public records or to allow the requested public 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. VENDOR shall 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 Agreement's term and following completion of the Agreement if VENDOR does not transfer the public records to SBBC. Upon completion of the Agreement, VENDOR shall transfer, at no cost, to SBBC all public records in possession of VENDOR or keep and maintain public records required by SBBC to perform the services required under the Agreement. If VENDOR transfers all public records to SBBC upon completion of the Agreement, VENDOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If VENDOR keeps and maintains public records upon completion of the Agreement, VENDOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.10 **Liability**. This section survives the termination of all performance or obligations under this Agreement and is fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC. SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable, up to the limits of Section 768.28, Florida Statutes, for any damages resulting from said negligence.

(b) By VENDOR. VENDOR agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which SBBC, its agents, servants, and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of or due to the products, goods, or services furnished by VENDOR, its agents, servants, or employees; the equipment of VENDOR, its agents, servants, or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of VENDOR or the negligence of VENDOR's agents when acting within the scope of their employment, whether such claims, judgments, costs, and expenses are for damages, damage to property including SBBC's property, and injury or death of any person whether employed by VENDOR, SBBC, or otherwise.

2.11 **Insurance Requirements.** VENDOR shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. VENDOR shall have and maintain General Liability insurance with limits of not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate; and limits of not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Professional Liability/Errors & Omissions. VENDOR shall have and maintain Professional Liability/Errors & Omissions insurance with a limit of not less than $1,000,000 per occurrence covering any services provided under this Agreement.

(c) Workers' Compensation. In accordance with Chapter 440, Florida Statutes, VENDOR shall have and maintain Workers' Compensation insurance and Employer's Liability limits of not less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Auto Liability. VENDOR shall have and maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage with limits of not less than $1,000,000 Combined Single Limit. If VENDOR does not own any vehicles, it shall have and maintain hired and non-owned automobile liability coverage in the amount of $1,000,000. In addition, an affidavit signed by VENDOR must be furnished to SBBC stating the following: "Insert Name does not own any vehicles. If VENDOR acquires any vehicles during the term of the Agreement, VENDOR agrees to provide proof of "Any Auto" coverage effective as of the date of vehicle acquisition."

(e) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(f) Verification of Coverage. Proof of the required insurance must be furnished by VENDOR to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) calendar days of the date of this Agreement. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit *VENDOR* to remedy any deficiencies. Post award you will receive an email including a link to upload *(drag and drop)* your certificate of insurance.

(g) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees, and agents are added as additional insureds.

2) All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

3) Certificate HolderThe School Board of Broward County, Florida, 600 SE 3rd Ave.-11th Floor, Fort Lauderdale, FL 33301.

(h) Cancellation of Insurance. VENDOR is prohibited from providing services under this Agreement with SBBC without first obtaining the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(i) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverages, or endorsements herein throughout the term of this Agreement.

2.12 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, VENDOR represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC's Policy No. 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, VENDOR shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall VENDOR retaliate against any person for reporting instances of such discrimination. VENDOR shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant

marketplace. VENDOR understands and agrees that a material violation of this clause is considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third-party.

2.13 **Certification Regarding Scrutinized Activities.** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing an Agreement for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing an Agreement for goods or services over One Million Dollars and 00/100 Cents ($1,000,000.00) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to Section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Entering into this Agreement constitutes certification by VENDOR that it is not listed on any of the following: (a) the Scrutinized Companies that Boycott Israel List, (b) Scrutinized Companies with Activities in Sudan List, or (c) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. VENDOR further certifies that it is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. VENDOR acknowledges that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorney's fees, and/or costs. VENDOR further understands that any Agreement with SBBC for goods or services of any amount may be terminated at SBBC's option if VENDOR (a) is found to have submitted a false certification, (b) has been placed on the List of Scrutinized Companies that Boycott Israel, or (c) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the Agreement is one million dollars ($1,000,000) or more, the Agreement may be terminated at SBBC's option if VENDOR is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

2.14 **Annual Appropriation.** SBBC's performance and obligations under this Agreement is contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty accrues to SBBC if this provision is exercised, and SBBC is not obligated or liable for any future payments due or any damages as a result of termination under this section.

2.15 **Excess Funds**. Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC, together with any applicable statutory interest.

2.16 **Incorporation by Reference**. **Attachments A and B** attached hereto and referenced herein are incorporated into this Agreement by reference.

2.17 **Proprietary Information.**

(a) Any documents or materials submitted to SBBC shall be open for inspection by any person in accordance with Section 119.07, Florida Statutes, except as otherwise exempted from disclosure by applicable law. A party contracting with SBBC must clearly mark, label, designate, or identify any portions of any documents or materials it provides to SBBC which are claimed to be confidential and exempt from public inspection, provided that the confidential or exempt portions of such documents or materials are clearly marked with specific citations of law that provide the asserted confidentiality or exemption. A contracting party's failure to identify any confidential or exempt portions of documents or materials or to specify the law establishing their confidential or exempt status is a waiver of confidential or exempt status for any such unidentified or unsupported portions of any documents or materials.

(b) If SBBC receives a public record request for documents or materials in its custody under this Agreement which have been properly marked as confidential or exempt, SBBC will notify the contracting party of the public records request. The notice shall state that the requested materials will be produced by SBBC to the requesting party within ten (10) calendar days of the date of the written notification, unless the contracting party has initiated an action at its sole cost and expense in a court of competent jurisdiction to preclude the release of the requested materials. The contracting party shall name the party requesting the documents or materials as a defendant and will not name SBBC as a party to the action, but will provide SBBC with notice of such proceedings. The contracting party agrees to indemnify SBBC for any costs, expenses, and attorney's fees SBBC may incur with regard to any legal proceedings and judgments that may arise from the request for the contracting party's public records that are subject to claims of confidential or exempt status. A failure to timely initiate the legal action required by this paragraph is a waiver of any claim that the requested information is confidential and exempt from public disclosure. The contracting party waives any cause of action against SBBC for the release of materials pursuant to a public records request except for any claims based upon the intentional or grossly negligent conduct of any employee of SBBC.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section survives the termination of all performance or obligations under this Agreement and is fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third-Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations under this Agreement in or upon any third person or entity. None of the parties intend to directly or substantially benefit a third-party

by this Agreement. The parties agree that there are no third-party beneficiaries to this Agreement and that no third-party is entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement are acting in the capacity of independent contractors and not as an officer, employee, or agent of one another. Neither party or its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits, or any other benefits of SBBC employees exists as a result of the performance of any duties or responsibilities under this Agreement. SBBC is not responsible for Social Security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors, or assignees.

3.04 **Default**. The parties agree that, if either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days' written notice to cure the default. However, if said default cannot be cured within said thirty (30) calendar day period and the defaulting party is diligently attempting in good faith to cure same, the time period will be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy is cumulative and in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder precludes any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to section 3.05.

3.05 **Termination**. This Agreement may be terminated with or without cause by SBBC during the term hereof upon thirty (30) calendar days' written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC is entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC has no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion, or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, that title to such property shall pass to SBBC, and that SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All of SBBC's obligations under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and are payable and performable in Broward County, Florida.

3.08 **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 disputes, controversies, or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida has jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of 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 is predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred, or encumbered by any party without the prior written consent of the other party. There shall be no partial assignment of interests under this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles, and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe, or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. If any one or more of the sections, paragraphs, sentences, clauses, or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable, or void in any respect, such does not affect the remaining portions of this Agreement and the same remain in full force and effect as if such invalid, illegal, unlawful, unenforceable, or void sections, paragraphs, sentences, clauses, or provisions had never been included.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has

been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein is effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **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 is not a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver is only effective as to the specific instance for which it is obtained and is not a continuing or future waiver.

3.17 **Force Majeure**. Neither party is obligated to perform any duty, requirement, or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, 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, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available thereunder are in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

3.19 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds survive the termination of this Agreement.

3.20 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or her/his designee to take any actions necessary to implement and administer this Agreement.

3.21 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which is an original, but all of which, taken together, shall constitute one and the same Agreement.

3.22 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the Effective Date.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By: _____
Debra Hixon, Chair

ATTEST:

Date: _____

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR VENDOR:

(Corporate Seal)

ATTEST:

_____, Secretary

-or-

_____
Witness

_____
Witness

S3S CONSTRUCTION, INC.

By: _____

Print Name: KEVIN MARAGH

Title: President

Date: 1/29/2025

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF FLORIDA

COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this 29th day of JAN. 2025 (*date*) by KEVIN MARAGH (*name of officer or agent, title of officer or agent*) of S3S CONSTRUCTION, INC. (*name of corporation acknowledging*), a FLORIDA (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☑ personally known to me or has produced _____ (*type of identification*) as identification and who ☐☐did/☐did not first take an oath this 29th day of January, 2025.

My Commission Expires: 1/17/2026

Gareth Bullock
Signature – Notary Public

GARETH BULLOCK
Printed Name of Notary

(SEAL)

GARETH BULLOCK
MY COMMISSION # HH 208167
EXPIRES: January 17, 2026

HH 208167
Notary's Commission No.

ATTACHMENT A

Proposer Information *Please complete all tabs and submit electronically.*	
Company Name	S3S Construction, Inc.
Individual to contact for sales	Kevin Maragh
Email for sales contact listed above	kevin@s3sconstruction.com
Phone number for sales contact listed above	9548017363
Individual to contact for assistance with invoicing, credits	Reena Maragh
Email for individual listed above	reena@s3sconstruction.com
Phone number for individual listed above	9543487070

Instructions:
1.) This form is to be filled out electronically
2.) All Fields in the Proposer Information box (above) should be filled in Thank you for your cooperation!

Company Name:	S3S Construction, Inc.

PRICING SHEET

Quantities listed are estimates and are not guaranteed.

NOTE: Environmental materials (asbestos / mercury / refrigerant / etc.) will be addressed by the district prior to being turned over to the demolition contractor. Submit electronically.

Instructions to Proposer:
1. Enter pricing information in column F.
2. Formulas will calculate based on pricing entered below.

Item #	Description	Estimated Quantity	Unit of Measure	Price Per Unit of Measure (See note 1 below)	Extended Total Price	Negotiated Price Per Unit of Measure (See note 1 below)
1	Concrete Block Structure (CBS) without partitions	10,000	SQ FT	$9.50	$95,000.00	
2	Concrete Block Strucutre (CBS) with partitions	15,000	SQ FT	$11.50	$172,500.00	$8.00
3	Portable wood units. Typical portables are between 850 and 1,100 sq. ft. **Estimated 300 portables are to be demolished 2025-2026.** (see note 3)	300,000	SQ FT	$6.90	$2,070,000.00	$6.00
4	Additional hourly rate when surgical removal of a middle portable unit needs to be demoed from a bank of multiple portables. Labor Rate, per hour, per crew (Crew = labor and equipment)	10,000	HOUR	$135.00	$1,350,000.00	
5	Metal structures without partitions	4,000	SQ FT	$6.00	$24,000.00	
6	Driveway/concrete pad removal	150,000	SQ FT	$5.85	$877,500.00	
7	Driveway/asphalt removal.	60,000	SQ FT	$4.95	$297,000.00	
8	Septic tank (sq ft of lid)	1,000	SQ FT	$12.52	$12,520.00	
9	Pump out lift station/septic tank.	1	COST PER 1000 GALLON (OR LESS)	$580.00	$580.00	
10	Pump out lift station/septic tank for each 100 gallons in excess of 1,000 gallon tank.	1	COST FOR EACH 100 GALLONS	$49.00	$49.00	
11	Swimming pool	800	SQ FT	$4.30	$3,440.00	
12	Fence, chain link.	5,000	LIN FT	$1.35	$6,750.00	
13	Fence, wood.	5,000	LIN FT	$2.35	$11,750.00	
14	Fence, masonry.	100	LIN FT	$26.00	$2,600.00	
15	Screen enclosures.	5,000	SQ FT	$3.80	$19,000.00	
	THE TOTAL AMOUNT WILL BE UTILIZED FOR SCORING PURPOSES ->				$4,942,689.00	

Notes
1) Prices requested in column F must be all inclusive (labor, materials, equipment, and hauling)
2) All costs associated with the disposal fees will be charged as a passthrough with no mark-ups or other additional costs. The awardee shall provide the copy of the invoices for such fees to be entitled for payment. Failure to share such invoices will result in no payment of such costs.
3) Estimated quantities are based on 1000 SQ FT portable size

Company Name: S3S Construction, Inc.

ADDITIONAL INFORMATION & SERVICES
This information is not be used for award purposes.

Instructions to Proposer:
1. Enter information in columns C, and D.
2. Submit electronically.

Item #	Description	Price Per Unit of Measure
1	Cost per linear foot for the removal of piling (extraction)	$120.00
2	Cost per linear foot for the removal of piling (no extraction)	$100.00
3	Cost for the removal of a florescent tube (from fixture only)	$50.00
4	Cost of the removal of a H.I.D. bulb (from fixture only)	$50.00
5	Cost of removal of a ballast (from fixture only)	$85.00
6	Cost per cubic yard for the removal of trash	$110.00
7	Cost for the removal of an abandoned vehicle	$1,000.00
8	Cost per cubic yard for the removal of tires (with or without rim)	$100.00
9	Cost per cubic yard for tree removal	$255.00
10	Cost per cubic yard for backfill	$200.00
11	Cost per linear foot for temporary fencing	$25.00
12	Cost per hour for a security guard	$50.00
13	Generator, based on daily rate (10 hours) - SIZE: ___16-25kw_____	$300.00
14	Generator, based on daily rate (10 hours) - SIZE: __56-64 kw_____	$430.00
15	Generator, based on daily rate (10 hours) - SIZE: ____100-127 kw_____	$640.00
16	Lump Sum Cost for Locates of all utilities-projects 1/2 acre or Less, inclusive of irrigation, by ground penetration radar or other technologies available to obtain this information.	$965.00
17	Per Acre Cost for Locates of all utilities-for projects in excess of ½ acre, inclusive of irrigation, by ground penetration radar or other technologies available to obtain this information.	$1,800.00
	Additional Items Not Covered	
18	Electric Disconnect (daily rate)	$2,500.00
19	Plumbing Pipe cut and cap (daily rate, no excavation)	$1,800.00
20	Fire Alarm Disconnect from the nearest panel (daily rate)	$2,000.00
21		
22		
23		

MOBILIZATION FEE
Each bidder may submit a mobilization fee that shall not exceed 5% of total project cost or $500, whichever is less.

WATER USAGE FEE

Each bidder may submit a water usage that shall not exceed 2% of total project cost or $300, which ever is less.

ATTACHMENT B – SCOPE OF SERVICES

1. GENERAL INFORMATION:

Whenever demolition service is required, awarded vendors will be notified to provide a proposal for each project. When a vendor is requested to provide a proposal for a project, the proposal must be itemized based on the prices submitted on the Bid Summary Document and Additional Information Document of this bid. The District will not accept a quote based on a "not to exceed" dollar total. All quotes must be itemized. However, it is understood that individual demolition jobs may warrant an additional educational discount. Therefore, a vendor may always submit an itemized quote that is based on a lower price than those submitted in their bid documents. Award for the project will be based on the total lowest price after adjustments have been made for all preferences that may be applicable.

Pricing provided on the Additional Information Document will not be considered in the award of this bid.

The School District reserves the right to award all demolition projects less than 3,500 square feet to the vendor offering the lowest price for the specified type of structure based on pricing submitted in the Bid Summary Excel of the bid after adjustments have been made for all preferences that may be applicable.

The District's representative will meet the awarded vendor on site for the purpose of conducting field measurements and noting exceptions and irregularities for the project. The awarded vendor will also provide the District's representative with a written time line reflecting daily estimated percentages of progress for the completion of a project. If the project completion can be accomplished within 72 hours or less, submission of the schedule will not be required.

2. DEMOLITION PROCEDURES:

Upon receipt of Notice to Proceed, the awarded vendor (hereinafter referred to as the contractor) shall furnish all labor, supervisors, equipment, machinery, tools, materials, transportation, and other facilities and services necessary to complete all work specified herein inclusive of portable toilet facilities.

Prior to the commencement of work a joint meeting between the contractor and the School District's representative shall be conducted to review the scope of work.

Contractor shall document disconnection of above and underground utilities which include but are not limited to water, sewage, gas, electric, phone and cable television. Documentation shall accompany the invoice for payment.

Material (debris) demolished will be transported to a land fill approved by the Solid Waste Authority, Department of Environmental Protection, or to an approved recycler or permitted clean fill site for disposal**. COPIES OF ALL WASTE DISPOSAL RECORDS SHALL BE PROVIDED TO THE OWNER AS PROOF OF PROPER DISPOSAL AS AN ATTACHMENT TO THE FINAL INVOICE FOR PAYMENT. PAYMENT WILL NOT BE MADE UNTIL ACCEPTABLE WASTE DISPOSAL RECORDS ARE RECEIVED.**

When required, backfill shall be accomplished with clean fill, free of rocks and vegetation. After fill placement and compaction, grade the surface to meet adjacent contours and to provide flow to surface drainage structures if present. Surface depressions occurring within 30 days after completions of project shall be filled and graded by the contractor at no cost to the owner.

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ATTACHMENT B – SCOPE OF SERVICES (Continued)

Should the contractor encounter material which they identify as having the potential of being hazardous waste (e.g. asbestos, underground storage tanks or other unexpected substances), they shall cease work immediately and notify the District's representative

Demolition shall be total removal of underground footings and pilings. Depressions caused by the contractor's activity shall be backfilled and compacted with clean backfill material provided by contractor, when required.
Underground sanitation lines shall be removed to the city easement line, and capped with a permanent cap. As-built site plans are not available for all locations including all utilities (e.g. Irrigation). The District may provide an aerial view depicting the structures to be demolished. The contractor shall mark the location of all city/county/private utility lines they can identify.

Free standing walls shall be leveled by the end of the work day.

When required, a security guard shall be provided during the periods that contractor is not conducting demolition at the site. This shall include nights and weekends. The cost of security services shall be a separate bid item as noted in the Additional Information Section of the bid. The number of security guards required varies depending upon size of the structure to be demolished and layout of the site.

Temporary fencing with windscreen shall be erected around larger demolition projects. The District's representative shall identify the sites and conditions requiring temporary fencing.

Equipment, materials and machinery left on site by the contractor at the conclusion of each work day shall be secured. The School District of Broward County assumes no responsibility directly or implied for the vandalizing or theft of equipment on site or operated on site during the course of the demolition.

All equipment, supplies and other items owned by the contractor shall be removed immediately upon completion of the project.

Damage to city, county, state or private sidewalks, underground and above ground utilities, structures not part of the demolition project and personal property of any nature caused as a result of the contractor's activity shall be repaired or replaced by the contractor at no cost to the owner. A written notice of satisfactory replacement or repair shall be provided to the district representative by the contractor and signed by the governmental representative or private individual. This notice shall become a part of the project file to resolve future claims for damage.

Demolition shall be accomplished in a systematic professional manner, with care and safeguards taken to protect adjacent property, contractor's employees, welfare and safety of the general public.

Occupational Safety and Health Administration rules and regulation shall be observed at all times.

Water and electrical power required for completion of the project shall be supplied by contractor.

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Broward County Public Schools Is An Equal Opportunity/Equal Access Employer

ATTACHMENT B – SCOPE OF SERVICES (Continued)

3. **INSPECTION:**

Contractor shall not conceal or render inaccessible work of any nature until it has been examined and approved by the District inspector. All work concealed or rendered inaccessible with no record or notification of inspection shall be uncovered by the contractor at no expense to the owner.

Contractor shall contact the District representative following completion of demolition and establish a time for owner's inspector and any public authority representative required to ensure that work has been executed in accordance with specifications and all applicable codes.

Contractor shall be responsible for notification of any public authority having jurisdiction on the demolition project as to the time and place of final inspection.

Contractor shall provide written description for demolition removal procedures and schedule prior to commencement.

4. **SCHEDULING:**

All projects shall be done on a continuous basis. Lags or gaps in the time task schedule for any project assigned under the provisions of this contract are unacceptable and may, at the owner's discretion, be grounds for termination of this contract.

5. **POLLUTION CONTROLS:**

Contractor shall use water sprinkling, (minimum 1½" diameter hose) temporary enclosures, and other suitable methods to allow NO VISIBLE EMISSIONS and to comply with governing regulation pertaining to environmental protection. Contractor shall clean structures and other interior of dust, dirt and debris caused by demolition and return adjacent areas to condition existing prior to the start of the project.

6. **SALVAGE:**

No materials salvaged from the site shall be stored or allowed to remain on site for a period exceeding 24 hours.

Salvageable materials on site shall become the property of the contractor. The potential revenues which will be derived from disposal of salvageable materials should be taken into consideration by bidders in the formalization of the base bid price.

7. **FIELD MEASUREMENTS:**

Measurements used in formulating bid shall be derived by exterior measurements of structure to be demolished. Square foot results shall be multiplied by square foot bid price under the type of structure to be demolished. Where a structure is constructed of a combination of materials (e.g. concrete block and wood) the total price shall be based upon the material with the greater weight to allow for dump fees. Final determination of material used in construction of any structure shall be made by the District's representative.

Broward County Public Schools Is An Equal Opportunity/Equal Access Employer

ATTACHMENT B – SCOPE OF SERVICES (Continued)

8. **FIELD MEASUREMENTS:**

Measurements used in formulating bid shall be derived by exterior measurements of structure to be demolished. Square foot results shall be multiplied by square foot bid price under the type of structure to be demolished. Where a structure is constructed of a combination of materials (e.g. concrete block and wood) the total price shall be based upon the material with the greater weight to allow for dump fees. Final determination of material used in construction of any structure shall be made by the District's representative.

9. **PRICING:**

Contract price shall be in accordance with pricing submitted in this bid plus any discount. Proof of disposal shall be on the load tickets submitted with the contractor's final invoice at the completion of project. **Payment will not be made until acceptable waste disposal records are received. Refer to Paragraph 2 of Specifications.** Quotations shall be based upon the actual square footage measured on the exterior of the structure to be demolished per story.
All waste fees / dumping fees will remain flexible based on the current market conditions and applicable fees when the demolition work / transportation of waste material / dumping is performed. No mark-up is allowed.

10. **PROJECT RECORD DOCUMENTS:**

Accurately record actual locations of capped utilities and sub-surface obstructions.

11. **ENVIRONMENTAL AND CONSERVATION SERVICES:**

When applicable, the Broward County School District Environmental and Conservation Services office will collect samples to determine if Asbestos Containing Material (ACM) is present prior to the demolition of a site. When Asbestos Containing Material is present and left in the building, the, material should be disposed of per Federal (EPA), State (DEP) and Local (PBC Health Department) environmental regulations. For asbestos materials required to be removed prior to demolition, the District's Environmental and Conservation Services office will abate. NESHAPs notification to the Department of Health shall be made by the Environmental and Conservation Services office a minimum of ten days prior to the start of demolition.

12. **MOBILIZATION FEE:**

Each bidder may submit a mobilization fee that shall not exceed 5% of total project cost or $500, whichever is less.

13. **WATER USAGE FEE:**

Each bidder may submit a water usage fee that shall not exceed 2% of total project cost or $300, whichever is less.

14. **REGULATORY REQUIREMENTS:**

A. Conform to applicable code (NESHAPs) for demolition of structure, safety of adjacent structure, dust control.
B. Obtain required permits from authorities.
C. Notify affected utility companies before starting work and comply with their requirements.
D. Do not close or obstruct roadways, sidewalks, and hydrants without permits.
E. Conform to procedures applicable (Demolition Checklist) when discovering hazardous or contaminated materials.

ATTACHMENT B – SCOPE OF SERVICES (Continued)

15. **SITE PREPARATION:**

A. Provide, erect and maintain temporary barriers and security devices, when required.
B. Protect existing landscaping materials, appurtenances, structures, which are not to be demolished.
C. Prevent movement or settlement of adjacent structures. Provide bracing and shoring.
D. Mark locations of utilities.

16. **DEMOLITION REQUIREMENTS:**

A. Conduct demolitions to minimize interference with adjacent structures and occupancies.
B. Cease operations immediately if adjacent structures appear to be in danger. Notify owner. Do not resume operations until directed.
C. Conduct operations with minimum interference to public or private accesses. Maintain protected egress and access at all times.
D. Pre-wet material before demolition, while also keeping material wet during demolition and material loading with water so as not to allow visible emissions. Provide hoses and water connections for this purpose (minimum 1½" diameter hoses). Garden hoses shall not be allowed.
E. Disconnect, remove and cap and identify designated utilities within demolition areas.
F. Remove foundation walls and footings to a minimum of two feet below finished grade.
G. Remove concrete slabs-on-grade.
H. Backfill open pits and holes caused as a result of demolition.
I. Rough grade and compact areas affected by demolition to maintain site grades and contours.
J. Remove demolished materials from site.
K. Remove and promptly dispose of contaminated, vermin infested, or dangerous materials encountered.
L. Do not burn or bury materials on site. Leave site in clean condition.
M. Remove temporary work.
N. Fill materials shall be natural river or bank sand, free of silt, clay, loam, friable or soluble materials or organic matter.

17. **CONTRACTORS REQUIREMENTS:**

The successful bidder (hereinafter referred to as the contractor) shall furnish, at their expense, all labor, supervisors, equipment, machinery, tools, materials, transportation, and other facilities and services necessary to fully complete all work specified herein inclusive of portable toilet facilities.

Work shall be accomplished in accordance with specifications set forth herein, and all applicable state, county and local laws, codes and ordinances. In addition, the contractor shall comply with the letter and intent of all EPA, OSHA and any other pertinent federal state and local regulations concerning the work specified. Any and all work not meeting these requirements shall be corrected at no expense to the School District. Contractor shall secure and pay applicable fees, licenses necessary for the proper execution and completion of required work.

The contractor shall be responsible for ALL underground utility locates, inclusive of irrigation, and shall provide two (2) copies of underground utilities locate report/plan to appropriate District official for project, prior to destruction commencement.

ATTACHMENT B – SCOPE OF SERVICES (Continued)

Contractor shall correct any and all damage caused by their operations to the District's satisfaction at no additional cost to the District inclusive of, but not limited to, Any water lines, sanitary lines, irrigation lines, electrical lines, curbs, sidewalks, fences, gates, streets, parking lots, grassed areas, broken or damaged. This shall include the correcting and reworking all sodded or grassed areas damaged due to their operations.

The contractor shall provide protection to buildings, structures and utilities that are under or above the ground, or on the surface, from contractor's operations that may be hazardous and/or damaging to said facilities.

The contractor shall be responsible for the protection of personnel against hazards or injuries due to the demolition operation at the work site. The public shall be protected at all times from danger areas where injury may occur and all danger areas must be clearly marked.

The contractor shall be responsible to ensure frequent pick-up of all refuse, rubbish, scrap materials, and debris that result from their operations so that work site presents a neat and orderly appearance at all times. All rubbish, scrap, etc., shall be transported from the premises. NO rubbish shall be deposited as fill on the work site. At completion of work, the contractor shall remove all work materials, tools, construction equipment, machinery, and surplus materials from the work site and shall leave project in ready to use condition.

Safeguard of all equipment, tools, materials, etc., at the work site is the contractor's responsibility.

The contractor shall have an English-speaking supervisor/representative on the worksite at all times, who shall be thoroughly knowledgeable of all plans, specifications, and other contract documents and has the authority to act in the contractor's behalf.

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Broward County Public Schools Is An Equal Opportunity/Equal Access Employer

AGREEMENT

THIS AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

THE BG GROUP LLC
(hereinafter referred to as "VENDOR"),
whose principal place of business is
751 Park of Commerce Drive #138 Boca Raton, FL 33487

WHEREAS, On November 20, 2024, SBBC issued a Request for Proposal identified as RFP25-093 – Demolition Services (hereinafter "RFP"), and amended by Addendum No. 1 dated December 12, 2024, each of which are incorporated by reference herein, for the purpose od receiving proposals for Demolition Services; and

WHEREAS, VENDOR was one of nine (9) total vendors submiting proposals in response to the RFP, and one of three (3) vendors recommended for award.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement**. Unless terminated earlier pursuant to section 3.05 of this Agreement, the term of this Agreement commences upon the date of the last signature below ("Effective Date") and concludes three (3) years after the actual commencement date; and by mutual agreement between SBBC and the Awardee, be extended for two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period. SBBC and Awardee may, by mutual agreement, when exercising the option terms provided herein, extend the Agreement for a term period less than the full one (1) year option term. The Procurement &

Warehousing Services Department will, if considering renewing, request a letter of intent to renew from each Awardee before the end of the current contract period.

When a subsequent Agreement award process for the award of the goods or services sought under a competitive solicitation is stopped due to the filing of a formal written protest, SBBC reserves the right to extend this Agreement beyond the expiration of the two (2) term extensions, and 180 calendar day term extension, awarded under this RFP for the goods or services contained in the subsequent competitive solicitation that is being protested. Such extension shall be until the new Agreement award under protest can be approved by SBBC.

2.02 **Priority of Documents**. In the event of a conflict between documents, the following priority of documents shall govern:

First: This Agreement, then;
Second: Addendum No. 1 to RFP25-093, then;
Third: RFP25-093 – Demolition Services, then;
Fourth: Proposal submitted in response to the RFP by VENDOR

2.03 **Description of Goods or Services Provided**. VENDOR shall provide the services described in **Attachment B – Scope of Services**

2.04 **Cost and payment**. Cost of services delivered under this bid shall be as described in **Attachment A – Cost of Services.**

2.05 **Inspection of VENDOR's Records by SBBC**. VENDOR shall establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All VENDOR's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation, and reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze, and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze, and verify any and all invoices, billings, payments, and claims submitted by VENDOR or any of VENDOR's payees pursuant to this Agreement. VENDOR's Records subject to examination include, without limitation, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. VENDOR's Records subject to this section include any and all documents pertinent to the evaluation, analysis, verification, and reconciliation of any and all expenditures under this Agreement without regard to funding sources.

(a) VENDOR's Records Defined. For the purposes of this Agreement, the term "VENDOR's Records" shall include, without limitation, accounting records, payroll time sheets, cancelled payroll checks, W-2 forms, written policies and procedures, computer records, disks and software, videos, photographs, executed subcontracts, subcontract files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including sufficient supporting documentation and documentation covering

negotiated settlements), and any other supporting documents that would substantiate, reconcile or refute any charges and/or expenditures related to this Agreement.

(b) Duration of Right to Inspect. For the purpose of such audits, inspections, examinations, evaluations, and reproductions, SBBC's agent or authorized representative shall have access to VENDOR's Records from the Effective Date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to VENDOR pursuant to this Agreement.

(c) Notice of Inspection. SBBC's agent or its authorized representative shall provide VENDOR reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(d) Audit Site Conditions. SBBC's agent or its authorized representative shall have reasonable access to VENDOR's facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(e) Failure to Permit Inspection. Failure by VENDOR to permit audit, inspection, examination, evaluation, and reproduction as permitted under this section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the denial of some or all of any VENDOR's claims for payment by SBBC.

(f) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this section discloses overcharges or unauthorized charges to SBBC by VENDOR in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by VENDOR. If the audit discloses billings or charges to which VENDOR is not contractually entitled, VENDOR shall pay said sum to SBBC within twenty (20) calendar days of receipt of written demand.

(g) Inspection of Subcontractor's Records. VENDOR shall require any and all subcontractors, insurance agents, and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by VENDOR to include such requirements in any subcontract constitute grounds for termination of this Agreement by SBBC for cause and are grounds for the exclusion of some or all of any Payee's costs from amounts payable by SBBC to VENDOR pursuant to this Agreement and such excluded costs shall become the liability of VENDOR.

(h) Inspector General Audits. VENDOR shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.06 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Director, Procurement & Warehousing Services The School Board of Broward County, Florida 7720 West Oakland Park Boulevard – Suite 323 Sunrise, FL 33351
To VENDOR:	Ivy Fradin, Managing Member 751 Park of Commerce Dr #138 Boca Raton, FL 334874

2.07 **E-Verify**. Pursuant to Section 448.095, Florida Statutes, any party contracting with SBBC shall register with and use the E-Verify system to verify the work authorization for all employees hired during the course of this Agreement. Any such party shall require any subcontractors used to perform the duties and responsibilities under this Agreement to register with and use the E-Verify system to verify the work authorization for all employees that the subcontractor hires during the course of this Agreement. If applicable, any such party must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States. If SBBC has a good faith belief that any such party has knowingly violated Section 448.09(1), Florida Statutes, SBBC may immediately terminate this Agreement for cause and without notice or an opportunity to cure the violation. Termination by SBBC pursuant to this section is not a breach of this Agreement and may not be considered as such.

2.08 **Background Screening.** VENDOR shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. Personnel who are subject to background screening include all of Insert Name's non-exempt employees, representatives, agents, and sub-contractors performing duties under this Agreement who meet any of the three (3) descriptions listed above. This background screening will be conducted by SBBC in advance of VENDOR or its personnel providing any services under this Agreement. VENDOR shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement (FDLE) to maintain the fingerprints provided with respect to VENDOR and its

personnel. The parties agree that the failure of VENDOR to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate this Agreement immediately for cause and with no opportunity required to permit VENDOR to cure such default and no further responsibilities or duties for SBBC to perform under this Agreement. VENDOR agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from VENDOR's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes. SBBC issued identification badges must be worn at all times when on SBBC property or when performing services for SBBC and must be worn where they are visible and easily readable.

2.09 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. VENDOR shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, VENDOR shall provide SBBC with a copy of any requested public records or to allow the requested public 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. VENDOR shall 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 Agreement's term and following completion of the Agreement if VENDOR does not transfer the public records to SBBC. Upon completion of the Agreement, VENDOR shall transfer, at no cost, to SBBC all public records in possession of VENDOR or keep and maintain public records required by SBBC to perform the services required under the Agreement. If VENDOR transfers all public records to SBBC upon completion of the Agreement, VENDOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If VENDOR keeps and maintains public records upon completion of the Agreement, VENDOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.10 **Liability**. This section survives the termination of all performance or obligations under this Agreement and is fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC. SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable, up to the limits of Section 768.28, Florida Statutes, for any damages resulting from said negligence.

(b) By VENDOR. VENDOR agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which SBBC, its agents, servants, and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of or due to the products, goods, or services furnished by VENDOR, its agents, servants, or employees; the equipment of VENDOR, its agents, servants, or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of VENDOR or the negligence of VENDOR's agents when acting within the scope of their employment, whether such claims, judgments, costs, and expenses are for damages, damage to property including SBBC's property, and injury or death of any person whether employed by VENDOR, SBBC, or otherwise.

2.11 **Insurance Requirements.** VENDOR shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. VENDOR shall have and maintain General Liability insurance with limits of not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate; and limits of not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Professional Liability/Errors & Omissions. VENDOR shall have and maintain Professional Liability/Errors & Omissions insurance with a limit of not less than $1,000,000 per occurrence covering any services provided under this Agreement.

(c) Workers' Compensation. In accordance with Chapter 440, Florida Statutes, VENDOR shall have and maintain Workers' Compensation insurance and Employer's Liability limits of not less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Auto Liability. VENDOR shall have and maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage with limits of not less than $1,000,000 Combined Single Limit. If VENDOR does not own any vehicles, it shall have and maintain hired and non-owned automobile liability coverage in the amount of $1,000,000. In addition, an affidavit signed by VENDOR must be furnished to SBBC stating the following: "Insert Name does not own any vehicles. If VENDOR acquires any vehicles during the term of the Agreement, VENDOR agrees to provide proof of "Any Auto" coverage effective as of the date of vehicle acquisition."

(e) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(f) Verification of Coverage. Proof of the required insurance must be furnished by VENDOR to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) calendar days of the date of this Agreement. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit *VENDOR* to remedy any deficiencies. Post award you will receive an email including a link to upload *(drag and drop)* your certificate of insurance.

(g) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees, and agents are added as additional insureds.

2) All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

3) Certificate HolderThe School Board of Broward County, Florida, 600 SE 3rd Ave.-11th Floor, Fort Lauderdale, FL 33301.

(h) Cancellation of Insurance. VENDOR is prohibited from providing services under this Agreement with SBBC without first obtaining the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(i) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverages, or endorsements herein throughout the term of this Agreement.

2.12 **Nondiscrimination.**

(a) As a condition of entering into this Agreement, VENDOR represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC's Policy No. 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, VENDOR shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall VENDOR retaliate against any person for reporting instances of such discrimination. VENDOR shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant

marketplace. VENDOR understands and agrees that a material violation of this clause is considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third-party.

2.13 **Certification Regarding Scrutinized Activities.** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing an Agreement for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing an Agreement for goods or services over One Million Dollars and 00/100 Cents ($1,000,000.00) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to Section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Entering into this Agreement constitutes certification by VENDOR that it is not listed on any of the following: (a) the Scrutinized Companies that Boycott Israel List, (b) Scrutinized Companies with Activities in Sudan List, or (c) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. VENDOR further certifies that it is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. VENDOR acknowledges that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorney's fees, and/or costs. VENDOR further understands that any Agreement with SBBC for goods or services of any amount may be terminated at SBBC's option if VENDOR (a) is found to have submitted a false certification, (b) has been placed on the List of Scrutinized Companies that Boycott Israel, or (c) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the Agreement is one million dollars ($1,000,000) or more, the Agreement may be terminated at SBBC's option if VENDOR is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

2.14 **Annual Appropriation.** SBBC's performance and obligations under this Agreement is contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty accrues to SBBC if this provision is exercised, and SBBC is not obligated or liable for any future payments due or any damages as a result of termination under this section.

2.15 **Excess Funds**. Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC, together with any applicable statutory interest.

2.16 **Incorporation by Reference**. **Attachments A and B** attached hereto and referenced herein are incorporated into this Agreement by reference.

2.17 **Proprietary Information.**

(a) Any documents or materials submitted to SBBC shall be open for inspection by any person in accordance with Section 119.07, Florida Statutes, except as otherwise exempted from disclosure by applicable law. A party contracting with SBBC must clearly mark, label, designate, or identify any portions of any documents or materials it provides to SBBC which are claimed to be confidential and exempt from public inspection, provided that the confidential or exempt portions of such documents or materials are clearly marked with specific citations of law that provide the asserted confidentiality or exemption. A contracting party's failure to identify any confidential or exempt portions of documents or materials or to specify the law establishing their confidential or exempt status is a waiver of confidential or exempt status for any such unidentified or unsupported portions of any documents or materials.

(b) If SBBC receives a public record request for documents or materials in its custody under this Agreement which have been properly marked as confidential or exempt, SBBC will notify the contracting party of the public records request. The notice shall state that the requested materials will be produced by SBBC to the requesting party within ten (10) calendar days of the date of the written notification, unless the contracting party has initiated an action at its sole cost and expense in a court of competent jurisdiction to preclude the release of the requested materials. The contracting party shall name the party requesting the documents or materials as a defendant and will not name SBBC as a party to the action, but will provide SBBC with notice of such proceedings. The contracting party agrees to indemnify SBBC for any costs, expenses, and attorney's fees SBBC may incur with regard to any legal proceedings and judgments that may arise from the request for the contracting party's public records that are subject to claims of confidential or exempt status. A failure to timely initiate the legal action required by this paragraph is a waiver of any claim that the requested information is confidential and exempt from public disclosure. The contracting party waives any cause of action against SBBC for the release of materials pursuant to a public records request except for any claims based upon the intentional or grossly negligent conduct of any employee of SBBC.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section survives the termination of all performance or obligations under this Agreement and is fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third-Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations under this Agreement in or upon any third person or entity. None of the parties intend to directly or substantially benefit a third-party

by this Agreement. The parties agree that there are no third-party beneficiaries to this Agreement and that no third-party is entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement are acting in the capacity of independent contractors and not as an officer, employee, or agent of one another. Neither party or its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits, or any other benefits of SBBC employees exists as a result of the performance of any duties or responsibilities under this Agreement. SBBC is not responsible for Social Security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors, or assignees.

3.04 **Default**. The parties agree that, if either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days' written notice to cure the default. However, if said default cannot be cured within said thirty (30) calendar day period and the defaulting party is diligently attempting in good faith to cure same, the time period will be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy is cumulative and in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder precludes any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to section 3.05.

3.05 **Termination**. This Agreement may be terminated with or without cause by SBBC during the term hereof upon thirty (30) calendar days' written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC is entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC has no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion, or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, that title to such property shall pass to SBBC, and that SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All of SBBC's obligations under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and are payable and performable in Broward County, Florida.

3.08 **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 disputes, controversies, or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida has jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of 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 is predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect**. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred, or encumbered by any party without the prior written consent of the other party. There shall be no partial assignment of interests under this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles, and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe, or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. If any one or more of the sections, paragraphs, sentences, clauses, or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable, or void in any respect, such does not affect the remaining portions of this Agreement and the same remain in full force and effect as if such invalid, illegal, unlawful, unenforceable, or void sections, paragraphs, sentences, clauses, or provisions had never been included.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has

been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments**. No modification, amendment, or alteration in the terms or conditions contained herein is effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **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 is not a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver is only effective as to the specific instance for which it is obtained and is not a continuing or future waiver.

3.17 **Force Majeure**. Neither party is obligated to perform any duty, requirement, or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, 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, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available thereunder are in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

3.19 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds survive the termination of this Agreement.

3.20 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or her/his designee to take any actions necessary to implement and administer this Agreement.

3.21 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which is an original, but all of which, taken together, shall constitute one and the same Agreement.

3.22 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the Effective Date.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By: _____
Debra Hixon, Chair

ATTEST:

Date: _____

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR VENDOR:

(Corporate Seal)

THE BG GROUP LLC 2003

ATTEST:

THE BG GROUP LLC

By: _____

_____, Secretary

Print Name: Ivy Fradin

-or-

Title: Managing Member

Witness

Date: 1/24/25

Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF FL

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this January 24 2025 (*date*) by Ivy Fradin (*name of officer or agent, title of officer or agent*) of The BG Group (*name of corporation acknowledging*), a LL (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☑ personally known to me or has produced _____ (*type of identification*) as identification and who ☐ did/☐ did not first take an oath this 24 day of January, 2025.

My Commission Expires: 12/11/25

_____
Signature – Notary Public

(SEAL)

PRISCILLA C REESE
Notary Public - State of Florida
Commission # HH 165967
My Comm. Expires Dec 11, 2025
Bonded through National Notary Assn.

Priscilla Reese
Printed Name of Notary

HH165967
Notary's Commission No.

ATTACHMENT A

Procurement & Warehousing Services
Broward County Public Schools

RFP Bid #RFP25-093
Demolition Services

Proposer Information *Please complete all tabs and submit electronically.*	
Company Name	THE BG GROUP LLC
Individual to contact for sales	IVY FRADIN
Email for sales contact listed above	IVY@BGDEMOLITION.COM
Phone number for sales contact listed above	5617150530
Individual to contact for assistance with invoicing, credits	IVY FRADIN
Email for individual listed above	IVY@BGDEMOLITION.COM
Phone number for individual listed above	5617150530

Instructions:
1.) This form is to be filled out electronically
2.) All Fields in the Proposer Information box (above) should be filled in Thank you for your cooperation!

Company Name: THE BG GROUP LLC **all prices assume no ACM and no disposal (which is passthrough per bid docs)**

PRICING SHEET

Quantities listed are estimates and are not guaranteed.

NOTE: Environmental materials (asbestos / mercury / refrigerant / etc.) will be addressed by the district prior to being turned over to the demolition contractor. Submit electronically.

Instructions to Proposer:
1. Enter pricing information in column F.
2. Formulas will calculate based on pricing entered below.

Item #	Description	Estimated Quantity	Unit of Measure	Price Per Unit of Measure (See note 1 below)	Extended Total Price
1	Concrete Block Structure (CBS) without partitions	10,000	SQ FT	$4.55	$45,500.00
2	Concrete Block Strucutre (CBS) with partitions	15,000	SQ FT	$4.68	$70,200.00
3	Portable wood units. Typical portables are between 850 and 1,100 sq. ft. **Estimated 300 portables are to be demolished 2025-2026.** (see note 3)	300,000	SQ FT	$5.94	$1,782,000.00
4	Additional hourly rate when surgical removal of a middle portable unit needs to be demoed from a bank of multiple portables. Labor Rate, per hour, per crew (Crew = labor and equipment)	10,000	HOUR	$450.00	$4,500,000.00
5	Metal structures without partitions	4,000	SQ FT	$4.10	$16,400.00
6	Driveway/concrete pad removal	150,000	SQ FT	$5.75	$862,500.00
7	Driveway/asphalt removal.	60,000	SQ FT	$5.18	$310,800.00
8	Septic tank (sq ft of lid)	1,000	SQ FT	$11.50	$11,500.00
9	Pump out lift station/septic tank.	1	COST PER 1000 GALLON (OR LESS) TANK	$800.00	$800.00
10	Pump out lift station/septic tank for each 100 gallons in excess of 1,000 gallon tank.	1	COST FOR EACH 100 GALLONS	$55.00	$55.00
11	Swimming pool	800	SQ FT	$4.02	$3,216.00
12	Fence, chain link.	5,000	LIN FT	$1.49	$7,450.00
13	Fence, wood.	5,000	LIN FT	$2.48	$12,400.00
14	Fence, masonry.	100	LIN FT	$3.90	$390.00
15	Screen enclosures.	5,000	SQ FT	$5.50	$27,500.00
	THE TOTAL AMOUNT WILL BE UTILIZED FOR SCORING PURPOSES ->				**$7,650,711.00**

Company Name:	THE BG GROUP LLC

ADDITIONAL INFORMATION & SERVICES
This information is not be used for award purposes.

Instructions to Proposer:
1. Enter information in columns C, and D.
2. Submit electronically.

Item #	Description	Price Per Unit of Measure
1	Cost per linear foot for the removal of piling (extraction)	$20.00
2	Cost per linear foot for the removal of piling (no extraction)	$20.00
3	Cost for the removal of a florescent tube (from fixture only)	$2.50
4	Cost of the removal of a H.I.D. bulb (from fixture only)	$5.00
5	Cost of removal of a ballast (from fixture only)	$5.00
6	Cost per cubic yard for the removal of trash	$28.00
7	Cost for the removal of an abandoned vehicle	$500.00
8	Cost per cubic yard for the removal of tires (with or without rim)	$80.00
9	Cost per cubic yard for tree removal	$20.00
10	Cost per cubic yard for backfill	$27.00
11	Cost per linear foot for temporary fencing	$14.00
12	Cost per hour for a security guard	$40.00
13	Generator, based on daily rate (10 hours) - SIZE: _____50kw_____	$800.00
14	Generator, based on daily rate (10 hours) - SIZE: _____	
15	Generator, based on daily rate (10 hours) - SIZE: _____	
16	Lump Sum Cost for Locates of all utilities-projects 1/2 acre or Less, inclusive of irrigation, by ground penetration radar or other technologies available to obtain this information.	$800.00
17	Per Acre Cost for Locates of all utilities-for projects in excess of ½ acre, inclusive of irrigation, by ground penetration radar or other technologies available to obtain this information.	$800.00
	Additional Items Not Covered	
18		
19		
20		
21		
22		
23		

ATTACHMENT B – SCOPE OF SERVICES

1. GENERAL INFORMATION:

Whenever demolition service is required, awarded vendors will be notified to provide a proposal for each project. When a vendor is requested to provide a proposal for a project, the proposal must be itemized based on the prices submitted on the Bid Summary Document and Additional Information Document of this bid. The District will not accept a quote based on a "not to exceed" dollar total. All quotes must be itemized. However, it is understood that individual demolition jobs may warrant an additional educational discount. Therefore, a vendor may always submit an itemized quote that is based on a lower price than those submitted in their bid documents. Award for the project will be based on the total lowest price after adjustments have been made for all preferences that may be applicable.

Pricing provided on the Additional Information Document will not be considered in the award of this bid.

The School District reserves the right to award all demolition projects less than 3,500 square feet to the vendor offering the lowest price for the specified type of structure based on pricing submitted in the Bid Summary Excel of the bid after adjustments have been made for all preferences that may be applicable.

The District's representative will meet the awarded vendor on site for the purpose of conducting field measurements and noting exceptions and irregularities for the project. The awarded vendor will also provide the District's representative with a written time line reflecting daily estimated percentages of progress for the completion of a project. If the project completion can be accomplished within 72 hours or less, submission of the schedule will not be required.

2. DEMOLITION PROCEDURES:

Upon receipt of Notice to Proceed, the awarded vendor (hereinafter referred to as the contractor) shall furnish all labor, supervisors, equipment, machinery, tools, materials, transportation, and other facilities and services necessary to complete all work specified herein inclusive of portable toilet facilities.

Prior to the commencement of work a joint meeting between the contractor and the School District's representative shall be conducted to review the scope of work.

Contractor shall document disconnection of above and underground utilities which include but are not limited to water, sewage, gas, electric, phone and cable television. Documentation shall accompany the invoice for payment.

Material (debris) demolished will be transported to a land fill approved by the Solid Waste Authority, Department of Environmental Protection, or to an approved recycler or permitted clean fill site for disposal**. COPIES OF ALL WASTE DISPOSAL RECORDS SHALL BE PROVIDED TO THE OWNER AS PROOF OF PROPER DISPOSAL AS AN ATTACHMENT TO THE FINAL INVOICE FOR PAYMENT. PAYMENT WILL NOT BE MADE UNTIL ACCEPTABLE WASTE DISPOSAL RECORDS ARE RECEIVED.**

When required, backfill shall be accomplished with clean fill, free of rocks and vegetation. After fill placement and compaction, grade the surface to meet adjacent contours and to provide flow to surface drainage structures if present. Surface depressions occurring within 30 days after completions of project shall be filled and graded by the contractor at no cost to the owner.

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ATTACHMENT B – SCOPE OF SERVICES (Continued)

Should the contractor encounter material which they identify as having the potential of being hazardous waste (e.g. asbestos, underground storage tanks or other unexpected substances), they shall cease work immediately and notify the District's representative

Demolition shall be total removal of underground footings and pilings. Depressions caused by the contractor's activity shall be backfilled and compacted with clean backfill material provided by contractor, when required.
Underground sanitation lines shall be removed to the city easement line, and capped with a permanent cap. As-built site plans are not available for all locations including all utilities (e.g. Irrigation). The District may provide an aerial view depicting the structures to be demolished. The contractor shall mark the location of all city/county/private utility lines they can identify.

Free standing walls shall be leveled by the end of the work day.

When required, a security guard shall be provided during the periods that contractor is not conducting demolition at the site. This shall include nights and weekends. The cost of security services shall be a separate bid item as noted in the Additional Information Section of the bid. The number of security guards required varies depending upon size of the structure to be demolished and layout of the site.

Temporary fencing with windscreen shall be erected around larger demolition projects. The District's representative shall identify the sites and conditions requiring temporary fencing.

Equipment, materials and machinery left on site by the contractor at the conclusion of each work day shall be secured. The School District of Broward County assumes no responsibility directly or implied for the vandalizing or theft of equipment on site or operated on site during the course of the demolition.

All equipment, supplies and other items owned by the contractor shall be removed immediately upon completion of the project.

Damage to city, county, state or private sidewalks, underground and above ground utilities, structures not part of the demolition project and personal property of any nature caused as a result of the contractor's activity shall be repaired or replaced by the contractor at no cost to the owner. A written notice of satisfactory replacement or repair shall be provided to the district representative by the contractor and signed by the governmental representative or private individual. This notice shall become a part of the project file to resolve future claims for damage.

Demolition shall be accomplished in a systematic professional manner, with care and safeguards taken to protect adjacent property, contractor's employees, welfare and safety of the general public.

Occupational Safety and Health Administration rules and regulation shall be observed at all times.

Water and electrical power required for completion of the project shall be supplied by contractor.

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ATTACHMENT B – SCOPE OF SERVICES (Continued)

3. **INSPECTION:**

Contractor shall not conceal or render inaccessible work of any nature until it has been examined and approved by the District inspector. All work concealed or rendered inaccessible with no record or notification of inspection shall be uncovered by the contractor at no expense to the owner.

Contractor shall contact the District representative following completion of demolition and establish a time for owner's inspector and any public authority representative required to ensure that work has been executed in accordance with specifications and all applicable codes.

Contractor shall be responsible for notification of any public authority having jurisdiction on the demolition project as to the time and place of final inspection.

Contractor shall provide written description for demolition removal procedures and schedule prior to commencement.

4. **SCHEDULING:**

All projects shall be done on a continuous basis. Lags or gaps in the time task schedule for any project assigned under the provisions of this contract are unacceptable and may, at the owner's discretion, be grounds for termination of this contract.

5. **POLLUTION CONTROLS:**

Contractor shall use water sprinkling, (minimum 1½" diameter hose) temporary enclosures, and other suitable methods to allow NO VISIBLE EMISSIONS and to comply with governing regulation pertaining to environmental protection. Contractor shall clean structures and other interior of dust, dirt and debris caused by demolition and return adjacent areas to condition existing prior to the start of the project.

6. **SALVAGE:**

No materials salvaged from the site shall be stored or allowed to remain on site for a period exceeding 24 hours.

Salvageable materials on site shall become the property of the contractor. The potential revenues which will be derived from disposal of salvageable materials should be taken into consideration by bidders in the formalization of the base bid price.

7. **FIELD MEASUREMENTS:**

Measurements used in formulating bid shall be derived by exterior measurements of structure to be demolished. Square foot results shall be multiplied by square foot bid price under the type of structure to be demolished. Where a structure is constructed of a combination of materials (e.g. concrete block and wood) the total price shall be based upon the material with the greater weight to allow for dump fees. Final determination of material used in construction of any structure shall be made by the District's representative.

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ATTACHMENT B – SCOPE OF SERVICES (Continued)

8. **FIELD MEASUREMENTS:**

Measurements used in formulating bid shall be derived by exterior measurements of structure to be demolished. Square foot results shall be multiplied by square foot bid price under the type of structure to be demolished. Where a structure is constructed of a combination of materials (e.g. concrete block and wood) the total price shall be based upon the material with the greater weight to allow for dump fees. Final determination of material used in construction of any structure shall be made by the District's representative.

9. **PRICING:**

Contract price shall be in accordance with pricing submitted in this bid plus any discount. Proof of disposal shall be on the load tickets submitted with the contractor's final invoice at the completion of project. **Payment will not be made until acceptable waste disposal records are received. Refer to Paragraph 2 of Specifications.** Quotations shall be based upon the actual square footage measured on the exterior of the structure to be demolished per story.
All waste fees / dumping fees will remain flexible based on the current market conditions and applicable fees when the demolition work / transportation of waste material / dumping is performed. No mark-up is allowed.

10. **PROJECT RECORD DOCUMENTS:**

Accurately record actual locations of capped utilities and sub-surface obstructions.

11. **ENVIRONMENTAL AND CONSERVATION SERVICES:**

When applicable, the Broward County School District Environmental and Conservation Services office will collect samples to determine if Asbestos Containing Material (ACM) is present prior to the demolition of a site. When Asbestos Containing Material is present and left in the building, the, material should be disposed of per Federal (EPA), State (DEP) and Local (PBC Health Department) environmental regulations. For asbestos materials required to be removed prior to demolition, the District's Environmental and Conservation Services office will abate. NESHAPs notification to the Department of Health shall be made by the Environmental and Conservation Services office a minimum of ten days prior to the start of demolition.

12. **MOBILIZATION FEE:**

Each bidder may submit a mobilization fee that shall not exceed 5% of total project cost or $500, whichever is less.

13. **WATER USAGE FEE:**

Each bidder may submit a water usage fee that shall not exceed 2% of total project cost or $300, whichever is less.

14. **REGULATORY REQUIREMENTS:**

A. Conform to applicable code (NESHAPs) for demolition of structure, safety of adjacent structure, dust control.
B. Obtain required permits from authorities.
C. Notify affected utility companies before starting work and comply with their requirements.
D. Do not close or obstruct roadways, sidewalks, and hydrants without permits.
E. Conform to procedures applicable (Demolition Checklist) when discovering hazardous or contaminated materials.

ATTACHMENT B – SCOPE OF SERVICES (Continued)

15. **SITE PREPARATION:**

A. Provide, erect and maintain temporary barriers and security devices, when required.
B. Protect existing landscaping materials, appurtenances, structures, which are not to be demolished.
C. Prevent movement or settlement of adjacent structures. Provide bracing and shoring.
D. Mark locations of utilities.

16. **DEMOLITION REQUIREMENTS:**

A. Conduct demolitions to minimize interference with adjacent structures and occupancies.
B. Cease operations immediately if adjacent structures appear to be in danger. Notify owner. Do not resume operations until directed.
C. Conduct operations with minimum interference to public or private accesses. Maintain protected egress and access at all times.
D. Pre-wet material before demolition, while also keeping material wet during demolition and material loading with water so as not to allow visible emissions. Provide hoses and water connections for this purpose (minimum 1½" diameter hoses). Garden hoses shall not be allowed.
E. Disconnect, remove and cap and identify designated utilities within demolition areas.
F. Remove foundation walls and footings to a minimum of two feet below finished grade.
G. Remove concrete slabs-on-grade.
H. Backfill open pits and holes caused as a result of demolition.
I. Rough grade and compact areas affected by demolition to maintain site grades and contours.
J. Remove demolished materials from site.
K. Remove and promptly dispose of contaminated, vermin infested, or dangerous materials encountered.
L. Do not burn or bury materials on site. Leave site in clean condition.
M. Remove temporary work.
N. Fill materials shall be natural river or bank sand, free of silt, clay, loam, friable or soluble materials or organic matter.

17. **CONTRACTORS REQUIREMENTS:**

The successful bidder (hereinafter referred to as the contractor) shall furnish, at their expense, all labor, supervisors, equipment, machinery, tools, materials, transportation, and other facilities and services necessary to fully complete all work specified herein inclusive of portable toilet facilities.

Work shall be accomplished in accordance with specifications set forth herein, and all applicable state, county and local laws, codes and ordinances. In addition, the contractor shall comply with the letter and intent of all EPA, OSHA and any other pertinent federal state and local regulations concerning the work specified. Any and all work not meeting these requirements shall be corrected at no expense to the School District. Contractor shall secure and pay applicable fees, licenses necessary for the proper execution and completion of required work.

The contractor shall be responsible for ALL underground utility locates, inclusive of irrigation, and shall provide two (2) copies of underground utilities locate report/plan to appropriate District official for project, prior to destruction commencement.

ATTACHMENT B – SCOPE OF SERVICES (Continued)

Contractor shall correct any and all damage caused by their operations to the District's satisfaction at no additional cost to the District inclusive of, but not limited to, Any water lines, sanitary lines, irrigation lines, electrical lines, curbs, sidewalks, fences, gates, streets, parking lots, grassed areas, broken or damaged. This shall include the correcting and reworking all sodded or grassed areas damaged due to their operations.

The contractor shall provide protection to buildings, structures and utilities that are under or above the ground, or on the surface, from contractor's operations that may be hazardous and/or damaging to said facilities.

The contractor shall be responsible for the protection of personnel against hazards or injuries due to the demolition operation at the work site. The public shall be protected at all times from danger areas where injury may occur and all danger areas must be clearly marked.

The contractor shall be responsible to ensure frequent pick-up of all refuse, rubbish, scrap materials, and debris that result from their operations so that work site presents a neat and orderly appearance at all times. All rubbish, scrap, etc., shall be transported from the premises. NO rubbish shall be deposited as fill on the work site. At completion of work, the contractor shall remove all work materials, tools, construction equipment, machinery, and surplus materials from the work site and shall leave project in ready to use condition.

Safeguard of all equipment, tools, materials, etc., at the work site is the contractor's responsibility.

The contractor shall have an English-speaking supervisor/representative on the worksite at all times, who shall be thoroughly knowledgeable of all plans, specifications, and other contract documents and has the authority to act in the contractor's behalf.

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Procurement & Warehousing Services
Broward County Public Schools

AWARD RECOMMENDATION

RFP #:	RFP25-093	Tentative Board Meeting Date*:	3/11/2025
RFP Title:	Demolition Services	# Notified: 945	# Downloaded: 69
		# of Responses Rec'd: 9	# of "No Bids": 0
For:	Physical Plant Operations (School/Department)	RFP Opening Date :	December 18, 2024
Fund:	Department Operating Budget	Advertised Date:	November 20, 2024

POSTING OF AWARD RECOMMENDATION: RFP Award Recommendations will be posted in the Procurement & Warehousing Services and www.Demandstar.com on **_January 9, 2024 @ 2 :00 PM** and will remain posted for 72 hours. Any person who is adversely affected by the decision or intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3) (b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays and days during which the District is closed shall be excluded in the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise Florida 33351. Any person who files an action protesting an intended decision shall post with the School Board, at the time of filing the formal written protest, a bond, payable to The School Board of Broward County, Florida, (SBBC), in an amount equal to one percent (1%) of the estimated value of the contract. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

(*) The Cone of Silence, as stated in the RFP, is in effect until award is approved by SBBC. The Board meeting date stated above is tentative. Confirm with the Purchasing Agent of record for the actual date the Cone of Silence has concluded.

AWARD RECOMMENDATION

Nine (9) proposals were received in response to the Request for Proposal (RFP25-093). Proposals, that meet or exceed Section 4.2, Minimum Eligibility Requirements and Section 7.1 Liability, were evaluated by the following four (4) evaluation committee members consisting of:

Allen H. Behnke, Manager I, PPO; Brandon J. Pitman, Grounds Manager, PPO; Cheryl Fields, Project Coordinator, PPO; Thomas Iannarone, Supervisor II, PPO.

The S/M/WBE advisor for this RFP was Annemarie Richards, Advocacy & Compliance Coordinator, Economic Development & Diversity Compliance.

Therefore, in accordance with Section 5 – Evaluation of Proposals, it is recommended that three (3) proposers be recommended for award.

The proposers have complied with all the terms, conditions, and specifications of the RFP. It is recommended that the award be made to the following proposers listed below:

S3S Construction Corp.
The BG Group
HB Hoffman, LLC

This award shall be contingent upon the successful completion of a written agreement between the School Board of Broward County (SBBC), Florida, and the above-recommended proposers.

Agreement Term: This RFP will commence on the date of award, and continue for three (3) years after the actual commencement, and by mutual agreement between SBBC and the Awardee, be extended for two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Proposer's Name	Evaluation Points	Recommended for Award
HB Hoffman, LLC	72	✓
S3S Construction, Inc.	90	✓
The BG Group	81	✓

ADDITIONAL RECOMMENDATIONS

Rejection of Bid(s):

The School Board has the authority under Section 6A-1.012(8); Part III.B of School Board Policy 3800; and the standard ITB Special and General Conditions to reject any non-responsive proposals.

Rejection of entire bid from the following vendors:

1. Able Business Services, Inc.

Reason: Bidder is not pre-qualified by The School Board of Broward County (SBBC).

2. Demcon Group, LLC

Reason: Vendor did not meet Goal Setting Committee's (GSC's) mandatory requirements.

3. Edifica LLC

Reason: Bidder is not pre-qualified by SBBC.

4. Miliani Construction Corp

Reason: Vendor did not meet GSC's mandatory requirements.

5. National General Construction

Reason: Bidder is not pre-qualified by SBBC.

6. r2r Demolition Inc.

Reason: Bidder is not pre-qualified by SBBC.

By: Mark Cohen (Purchasing Agent)

Date: 1/10/2025

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-12.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

AGR25-149 - Maximo Application Suite Implementation
ADDED

REQUESTED ACTION:

Approve the Agreement between The School Board of Broward County, Florida, (SBBC), and International Business Machines (IBM) Corporation. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.
The Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Agreement

FINANCIAL IMPACT:

$3,819,022.89 funded through February 18, 2030. The funding source for the project is the CapEx/capital budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:	Trey Davis	Phone:	754-321-2607

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Feb. 6,

Electronic Signature

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

Form $4189 Revised 7/24
HH/JJS

For more information, please contact:
Name: Trey Davis
Title: Chief Information Officer
Phone: 754-321-2607

EXECUTIVE SUMMARY

Recommendation to Approve Agreement with International Business Machines (IBM) Corporation AGR25-149 - Maximo Application Suite Implementation

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Board Meeting Date: February 19, 2025

Recommended Action
Approve the Agreement between The School Board of Broward County, Florida, (SBBC), and International Business Machines (IBM) Corporation.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": SBBC will be able to use IBM Maximo's features to optimize asset management, minimize downtime, and extend the lifespan and value of our assets, all while adhering to industry best practices and providing stakeholders with direct access to answers regarding work or assets tracked.

If the Board votes "No": SBBC will maintain its current approach of using IBM Maximo for only a fraction of its intended purpose and will fail to capitalize on its prime functionality of asset tracking and maintenance efficiency.

Background/History
Currently, Broward County Public Schools (BCPS) uses IBM Maximo®, an industry-leading asset management software. Based on feedback from end users and low levels of product adoption, the project sponsors have identified the need for improvements in how the product is delivered and how SBBC users interact and use the system. With the successful implementation of the IBM Maximo Application Suite, BCPS will enhance its operational efficiency and asset performance and foster a culture of proactive maintenance and resource optimization.

Agreement Term: February 19, 2025, through February 18, 2030; Small/Minority/Women Business Enterprise Vendor(s): None.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
The consolidated three (3) year cumulative benefits are estimated at $5.6M with a three (3) year Return on Investment of one hundred thirty-six percent (136%).

Procurement Method
Pursuant to SBBC policy 3800, III.D., Section III, E, as authorized by Florida Administrative Code Rule 6A-1.012(14), information technology, as defined in Section 282.004(20), Florida Statutes, and Rule 6A-1.012(11)(b), Florida Administrative Code, competitive solicitations are not required for the purchase of computer software.

Financial Impact:
The financial impact to the District will be $3,819,022.89 funded through February 18, 2030. The funding source for the project is the CapEx (Capital Expenditure)/capital budget.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original Spending Authority request	2/19/2025	60	$3,819,022.89
Total Amount		**60**	**$3,819,022.89**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	AGR25-149	**Preparation Date:**	January 22, 2025
Previous Bid # (Ex: 10-004R):		**Buyer/PA:**	THAIS SOUZA
New Bid Award Total:	$3,819,023	**Bid Title:**	Maximo Application Suite Implementation
Previous Award Total:			
Bid Type:	NEW BID		
Previous Bid Term (Start Date):		**New Bid Term (In Months):**	60
Previous Bid Term (End Date):		**# of Months Into Bid:**	

SPEND REPORTING	
Purchase Order(s) Spend:	
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	
Average Monthly Expenditure:	
Unused Authorized Spending:	
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
	PO VENDOR SPEND:	
	P-CARD SPEND:	$ -
	TOTAL SPEND:	

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	1380098580	**Name** (First & Last)	Manuel Castaneda
Fund	1000	**Title**	Executive Director
Functional Area	8201721790000000	**Department/School Name**	Information Technology
Commitment Item	53690000	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

AGREEMENT

THIS AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

INTERNATIONAL BUSINESS MACHINES CORPORATION
(hereinafter referred to as "IBM"),
whose principal place of business is
One New Orchard Road, Armonk, New York 10504

WHEREAS, SBBC desires to engage the services of IBM for an implementation project (the Project), where IBM shall provide SBBC with IBM® Expert Labs Maximo Software as a Service Engagement ("SaaS"), IBM® Learning Subscription ("the Subscription"), and IBM® implementation services, collectively ("the Services"), that are necessary for SBBC to implement and utilize the Maximo® Application Suite ("MAS"); and

WHEREAS, MAS will assist SBBC in its goal of achieving and maintaining operational efficiency in asset service and lifecycle management, thereby enabling SBBC's proactive maintenance and resource optimization; and

WHEREAS, MAS will be integrated into SBBC's existing financial system, "Systems, Applications, and Products in Data Processing ("SAP"), thereby allowing stakeholders to access and interact with SBBC assets in "real time" via mobile devices, laptops, desktop computers, and tablets; and

WHEREAS, pursuant to SBBC Policy 3800, Section III, D, as authorized by Florida Administrative Code Rule 6A-1.012(11)(b), the requirement for requesting competitive solicitations for commodities or contractual services from three or more sources is hereby waived for the purchase for educational services and any type of copyrighted materials including, without limitation, computer software; and

WHEREAS, pursuant to SBBC Policy 3800, Section III, E, as authorized by Florida Administrative Code Rule 6A-1.012(14), a district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology, as defined in Section 282.004(20), Florida Statutes, may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the school district as determined by the district school board; and

WHEREAS, pursuant to Section 282.004(20), Florida Statutes, "information technology" means equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

ARTICLE 1-RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2-SPECIAL CONDITIONS

2.01 **Term of Agreement**. The term of this Agreement commences on February 19, 2025 ("Effective Date") and concludes on February 18, 2030, unless terminated earlier pursuant to section 3.05 of this Agreement.

2.02 **Scope of Services**. IBM shall provide SBBC with SaaS, the Subscription, and the Services for the Project, as detailed in the "Scope of Services" attached hereto, referenced herein and incorporated into this Agreement by reference as **Exhibit A**, and in compliance with this Agreement. Except as otherwise provided in this Agreement, any changes to the Scope of Services must be in writing and signed by both parties.

2.03 **Cost.** The total cost of the Project for SBBC shall not exceed $3,819,022.89, as specified in the "Cost Summary" and "IBM Quotations" attached hereto, referenced herein and incorporated into this Agreement by reference, respectively, as **Exhibits B and C,** as of the date of this Agreement.

2.04 **Payment.** Upon IBM's completion of the work identified in each Purchase Order ("PO") for MAS implementation, IBM shall submit an invoice addressed to SBBC at: **The School Board of Broward County, Florida, Accounting & Financial Reporting Department, ATTN: Accounts Payable, 600 Southeast Third Avenue, 7th Floor, Fort Lauderdale, Florida 33301**. IBM's invoices shall state the assigned PO number for verification by Accounts Payable. All invoices submitted by IBM to SBBC Accounts Payable are subject to approval by SBBC's Executive Director of Information Technology (IT) Operations. All approved IBM invoices shall be paid within thirty (30) calendar days of receipt by SBBC Accounts Payable. IBM's invoiced prices shall not exceed the prices indicated in **Exhibits B and C.** The total payment by SBBC to IBM for all IBM invoices under this Agreement shall not exceed $3,819,022.89.

2.05 **No Disclosure of SBBC Education Records.** SBBC shall not disclose any education records to IBM pursuant to this Agreement. However, should IBM come into contact with education records during the course of contracted responsibilities, these records are

confidential and protected by the Family Educational Rights and Privacy Act. (FERPA) and state laws and may not be used or re-disclosed. IBM's use or re-disclosure may violate applicable federal and state laws.

2.06 **IBM Safeguarding the Confidentiality of Education Records.** Notwithstanding any provision to the contrary within this Agreement, IBM shall:

(a) Privacy. Notwithstanding any provision to the contrary within this Agreement, IBM shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records; and

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 years or older whose education records are to be shared provides prior written consent for their release; and

3) notify the SBBC Privacy Officer immediately upon discovery of a hard copy breach of confidentiality of education records by telephone at 754-321-1900, and email at privacy@browardschools.com; and take all necessary notification steps as may be required by federal and Florida law.

(b) IT Security. Notwithstanding any provision to the contrary within this Agreement, IBM shall:

1) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request; and

2) safeguard each education record through administrative, physical and technological standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements; and

3) notify the SBBC IT Security Assistant Director immediately upon discovery of an electronic breach of confidentiality of education records by telephone at 754-321-0300, and email at privacy@browardschools.com; and take all necessary notification steps as may be required by federal and

Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes; and

4) reimburse SBBC for all required breach notifications under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes; and

5) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law.

(c) The obligations under this section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.07 **SBBC Disclosure of Employee Records.**

(a) SBBC staff will provide IBM with the employee records in this section for the following purpose:

1) to roster MAS and ensure that users are authenticated and assigned appropriate roles.

(b) SBBC will provide IBM with the following employee records, via integration through a secure connection to SBBC's Active Directory or Identity Management System. This will also facilitate easy access via Single-Sign-On (SSO):

1) Personnel number
2) First and last name
3) Location number and name

(c) The requirements of this section shall supersede any uses and disclosures of employee records as listed in IBM's privacy policies.

2.08 **IBM Safeguarding the Confidentiality of Employee Records.**

(a) Privacy. Notwithstanding any provision to the contrary within this Agreement, IBM shall:

1) fully comply with the requirements of state or federal law or regulation regarding the confidentiality of employee records; and

2) hold the employee records in strict confidence and not use or disclose same except as required by this Agreement or as required or permitted by law; and

3) only share employee records with those who have a need to access the information in order to perform their assigned duties in the performance of this Agreement; and

4) notify the SBBC Privacy Officer immediately upon discovery of a hard copy breach of confidentiality of employee records by telephone at 754-321-1900, and email at privacy@browardschools.com; and take all necessary notification steps as may be required by federal and Florida law.

(b) IT Security. Notwithstanding any provision to the contrary within this Agreement, IBM shall:

1) protect employee records through administrative, physical and technological safeguards to ensure adequate controls are in place to protect the employee's records and information;

2) notify the SBBC IT Security Assistant Director immediately upon discovery of an electronic breach of confidentiality of education records by telephone at 754-321-0300, and email at privacy@browardschools.com; and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

3) prepare and distribute, at its own cost, any and all required notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so; and

4) be responsible for any fines or penalties for failure to meet notice requirements pursuant to federal and/or Florida law.

(c) The obligations under this section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.09 **Inspection of IBM's Records by SBBC.** IBM shall establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All IBM's applicable records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation, and reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze, and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze, and verify the applicable business records of IBM directly relating to this Agreement to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year.

(a) Duration of Right to Inspect. For the purpose of such audits, inspections,

examinations, evaluations, and reproductions, SBBC's agent or authorized representative shall have access to IBM's records from the Effective Date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to IBM pursuant to this Agreement.

(b) Notice of Inspection. SBBC's agent or its authorized representative shall provide IBM reasonable advance written notice [not to exceed two (2) weeks] of any intended audit, inspection, examination, evaluation, and reproduction.

(c) Audit Site Conditions. SBBC's agent or its authorized representative shall have reasonable access to IBM's facilities and to any and all records related to this Agreement and shall be provided adequate and appropriate workspace to exercise the rights permitted under this section.

(d) Failure to Permit Inspection. Failure by IBM to permit audit, inspection, examination, evaluation, and reproduction as permitted under this section constitute grounds for termination of this Agreement by SBBC for cause and are grounds for SBBC's denial of some or all of IBM's claims for payment.

(e) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this section discloses overcharges or unauthorized charges to SBBC by IBM in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by IBM. If the audit discloses billings or charges to which IBM is not contractually entitled, IBM shall pay said sum to SBBC within twenty (20) calendar days of receipt of a written demand.

(f) Inspection of Subcontractor's Records. If applicable, IBM shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by IBM to include such requirements in any subcontract constitute grounds for termination of this Agreement by SBBC for cause and are grounds for the exclusion of some or all of any Payees' costs from amounts payable by SBBC to IBM pursuant to this Agreement and such excluded costs shall become the liability of IBM.

(g) Inspector General Audits. IBM shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.10 **Notice.** When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Executive Director of IT Operations The School Board of Broward County, Florida 7720 West Oakland Park Boulevard Lauderhill, Florida 33351
To IBM:	Larry White, Principal Brand Sales Specialist International Business Machines Corporation (IBM) 1 Alhambra Plaza Columbus Center, Suite 1415 Coral Gables, Florida 33134
With a Copy to:	Brian O'Sullivan, Principal Services Seller International Business Machines Corporation (IBM) 500 Woodward Avenue Detroit, Michigan 48226

2.11 **E-Verify.** Pursuant to Section 448.095, Florida Statutes, any party contracting with SBBC shall register with and use the E-Verify system to verify the work authorization for all employees hired during the course of this Agreement. Any such party shall require any subcontractors used to perform the duties and responsibilities under this Agreement to register with and use the E-Verify system to verify the work authorization for all employees that the subcontractor hires during the course of this Agreement. If applicable, any such party must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States. If SBBC has a good faith belief that any such party has knowingly violated Section 448.09(1), Florida Statutes, SBBC may immediately terminate this Agreement for cause and without notice or an opportunity to cure the violation. Termination by SBBC pursuant to this section is not a breach of this Agreement and may not be considered as such.

2.12 **Background Screening.** IBM shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, and all of its personnel who (a) are to be permitted access to school grounds when students are present, (b) will have direct contact with students, or (c) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. Personnel who are subject to background screening include all of IBM's non-exempt employees, representatives, agents, and sub-contractors performing duties under this Agreement who meet any of the three (3) descriptions listed above. This background screening will be conducted by SBBC in advance of IBM or its personnel providing any services under this Agreement. IBM shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement

(FDLE) to maintain the fingerprints provided with respect to IBM and its personnel. The parties agree that the failure of IBM to perform any of the duties described in this section shall constitute a material breach of this Agreement, entitling SBBC to terminate this Agreement immediately for cause and with no opportunity required to permit IBM to cure such default and no further responsibilities or duties for SBBC to perform under this Agreement. IBM agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from IBM's failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes. SBBC-issued identification badges must be worn at all times when on SBBC property or when performing services for SBBC and must be worn where they are visible and easily readable.

2.13 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. IBM shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, IBM shall provide SBBC with a copy of any requested public records or allow the requested public 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. IBM shall 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 Agreement's term and following completion of the Agreement if IBM does not transfer the public records to SBBC. Upon completion of the Agreement, IBM shall transfer, at no cost, to SBBC all public records in possession of IBM or keep and maintain public records required by SBBC to perform the services required under the Agreement. If IBM transfers all public records to SBBC upon completion of the Agreement, IBM shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If IBM keeps and maintains public records upon completion of the Agreement, IBM shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

2.14 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC. SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable, up to the limits of Section 768.28, Florida Statutes, for any damages resulting from said negligence.

(b) By IBM. IBM's entire liability for all claims related to the Agreement will not exceed the amount of any actual direct damages incurred by SBBC up to the amounts paid (if recurring charges, up to 12 months' charges apply) for the product or service that is the subject of the claim, regardless of the basis of the claim. IBM will not be liable for special, incidental, exemplary, indirect, or economic consequential damages, or lost profits, business, value, revenue, goodwill, or anticipated savings. These limitations apply collectively to IBM, its affiliates, contractors, and suppliers.

1) The following amounts are not subject to the above cap: i) third party payments referred to in the paragraph below; and ii) damages that cannot be limited under applicable law.
2) If a third party asserts a claim against SBBC that an IBM Product acquired under the Agreement infringes a patent or copyright, IBM will defend SBBC against that claim and pay amounts finally awarded by a court against SBBC or included in a settlement approved by IBM, provided that SBBC promptly: i) notifies IBM in writing of the claim; ii) supplies information requested by IBM; and iii) allows IBM to control, and reasonably cooperates in, the defense and settlement, including mitigation efforts.
3) IBM has no responsibility for claims based on Non-IBM Products, items not provided by IBM, or any violation of law or third-party rights caused by Content, or any SBBC materials, designs, specifications, or use of a non-current version or release of an IBM Product when an infringement claim could have been avoided by using a current version.

2.15 **Insurance Requirements.** IBM shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. IBM shall have and maintain General Liability insurance with limits of not less than one million dollars ($1,000,000) per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate; and limits of not less than $1,000,000 for Products/Completed Operations Aggregate. with limits of not less than one million dollars ($1,000,000) per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate; and limits of not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Professional Liability/Errors & Omissions. IBM shall maintain Professional Liability/Errors & Omissions insurance during the term of this Agreement with a limit of not less than $1,000,000 per occurrence covering services provided under this Agreement.

(c) Workers' Compensation. In accordance with Chapter 440, Florida Statutes, IBM shall have and maintain Workers' Compensation insurance and Employer's Liability limits of not less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(d) Auto Liability. IBM shall have and maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage with limits of not less than

$1,000,000 Combined Single Limit. If IBM does not own any vehicles, it shall have and maintain hired and non-owned automobile liability coverage in the amount of $1,000,000. In addition, an affidavit signed by IBM must be furnished to SBBC stating the following: "IBM does not own any vehicles. If IBM acquires any vehicles during the term of the Agreement, IBM agrees to provide proof of "Any Auto" coverage effective as of the date of vehicle acquisition."

(e) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(f) Verification of Coverage. Proof of the required insurance must be furnished by IBM to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) calendar days of the date of this Agreement. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit K12 INSIGHT to remedy any deficiencies. Post award you will receive an email including a link to upload (drag and drop) your certificate of insurance.

(g) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) Except for Workers' Compensation and Professional Liability/Errors & Omissions, The School Board of Broward County, Florida, its members, officers, employees, and agents are added as additional insureds.
2) All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.
3) **Certificate Holder: The School Board of Broward County, Florida, 600 Southeast Third Avenue, 11th Floor, Fort Lauderdale, Florida 33301.**

(h) Cancellation of Insurance. IBM is prohibited from providing services under this Agreement with SBBC without first obtaining the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is canceled.

(i) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverages, or endorsements herein throughout the term of this Agreement.

2.16 **Equal Opportunity.** Equal Opportunity Provision. The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

2.17 **Certification Regarding Scrutinized Activities.** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing an Agreement for goods or services of any amount if, at the time of contracting or

renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing an Agreement for goods or services over One Million Dollars and 00/100 Cents ($1,000,000.00) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to Section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Entering into this Agreement constitutes certification by IBM that it is not listed on any of the following: (a) the Scrutinized Companies that Boycott Israel List, (b) Scrutinized Companies with Activities in Sudan List, or (c) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. IBM further certifies that it is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. IBM acknowledges that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorney's fees, and/or costs. IBM further understands that any Agreement with SBBC for goods or services of any amount may be terminated at SBBC's option if IBM (a) is found to have submitted a false certification, (b) has been placed on the List of Scrutinized Companies that Boycott Israel, or (c) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the Agreement is one million dollars ($1,000,000) or more, the Agreement may be terminated at SBBC's option if IBM is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

2.18 **Annual Appropriation.** SBBC's performance and obligations under this Agreement is contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty accrues to SBBC if this provision is exercised, and SBBC is not obligated or liable for any future payments due or any damages as a result of termination under this section.

2.19 **Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC, together with any applicable statutory interest.

2.20 **Proprietary Information.**

(a) Any documents or materials submitted to SBBC shall be open for inspection by any person in accordance with Section 119.07, Florida Statutes, except as otherwise exempted from disclosure by applicable law. A party contracting with SBBC must clearly mark, label, designate, or identify any portions of any documents or materials it provides to SBBC that are claimed to be confidential and exempt from public inspection, provided that the confidential or exempt portions of such documents or materials are clearly marked with specific citations of law that provide the asserted confidentiality or exemption. A contracting party's failure to identify any confidential or exempt portions of documents or materials or to specify the law establishing their confidential or exempt status is a waiver

of confidential or exempt status for any such unidentified or unsupported portions of any documents or materials.

(b) If SBBC receives a public record request for documents or materials in its custody under this Agreement which have been properly marked as confidential or exempt, SBBC will notify the contracting party of the public records request. The notice shall state that the requested materials will be produced by SBBC to the requesting party within ten (10) calendar days of the date of the written notification, unless the contracting party has initiated an action at its sole cost and expense in a court of competent jurisdiction to preclude the release of the requested materials. The contracting party shall name the party requesting the documents or materials as a defendant and will not name SBBC as a party to the action but will provide SBBC with notice of such proceedings. The contracting party agrees to indemnify SBBC for any costs, expenses, and attorney's fees SBBC may incur with regard to any legal proceedings and judgments that may arise from the request for the contracting party's public records that are subject to claims of confidential or exempt status. A failure to timely initiate the legal action required by this paragraph is a waiver of any claim that the requested information is confidential and exempt from public disclosure. The contracting party waives any cause of action against SBBC for the release of materials pursuant to a public records request except for any claims based upon the intentional or grossly negligent conduct of any employee of SBBC.

2.21 **Incorporation by Reference. Exhibits A, B, and C** attached hereto and referenced herein are incorporated into this Agreement by reference.

2.22 **Affidavit Regarding the Use of Coercion for Labor and Services**. Pursuant to Section 787.06(13), Florida Statutes, all nongovernmental entities executing, renewing, or extending a contract with The School Board of Broward County, Florida, must provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury stating that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The submission of a false affidavit may subject a nongovernmental entity to civil penalties, attorney's fees, and/or costs. Any Agreement with SBBC shall be terminated by SBBC without recourse if a nongovernmental entity is found to have submitted a false affidavit.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section survives the termination of all performance or obligations under this Agreement and is fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third-Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations under this Agreement in or upon any third person or entity. None of the parties intend to directly or substantially benefit a third-party by this Agreement. The parties agree that there are no third-party beneficiaries to this Agreement and that

no third-party is entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The parties to this Agreement are acting in the capacity of independent contractors and not as an officer, employee, or agent of one another. Neither party or its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits, or any other benefits of SBBC employees exists as a result of the performance of any duties or responsibilities under this Agreement. SBBC is not responsible for Social Security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors, or assignees.

3.04 **Default.** The parties agree that, if either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days' written notice to cure the default. However, if said default cannot be cured within said thirty (30) calendar day period and the defaulting party is diligently attempting in good faith to cure same, the time period will be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy is cumulative and in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder precludes any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to section 3.05.

3.05 **Termination.** This Agreement may be terminated with or without cause by SBBC during the term hereof upon thirty (30) calendar days' written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC is entitled to a pro rata refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC has no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion, or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, that title to such property shall pass to SBBC, and that SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws.** Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

3.07 **Place of Performance.** All of SBBC's obligations under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and are payable and performable in Broward County, Florida.

3.08 **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 disputes, controversies, or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida, or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida has jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of 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 is predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect.** This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred, or encumbered by any party without the prior written consent of the other party. There shall be no partial assignment of interests under this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions.** The captions, section designations, section numbers, article numbers, titles, and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe, or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability.** If any one or more of the sections, paragraphs, sentences, clauses, or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable, or void in any respect, such does not affect the remaining portions of this Agreement and the same remain in full force and effect as if such invalid, illegal, unlawful, unenforceable, or void sections, paragraphs, sentences, clauses, or provisions had never been included.

3.14 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein is effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **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 is not a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver is only effective as to the specific instance for which it is obtained and is not a continuing or future waiver.

3.17 **Force Majeure.** Neither party is obligated to perform any duty, requirement, or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, 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, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available thereunder are in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

3.19 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds survive the termination of this Agreement.

3.20 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or her/his designee to take any actions necessary to implement and administer this Agreement.

3.21 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which is an original, but all of which, taken together, shall constitute one and the same Agreement.

3.22 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the Effective Date.

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By: _____
Debra Hixon, Chair

ATTEST:

Date: _____

_____
Dr. Howard Hepburn
Superintendent of Schools

Approved as to Form and Legal Content:

V Balkanski Digitally signed by V Balkanski
Date: 2025.02.06 08:36:51 -05'00'

_____
Office of the General Counsel

[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR IBM:

International Business Machines Corporation

(Place Corporate SEAL In Space Above)

ATTEST:

By: Brian O'Sullivan
Signature

_____
,Secretary

Print Name: BRIAN O SULLIVAN

-or-

Print Title: PRINCIPAL

Witness

Date: FEB. 5, 2025

Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Michigan

COUNTY OF Wayne

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this Feb. 5th 2025 (*date*) by ~~David~~ Brian OSullivan (*name of officer or agent, title of officer or agent*) of Principal (*name of corporation acknowledging*), a IBM (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☐ personally known to me or has produced Driver's License (*type of identification*) as identification and who ☐did/☒did not first take an oath this 5 day of February, 2024.

My Commission Expires:

DAVID WILSON
Notary Public, State of Michigan
County of Wayne
My Commission Expires Nov. 02, 2029
Acting in the County of Wayne

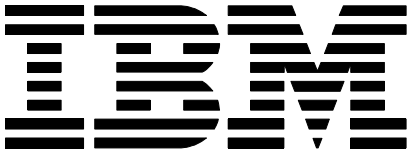
Signature – Notary Public

David Wilson
Print Name of Notary Public

Notary Public's Commission No.

(Place Notary Public SEAL In Space Above)

SCOPE OF SERVICES



Scope Document for:

The School Board of Broward County, Florida ("SBBC")

Maximo Application Suite Implementation

EXHIBIT A

Purpose

The Scope of Services for the Project describes the activities and services to be performed by the parties during the course of the Agreement, any amendments, and any extensions or renewals thereof, as agreed by the parties.

There are three (3) Phases for the Project:

- Phase I is a set of activities focused on reviewing SBBC's objectives to implement MAS.
- Phase II is the execution of that plan with the implementation of the MAS foundation.
- Phase III will provide advanced functionality and applications built on the MAS foundation.

Background

SBBC established a Maximo Implementation Task Force ("Task Force") consisting of the following SBBC Departments: Physical Plant Operations (PPO), Information Technology (IT), Procurement and Warehousing Services (PWS), Food and Nutrition Services (FNS), and Transportation Services (TS), with the vision of SBBC becoming a data-driven organization leveraging IBM Maximo's capabilities to streamline asset management, reduce downtime, and maximize the lifespan and value of SBBC assets while aligning with industry best practices. The successful implementation of MAS will enhance SBBC's operational efficiency and asset performance and foster a culture of proactive maintenance and resource optimization.

The Task Force has completed a survey of SBBC stakeholders, including core users in PPO, PWS, FNS, and TS, and has identified a set of goals which will be the focus of the Project. IBM proposes a multi-phase approach consisting of three (3) sequential phases: 1) develop a detailed roadmap for the Project; 2) prepare, test and deploy the MAS foundation; and 3) enhance that set of capabilities with additional MAS-based solutions as appropriate to meet SBBC's goals and needs. Once the Project is completed, SBBC will have a MAS technology base, operational capabilities, and the skills to continue to adopt and scale MAS for future needs and uses as SBBC deems appropriate. With the future in mind, the MAS technology base will support SBBC's continued and expanded use for additional users, data sets, and workflows, should SBBC choose to adopt more of those capabilities and desire continuing improvement of workflow processes.

This Scope of Services defines the Project activities, outcomes and various artifacts that IBM will produce throughout the Project. An estimated timeline and charges for budget-planning purposes for each phase of the Project are also explained in further detail in this Scope of Services.

Phase I – Discovery and Planning

In this phase of the Project, IBM will work with SBBC's stakeholders to assess and develop a structured implementation plan for MAS, which includes a review of SBBC's organizational goals and priority use cases and providing SBBC with an implementation plan for MAS. IBM shall provide SBBC with a migration plan that will be used as SBBC's unique technical requirements reference guide, during the MAS implementation. The approach taken by IBM includes:

Assess
Analyze the different components of SBBC's Enterprise Asset Management (EAM) environment, conduct current state assessment, review SBBC's priority use cases and organizational goals and provide a gap analysis related to the implementation of MAS.

Vision
Share an understanding of the new landscape with MAS.

Plan and Present
Develop and provide a migration plan that will be used during SBBC's MAS implementation.

Task 1 - Detailed Planning - SBBC Technical and Business Assessment

IBM shall:

a. Review with SBBC a draft detailed plan to perform an in-depth review of the various components of the MAS ecosystem, including:
   (1) Meet with and establish Project logistics with the core IBM and SBBC team.
   (2) Schedule and meet with key SBBC personnel. This will include:
      (a) SBBC's current Maximo Core Team ("Core Team")
      (b) Maintenance Management and Supervisors
      (c) Information Technology Management and Supervisors
      (d) Finance Team (re: SAP Integration)

b. Using the previously developed "Task Force and Mission Members.docx" document as an input for priorities and objectives, review with the Core Team (and extended SBBC team as necessary):
   (1) The results from the IBM Maximo Migration Assessment workbook.
   (2) Identify key infrastructure decision points affecting Maximo (e.g. IBM SaaS target deployment, security, business processes, data governance, etc.).
   (3) Identify any Digital Transformation synergies that may be of interest, inflight or on the SBBC roadmap:
      - Operational/Financial System Integration (SAP, Ariba, roof maintenance solutions, enterprise identify management system, etc.)
      - Integration of Information and Operational Technology (IT/OT)
      - Any Artificial Intelligence (AI) Enhanced Capabilities (e.g. Machine-based Visual Inspections)
      - Asset Metrics through Advanced Reliability
      - Asset Failure Predictions

IBM shall provide SBBC with the following:

- Phase 1 – Detailed Project Plan - Project tasks and dependencies.
- Monthly Status reports to the executive sponsors to include milestones and deliverables and project health.

Task 2 - Vision Discovery & Design

IBM shall:

c. Conduct a Maximo Maturity Discovery - Based on a review of SBBC-provided documents and interviews with the SBBC Core Team, IBM will review SBBC's system through the lens of our Maximo Maturity Discovery workshop.

IBM shall provide SBBC with the following:

- Documented findings from the Maximo Maturity Discovery tool.

Task 3 - Plan

IBM shall:

a. Conduct a detailed analysis of the SBBC technical environment:
   (1) Review the current EAM and any custom development.
   (2) Review infrastructure, database, and attachments.

(3) Review integrations, and backend architecture.

(4) Review security, user management, non-functional requirements.

(5) Create determinative list of success criteria with respect to key configurations (e.g., Number of Classifications, or certain functional requirements from existing system, such as custom Table domains, number of customer domain, etc.)

(6) Review potential external business partner solutions and mobile solutions, that SBBC may consider to address any system requirements that may fall outside the Scope of Services for the Project. Any such external business partner solutions or mobile solutions are subject to SBBC's prior written authorization and consent, prior to considering or engaging such solutions.

(7) Review reports and analytics solutions, and data lakes.

(8) Hold workshops to define the high-level design of a MAS environment.

IBM shall provide SBBC with the following:

- Executive-level overview report of findings.
- The recommended solution architecture based on findings and current reference architecture.
- A Phase II MAS implementation plan consisting of a Project Plan, Requirements Traceability Matrix, and Solution Design Document.

Phase II – MAS Foundation

In this Phase of the Project, IBM will implement MAS based on the implementation plan defined in Phase I. IBM shall perform the following Activities over the course of Phase II:

a. Verify the installation, setup, and provisioning of the MAS environment in no more than three environments: Development ("DEV"), Testing ("TEST"), and Production ("PROD").

b. Configure the MAS Manage Environment.

c. Perform validation of SBBC's current EAM data load into MAS Manage.

d. Assist SBBC with testing MAS environment.

e. Provide Enablement and Mentoring post Go Live for the entire term of the Agreement.

Task 1 – Project Management

IBM shall provide project management for the IBM responsibilities in the Project. IBM will provide SBBC with the name and contact information of the designated IBM Project Manager ("IBM PM"), who will work with the designated SBBC Project Manager ("SBBC PM"). The IBM PM will provide technical direction and control of IBM project personnel and provide a framework for project planning, communications, reporting, procedural, and contractual activity. This activity is composed of the following tasks:

Planning

a. The IBM PM shall review the implementation plan, scope statement and the responsibilities of both parties with the SBBC PM.

b. The IBM PM shall maintain consistent and timely project communications with the SBBC PM.

c. The IBM PM and SBBC PM shall work together to coordinate the establishment of the Project environment.

d. The IBM PM shall establish documentation and procedural standards for artifacts that IBM shall produce.

e. The IBM PM shall assist the SBBC PM in preparing and maintaining the Project plan for the performance of the Project, which will include the product training plan, activities, tasks, assignments, milestones, and estimates.

Project Tracking and Reporting

a. The IBM PM shall review project tasks, schedules, and resources and make changes or additions, as appropriate. Measure and evaluate progress against the Project plan with the SBBC PM.

b. The IBM PM shall review the IBM standard invoice format and billing procedure to be used on the Project, with the SBBC PM.

c. The IBM PM shall work with the SBBC PM to address and resolve any potential deviations from the Project plan. No deviation from the Project plan shall occur without SBBC's prior written authorization and consent.

d. The IBM PM shall conduct regularly scheduled project status meetings with the SBBC PM and any necessary stakeholders.

e. The IBM PM shall report time spent on the Project to the SBBC PM.

f. The IBM PM shall administer the Project Change Control Procedure with the SBBC PM.

g. The IBM PM shall coordinate and manage the technical activities of IBM project personnel.

Completion Criteria:

This is an ongoing activity which will be considered complete at the end of the implementation services described in this Agreement.

IBM shall provide to SBBC the following:

- Status report(s) of the SBBC Implementation Project.

Task 2 – Project Design and Planning

In this activity, IBM shall perform the following:

a. Conduct Kickoff Workshop to:
   (1) Review with SBBC the Implementation Plan completed in Phase I.
      (a) Review the information resulting from Phase I.
      (b) Confirm the validation and verification activities needed to move SBBC's instance from the current system to MAS.
      (c) Validate the configuration activities needed to enable system capabilities.
   (2) Review with SBBC the IBM MAS SaaS Welcome Letter.
   (3) Review desired user credential, registry and management requirements and desired configurations with SBBC:
      (a) Review all user credentials (Admins on the account) have been issued and can access the environment.
      (b) Manual accounts for super users
      (c) Lightweight Directory Access Protocol ("LDAP") Authentication
      (d) Push Notification
      (e) Security Assertion Mark-up Language ("SAML") Authentication
      (f) Simple Mail Transfer Protocol ("SMTP")
      (g) User Registry Synchronization
   (4) Review Assessment findings from Phase I regarding the legacy custom install performed by prior System Integrator on Maximo EAM 7.6.1.x.
      (a) Determine legacy artifacts to be removed (e.g., non-existent locations).
      (b) Remove custom functionality introduced as part of any third party install.

NOTE: Migrating from the current EAM system to MAS is a streamlined process since most if not all data intended for MAS Manage is already in the current EAM tool. This step is to verify and validate that any data desired by SBBC is included in the design and in the data migration tasks below.

IBM shall produce for SBBC the following:

- Updates to the Solution Design Document.
- Updates to the Requirements Traceability Matrix ("RTM").
- Updates to the Project Plan per the tasks in this activity.

Task 3 - MAS Core Environment Installation/Setup/Provisioning Verification

In this activity, IBM shall perform services which include, but are not limited to, the following tasks:

a. Work with the IBM team provisioning the SBBC MAS instance (the IBM Site Reliability Engineering (SRE) team) on behalf of SBBC to validate that all desired configurations have been set up and completed, including:
   (1) LDAP, SAML, SMTP
   (2) Push Notifications
   (3) Initial User configuration access
b. Test available configurations (e.g., SAML) to verify proper configuration.
c. Troubleshoot as necessary to remediate any deficiencies.
d. Validate Configuration of MAS Manage configurations as identified in the RTM.

Completion Criteria:

Completion criteria for this activity will be when SBBC system administrators can log in and access all applications ordered from IBM, and initial user configurations are visible to the system administrators.

IBM shall produce the following:

- Updates to the Solution Design Document.

Task 4 - MAS Manage Application Configuration

In this activity, IBM will perform services which include, but are not limited to, the following tasks:

a. Review the configuration artifacts listed below and configure them according to the Solution Design Document. Cross reference any remediation needed with the RTM.

Actions	Language Tables
Addresses	Locations
Applications	Measurement Units
Audit Tables	Object Application Authorizations
Automation Scripts	Object Structures
Asset Classifications (Including full class structure and asset attributes)	Organizations (and their options)
Commodity codes and groups	Person Groups

Communication Templates	Publish Channels
Cron Task Instances	Queries
Domains	Roles
Enterprise Services	Security Groups
Escalations	Sites (and their options)
External Systems	Start Center Templates
Failure Codes (including hierarchies)	System Properties
Group Reassignment Authorizations	Ticket Templates
Job Plans	Workflow Designs
Key Performance Indicators ("KPIs")	

(1) Remediate and rectify Location hierarchy regarding the following:

(a) Determine legacy artifacts to be removed (e.g., non-existent locations).

(b) Remove custom functionality introduced as part of any third party install.

b. Review the existing SBBC integrations and configure them according to the Solution Design Document. Cross reference any remediation needed with the RTM.

Completion Criteria:

This task shall be considered complete when the Expert Labs technician has created, verified, and delivered any updates to the Solution Design Document detailing the configurations that have been implemented for SBBC.

IBM shall produce for SBBC the following:

- Updates to the Solution Design Document.

Task 5 - Testing and Remediation activities

This activity validates the functional equivalency between the current and the to-be environments. To verify functional equivalency, IBM will consult and support SBBC's Subject Matter Experts ("SMEs") on:

(1) Validation of SBBC supplied test plans.

(2) Executing verification testing of core functionalities.

(3) Supporting SBBC in performing User Acceptance Testing ("UAT") activities.

(4) Remediation of issues.

(5) Obtaining sign-off from SBBC on testing completion.

Completion Criteria:

This activity will be considered complete when:

- IBM and SBBC have reviewed SBBC's Test Completion Report.

Task 6 - Environment Promotion activities

This activity validates the functional configurations made in DEV are moved to TEST and then post UAT the TEST configurations are promoted to PROD.

To promote functional equivalency from one environment to the next, IBM will use a variety of tools to accomplish the following:

a. Move Database as needed to lower environment (Backflow) or higher (e.g., initial post configuration validation from DEV to TEST, and then again from TEST to PROD).

a. Move Static data into each environment as needed (e.g., initial data loading as needed).

b. Move Functional configurations from lower environment to higher environment for testing and production use.

c. Document process steps and create Responsible, Accountable, Consulted, Informed ("RACI") chart.

d. Create Promotion Runbook with process steps and include chart.

Completion Criteria:

This activity will be considered complete when:

- IBM has created and delivered a Promotion Runbook to SBBC.

IBM shall produce for SBBC the following:

- Promotion Runbook

Task 7 - MAS Go-Live Planning and Rehearsal

Moving to a production environment is the Go-Live, or "cut over" moment. This activity must be planned and coordinated carefully between SBBC and IBM.

To validate that all involved parties are staffed, prepared for the task, and have signed off on the cut over plan and schedule, IBM will perform services, which include but are not limited to, the following tasks:

a. Consult and support SBBC Subject Matter Experts ("SMEs") regarding:
   (1) Scheduling Go-Live planning sessions.
   (2) Establishing Go-Live plan and weekend cutover dates.
   (3) Obtaining sign-off on planned Go-Live activities and dates.

b. Either execute Runbook according to Go Live plan or assist SBBC in execution of Runbook according to RACI chart found in Runbook and also in accordance with the Solution Design Document.

Completion Criteria:

This activity will be considered complete when:

- IBM and SBBC have reviewed and signed off on the Go-Live Plan.

IBM shall produce for SBBC the following:

- Go-Live Plan

Task 8 - MAS Go Live

In this activity, IBM will perform Services which includes, but is not limited to, the following task:

a. Execute the Promotion Runbook.

Completion Criteria:

This activity will be considered complete when SBBC users are able to conduct transactions in the Production instance.

Task 9 - Enablement and Mentoring

In this activity, IBM will perform services which include, but are not limited to, the following tasks:

a. Walk-through of MAS installation and configuration.

b. Enable SBBC team to access and navigate MAS Manage.

c. Document feedback from informal education sessions of topics discussed, and questions asked and answered.

Completion Criteria:

Completion criteria for this activity will be when the IBM team has completed up to eighty (80) hours of dedicated walk-through activities for SBBC prior to Go Live.

Task 10 – Formal Product Training

In this activity, IBM will perform services which include, but are not limited to, the following task:

a. Prepare and deliver a customized training program for SBBC based on SBBC's specific needs, roles and features/functions. IBM will work with SBBC to develop a customized training program which will include enablement and mentoring on the use of SBBC's configurations of MAS combined with self-paced courses available as IBM Learning Subscriptions. **See Exhibit C "IBM Quotations."**

Phase III-A and III-B – MAS

Phase III will further advance SBBC's mission and vision to become a data-driven organization by leveraging MAS capabilities. SBBC has defined a set of goals and high-level requirements for the MAS Implementation. The basis for implementing these requirements will be established in Phase I as each requirement in the *Task Force Mission and Members.docx* will be further assessed and a detailed design, work effort estimate and project plan for each will be documented. Phase III will focus on extending the MAS platform to further address SBBC's specific requirements. For Phase III, IBM and SBBC will plan a series of implementation sprints to configure, test and then deploy the feature set per the detailed design and as prioritized and balanced against the available budget and work estimate for the Project. An initial assessment of how each SBBC requirement will be addressed is found in **Exhibit A, "Scope of Services."**

The following describes the activities that will be performed during Phase III:

Task 1 – MAS

This activity will provide new configurations to enable the SBBC MAS application to deliver advanced capabilities in line with SBBC priority use cases.

a. Review the Solution Design document and Requirements Traceability Matrix and Review the Phase I Assessment findings regarding the use of MAS.

IBM shall produce for SBBC the following:

Updated Solution Design Document and Requirement Traceability Matrix.

Task 2 - MAS Manage Application Configuration

In this activity, IBM will perform services which include, but are not limited to, the following tasks:

a. Configure the SBBC MAS instance in DEV according to the Solution Design Document. Cross reference any changes needed with the RTM.

b. Conduct unit testing of the new configuration to ensure the implementation satisfies the Solution Design.

Task 3 - Environment Promotion activities

This activity validates the functional configurations made in DEV are moved to TEST and then post UAT the TEST configurations are promoted to PROD.

To promote functional equivalency from one environment to the next, IBM will use a variety of tools to accomplish the following:

a. Move Database as needed to lower environment (Backflow) or higher (e.g., initial post config validation from DEV to TEST, and then again from TEST to PROD).

b. Move Static data into each environment as needed (e.g., initial data loading as needed).

c. Move Functional configurations from lower environment to higher environment for testing and production use.

d. Document process steps and create RACI chart.

e. Create Promotion Runbook with process steps and include RACI chart.

IBM shall produce the following for SBBC:

- Updated Promotion Runbook

Task 4 - MAS Go-Live Planning and Rehearsal

Moving to a production environment of new capabilities is the Go-Live, or "cut over" moment. This activity must be planned and coordinated carefully between SBBC and IBM.

To validate that all involved parties are staffed, prepared for the task, and have signed off on the cut over plan and schedule, IBM will perform services for SBBC which include, but are not limited to, the following tasks:

a. Consult and support SBBC SMEs regarding:
   (1) Scheduling Go-Live planning sessions.
   (2) Establishing Go-Live plan and weekend cutover dates.
   (3) Obtaining sign-off on planned Go-Live activities and dates.

b. Either execute Runbook according to Go Live plan or assist SBBC in execution of Runbook according to RACI chart found in Runbook and also in accordance with the Solution Design Document.

IBM shall produce for SBBC the following:

- Updated Go-Live Plan

Task 5 - MAS Go-Live

In this activity, IBM will perform Services for SBBC which includes, but is not limited to, the following task:

a. Execute the Promotion Runbook.

Completion Criteria:

This activity will be considered complete when users are able to successfully conduct transactions in the Production instance.

Task 6 - Enablement and Mentoring

In this activity, IBM will perform services for SBBC which include, but are not limited to, the following tasks:

a. Walk-through of MAS configuration of any new capabilities.

b. Enable SBBC team to access and navigate those capabilities.

c. Document feedback from informal education sessions of topics discussed, and questions asked and answered.

Completion Criteria:

Completion criteria for this activity will be when the IBM team has completed up to eighty (80) hours of dedicated walk-through activities prior to Go-Live.

Task 7 – Formal Product Training

In this activity, IBM will perform services for SBBC which include, but are not limited to, the following tasks:

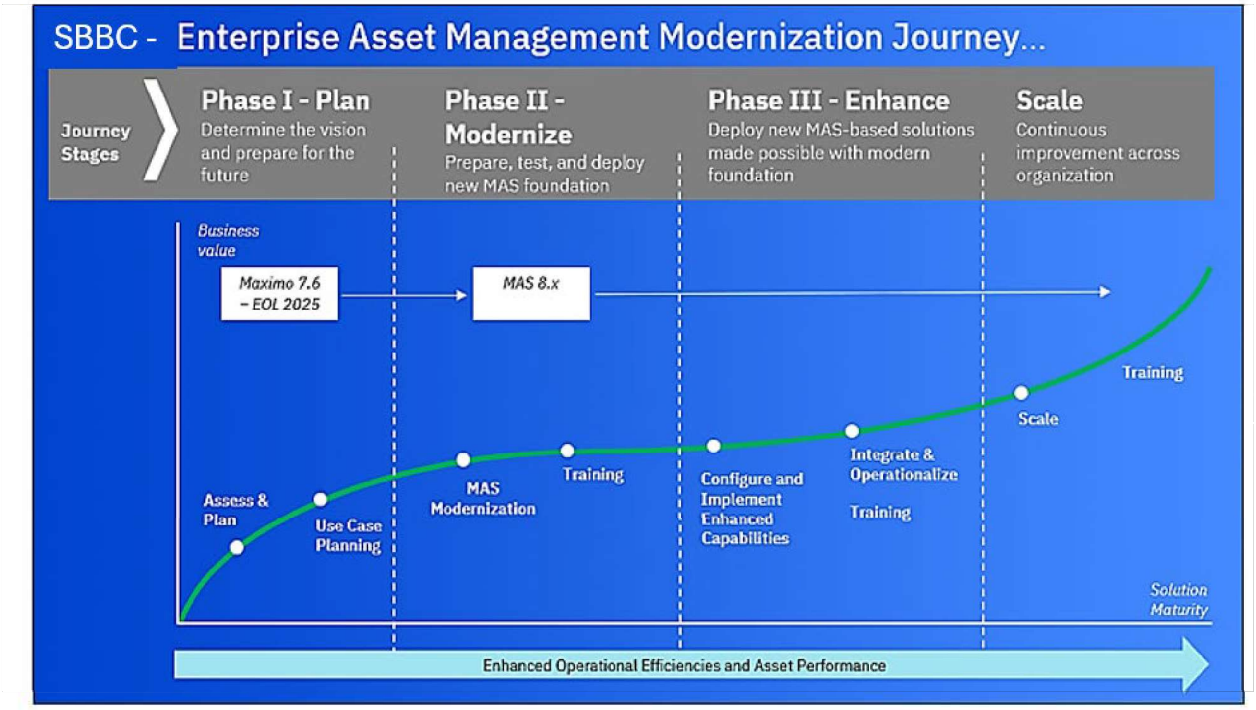
a. Prepare and deliver a customized training program for SBBC based on SBBC's specific needs, roles and features/functions. IBM will work with SBBC to develop a customized training program which will include enablement and mentoring on the use of SBBC's configurations of MAS combined with self-paced courses available as IBM Learning Subscriptions. **See Exhibit C "IBM Quotations."**

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EXHIBIT A

Estimated Timeline

An estimated timeline is shown below. Phase I can be completed in approximately 4-6 weeks. Phase II commences immediately when Phase I ends. Phase II progresses through the configuration, testing, and deployment activities. Phase II includes knowledge transfer and formal training for appropriate SBBC personnel. Additional advanced MAS capabilities can be evaluated by SBBC in parallel and their implementation can be planned and executed in Phase III. Once Phase III is completed, SBBC will have a MAS technology base, operational capabilities, and the skills to continue to adopt and scale MAS for future needs and uses as SBBC deems appropriate.



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EXHIBIT A

MAS Implementation Costs:

For planning purposes, below are the costs associated with the MAS Implementation project. The table indicates the Phase, IBM Expert Labs & Software Part Number, Quantity, the IBM Unit List Price, and the IBM Discounted Extended Price. IBM provided SBBC with "IBM Quotations" reflecting the costs below. **See Exhibit C "IBM Quotations."**

Description	Part	Quantity	IBM Unit List Price (1)	List Price	IBM Discounted Unit Price	Extended Price	Quote Number
Phase I – Assessment and Planning	D06YVZX	7	$ 17,200.00	$ 120,400.00	$ 13,774.00	$ 96,418.00	
	D06YTZX	2	$ 10,000.00	$ 20,000.00	$ 6,996.00	$ 13,992.00	
Total				$ 140,400.00		$ 110,410.00	0021371805

Description	Part	Quantity	IBM Unit List Price (1)	List Price	IBM Discounted Unit Price	Extended Price	Quote Number
Phase II – EAM to MAS SaaS Implementation	D06YVZX	18	$ 17,200.00	$ 309,600.00	$ 13,774.00	$ 247,932.00	
	D06YTZX	8	$ 10,000.00	$ 80,000.00	$ 6,996.00	$ 55,968.00	
Total				$ 389,600.00		$ 303,900.00	0021350098

Description	Part	Quantity	IBM Unit List Price (1)	List Price	IBM Discounted Unit Price	Extended Price	Quote Number
Phase III-A: Build Maximo Application Suite – New capabliity	D06YVZX	18	$ 17,200.00	$ 309,600.00	$ 13,774.00	$ 247,932.00	
	D06YTZX	8	$ 10,000.00	$ 80,000.00	$ 6,996.00	$ 55,968.00	
Total				$ 389,600.00		$ 303,900.00	0021350096

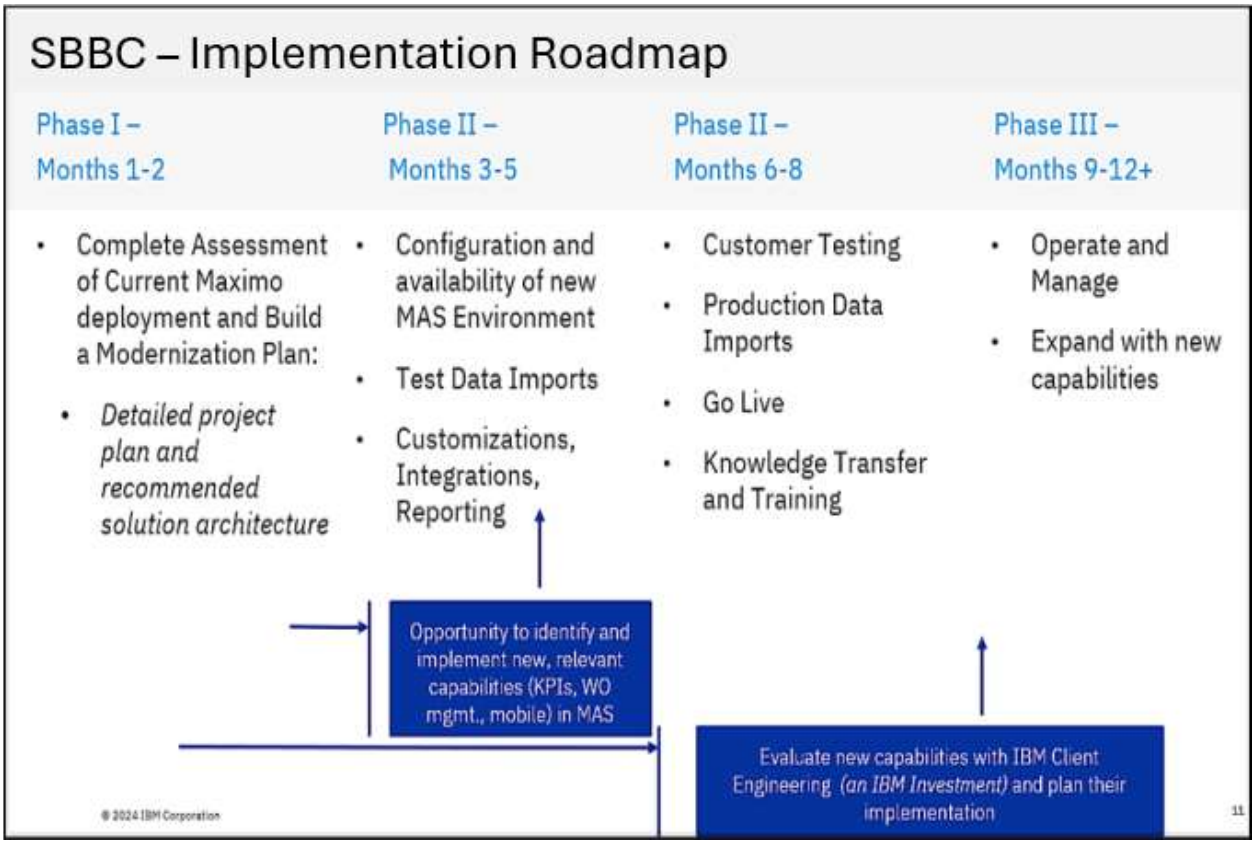
Description	Part	Quantity	IBM Unit List Price (1)	List Price	IBM Discounted Unit Price	Extended Price	Quote Number
Phase III-B: Build Maximo Application Suite – New capabliity	D06YVZX	28	$ 17,200.00	$ 481,600.00	$ 13,774.00	$ 385,672.00	
	D06YTZX	15	$ 10,000.00	$ 150,000.00	$ 6,996.00	$ 104,940.00	
Total				$ 631,600.00		$ 490,612.00	0021350089

Description	Part	Quantity	IBM Unit List Price (1)	List Price	IBM Discounted Unit Price	Extended Price	Quote Number
Training and Enablement	D06YVZX	4	$ 17,200.00	$ 68,800.00	$ 13,774.00	$ 55,096.00	
	D06YVZX	16	$ 3,504.00	$ 56,064.00	$ 2,463.31	$ 39,412.99	
Total				$ 124,864.00		$ 94,508.99	0021350096
					Total	$1,303,330.99	

Notes:

(1) *IBM Unit List Pricing as of 12/4/2024*

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Note: The Phase timelines listed in the "SBBC – Implementation Roadmap" are for illustrative purposes only. Individual Phase timelines are dependent on a number of variables and conditions which are subject to change as the Project progresses.

Considerations

a. Normal work hours will be 8:30am – 5:00pm, Monday through Friday, in the local time of the location where the work will be performed. This also applies to personnel working on the Project remotely.

b. Any changes to the Scope of Services will require mutual agreement by IBM and SBBC in writing.

c. SBBC will provide access to the current Maximo system and ancillary systems relevant to the integration and in alignment with the privacy language outlined in this MAS agreement.

d. There are no other contractual deliverables or work products other than those described in the Agreement and Exhibits A, B, and C. IBM does not commit to any service levels as part of the IBM MAS Implementation Project.

e. The IBM Business Value Assessment is a separate engagement at IBM's investment and may impact the scope of the MAS Implementation project.

f. This Scope of Services assumes a MAS migration consisting of three target MAS SaaS environments (DEV, TEST, and PROD). IBM will use SBBC's current EAM production environment as the basis for the migration to the MAS SaaS Development environment, and then conduct subsequent promotions to TEST and PROD. IBM Expert Labs support AS-IS migration, no enhancement/changes are included in this "Lift n Shift" during the migration phase.

g. IBM Software Reliability Engineering ("SRE") Team shall perform the initial database upgrade from SBBC's EAM SaaS Flex production instance.

h. SBBC will receive the IBM SRE Welcome letter package and super user credentials.

Considerations Cont.

i. SBBCs will provide front-end access to applications for IBM personnel.

j. SBBC has arranged a suitable working environment of remote access as applicable.

k. SBBC will provide Integrity Checker report having no errors prior to the system migration by the IBM SRE team.

l. SBBC will execute and share test case execution results. The test results should be in "Pass" status for test cases prior to migration. IBM will provide general automated and manual test case scripts applicable to the environment. Detailed user acceptance test case development and manual testing from IBM Expert Labs is not in the Project scope.

m. RMI is no longer supported in MAS Manage. Any current SBBC solution integrated with MAS should not be based on RMI calls. If solution uses RMI calls, IBM will include as part of the outputs to the Discovery phase and include a mitigation plan. Any mitigations outside of IBM software will be performed by SBBC.

n. Any existing custom configuration/integration/reports which are not compatible with MAS SaaS and require new design/re-implementation will have been identified in Phase I and a resolution will be documented.

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EXHIBIT A

Approach to Addressing Each of the Task Force Requirements

SBBC Task Force Mission Requirements	Approach / Timing (All in the Project scope unless otherwise noted).
Paperless Operations: Achieve a paperless workflow for SBBC personnel by enabling mobile device usage within MAS, eliminating the need for paper-based processes on-site.	Phase II - MAS Mobile, available in MAS, is the basis of this requirement. SBBC has entitlements to MAS Mobile and the platform can be deployed "out-of-the-box." Phase II / Phase III - Depending on the detailed design, any additional SBBC-specific configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
Real-Time Visibility: Provide SBBC personnel with real-time visibility into work order statuses using dashboards and customizable reports within MAS. Schools Dashboards and Regional Dashboards.	Phase II – Continue to leverage work begun in current platform to extend/expand on recent Principal's Dashboard initiative.
Validation and Dependency Identification: Implement a system within MAS to validate and **identify duplicate work orders** or processes while **highlighting task dependencies** as well as data validations on integrated systems (like SAP funding structures) and ensure enforcement of spending thresholds.	Phase I - Detail design during assessment activity Phase II – Depending on the detailed design, this does require configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
Work Status Monitoring: Enable SBBC administrators to track the status of work completed by both contractors and employees within MAS for efficient oversight. Notification management at a policy level.	Phase II –This requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
Integrated Communication Log: Facilitate enhanced communication tracking within the system to ensure a comprehensive audit trail of communications, significantly improving coordination and accountability within the MAS environment.	Phase II – This requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
Service Requests: Allow SBBC users to submit service requests and provide workflows and reports to support tracking of work from request to completion. SBBC users must receive automated notifications when their work order is: Accepted, Approved and Completed and any comment is added to the work order communication log	Phase II – This requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
Priority Assignment and Escalation for Service Requests: The system must allow service requests to be categorized based on predefined priority levels (e.g., Low, Medium, High, Critical) at the time of creation or update. The system must automatically trigger an escalation process for service requests marked as "01 – ER (Critical)". This escalation includes direct notification to a predefined group of SBBC stakeholders via the system and an immediate follow-up phone call.	Phase II – This requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.

EXHIBIT A

Approach to Addressing Each of the Task Force Requirements Cont.

Physical Plant Operations (PPO) Safety Violations: Capability to track each safety violation from the moment it is issued to the PPO, through to its resolution.	If this is a priority, it can either be addressed in Phase III of the Project, by leveraging MAS service requests for incident notification, which would not cover management of the incident. Alternatively, it could be addressed in the future under a separate project, implementing the optional MAS Health, Safey and Environment application, which would require additional licensing.
Intercom Problems: Capability to view all issues related to intercom in a separate Portlet.	Phase II – This requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
User Access Assignment: Allow access permissions and capabilities to be assigned based on the SBBC user's role or job title within SBBC. Plus, the option to grant access to users after an email approval from Principals.	Phase II – Requires configuration and integration with SBBC security and single-sign on interfaces.
Predictive Maintenance: Utilize MAS capabilities to predict maintenance needs for assets, aiming to proactively extend asset life and reliability.	This is outside the scope of the Project. If this is a priority, it can be addressed in the future under a separate project.
Warranty Tracking: Track asset warranties within MAS to ensure adherence to correct repair procedures for assets covered under warranty.	Phase II – Requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes. Phase III – Extended capability which requires data import/entry by SBBC.
Timekeeping against Work Orders: Integrate or provide time tracking to allow true costs to be calculated and represented against individual work orders.	Phase II – Requires training of SBBC personnel to populate time spent on each work order.
Inventory Management: Implement standard barcoding methods within MAS for efficient entry and maintenance of inventory. (Any solution must also support items that are subject to significant wear and tear and cleaning). Stock management in one system of truth.	Phase III or separate future project – Detailed design and work effort estimate can be provided during Phase II; Timing of implementation can be based on SBBC priority; Requires data load, configuration and training; stock room labeling, implementation new work automated processes in the stock room; needs collaboration with SBBC PPO.
Integrated Asset Management: Integrate asset management, preventive maintenance, and work order management seamlessly within MAS with workflows included for easy management, entry and approvals. Asset management should include the ability to group assets with subcomponents (i.e. a vehicle has multiple sub-assets that need to be tracked)	Phase II / Phase III – Requires analysis of SBBC asset taxonomy (Phase I), detailing any necessary changes to the current configuration; along with enablement on the tool to meet SBBC-specific workflows or processes.
Integrated Warranty Management: Integrate warranty management, tracking, preventive maintenance, and work order management seamlessly within MAS.	Phase II – Requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes. Phase III – Extended capability which requires data import/entry by SBBC.
Integration with SAP: Ensure seamless integration between Maximo and SAP to eliminate data discrepancies and ensure a single system of truth, and ensure purchase orders are tied to work orders and assets. Reduce requirement to review error logs – deal with dependencies and errors on entry to avoid issues with error records	Phase I - SAP/Ariba integration requirements need a thorough discussion and detailed assessment to be completed.

holding up other processes (i.e., transfer of assets, budget reservation). Bidirectional integration. Integration with contracts management and vendor assignment.	Phase II - The current SBBC SAP Component is compatible with the MAS Integration Framework and can be supported in MAS. There is considerable work associated with a sophisticated SAP/Ariba – MAS reengineering effort; A design and work effort estimate can be developed in Phase I.
Full integration with IT Service Management ("ITSM") (Helix). Error handling/validation/instant check. Pending decision on IT Asset Management solution.	Requires further analysis and a SBBC decision on a future platform; Evaluate MAS IT as an option to support IT Asset Management.
Full Electronic Data Interchange (EDI): Quote, order, confirmation, shipping, and tracking.	Requires further analysis (Phase I). This would be covered in integration workshop. Depending on scope and size of work effort, address in Phase II or Phase III.
Process Automation: Streamline processes within MAS to leverage automation features, enhancing operational efficiency.	Requires further analysis (Phase I). This would be covered in business process workshop. Depending on scope and size of work effort, address in Phase II or Phase III.
Data Import Capability: Enable MAS to import data from external systems for data enrichment or updates, ensuring data completeness.	Data import Functionality available with MAS 8.x; can detail data import capabilities as part of Phase I. Depending on scope and size of work effort, address in Phase II or Phase III.
Identity Management Integration: Integrate MAS with the existing Identity Management System to automate user role assignments and eliminate manual user management. No need to manage users manually in MAS.	Phase II – Requires configuration and integration with SBBC security and single-sign on interfaces.
User Adoption and Training: Ensure comprehensive training and support to facilitate smooth adoption of MAS across all user levels within the organization.	Phase II – Tasks in Phase II include both enablement and mentoring throughout as well as self-paced learning; please see *the IBM Maximo Learning Roadmap*.
Continuous Improvement: Implement feedback mechanisms and periodic evaluations to continuously improve MAS utilization, aligning it with changing business demands and technological advancements.	SBBC-wide change management and continuous improvement initiatives are a SBBC-led activity, which IBM can support. Typical programs include establishing a task force/steering committee, user groups, process owners and champions, defining and managing to key performance indicators and organizational enablement and training.
Department-Level Admin: Allow SBBC user departments to configure the system in regard to views, reports, start centers, workflows, assign users within the department, etc.	Phase II – Requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.

EXHIBIT A

Approach to Addressing Each of the Task Force Requirements Cont.

Contract Compliance Integration: Allow integration with SAP Ariba for contract compliance workflows and tying purchases and work to contracts.	Phase I – SAP/Ariba integration requirements need a thorough discussion and detailed assessment to be completed. Phase II – The current SBBC SAP Component is compatible with the MAS Integration Framework and can be supported in MAS. There is considerable work associated with a sophisticated SAP/Ariba – MAS reengineering effort; A design and work effort estimate can be developed in Phase I.
On-demand Reporting: Allow users to create and drill down in reports that allow monitoring of expenditure.	Phase II – Requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
Unified Work Order and Asset Taxonomy: Ensure existing and new work orders and assets follow a unified taxonomy for categorization to ensure accurate reporting.	Phase II / Phase III – Requires analysis of SBBC asset taxonomy (Phase I), detailing any necessary changes to the current configuration; along with enablement on the tool to meet SBBC-specific workflows or processes.
Mobile Device Integration and Adoption: Ensure that technicians and mechanics have access to appropriate mobile devices, are trained, and adopt the practice of updating and interacting with MAS on a daily basis.	Phase II - MAS Mobile, available in MAS, is the basis of this requirement. SBBC has entitlements to MAS Mobile and the platform can be deployed "out-of-the-box." Phase III – Depending on the detailed design, this requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
Expanded data entry to users: Allow SBBC end users to create work orders including school staff.	Phase II – Standard MAS functionality based on security control configuration (may require additional licensing if definition of school staff expands beyond forepersons and school admins)
Integrate floor plans into MAS: Visualization: Enable MAS users to view floor plans directly within the MAS interface, providing a visual representation of the physical layout of assets, equipment, and infrastructure. Navigation: Allow users to navigate through different floors or sections of a facility easily within the floor plan interface, enhancing spatial awareness and facilitating efficient asset management. Asset Identification: Implement functionality to overlay asset locations onto the floor plans, allowing users to quickly identify the exact physical location of assets for maintenance, inspection, or other tasks.	Phase II or III – depending on priority, this requires design decisions on the proper tooling and integration approach (MAS Spatial, ESRI Integration) ; Requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
GIS capabilities: Geospatial Visualization: Provide capabilities to visualize assets, work orders, and other relevant data on maps within the MAS interface, allowing users to gain insights into spatial relationships and patterns.	Phase II or III – depending on priority, this requires design decisions on the proper tooling and integration approach (MAS Spatial, ESRI Integration); requires configuration along with enablement on the tool to meet SBBC-specific workflows or processes.
Charter Schools: Inspection only. Customized Workflows: Design inspection workflows specific to charter school requirements for inspections.	Phase III – This requires specific workflow configuration along with enablement on the tool to meet charter school inspection processes.
Implementation of Self-Service Material Request Workflow: Self-Service Material Request for technician/foreman. Process from Purchase Request to	Phase II or Phase III - This requires design and work effort estimate for configuring this workflow; timing of the implementation is depending on SBBC priorities.

Purchase Order to Receiving. Currently PPO is working with Procurement to develop a workflow.	
Implement a Warehouse Management System (WMS): Develop/implement stock control by batch (Batch labeling, ability to use barcode/QR code for batch control, inventory counting using smart scanner and batches). Shelf-life control management (shelf life by manufacturer's date, by receiving date, etc. Item/Batch management shelf-life item control, expiration, revalidation). Develop/implement the ability for material reservations for and from customers. (SAP integration?)	This is outside the scope of the Project. If this is a priority, it can be addressed in the future under a separate project, dependent on barcoding implementation within the stockroom.
Custom tags: Capability to add custom tags to personalize assets, such as room number, version number, Integration Object Structure (IOS) version, and site location.	Phase II / Phase III – This requires analysis of SBBC asset taxonomy (Phase I), detailing any necessary changes to the current configuration, along with enablement on the tool to meet SBBC-specific workflows or processes.

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EXHIBIT B

COST SUMMARY

MAS Implementation Costs (See Exhibit A "Scope of Services")

Description	Part	Quantity	IBM Unit List Price (1)	List Price	IBM Discounted Unit Price	Extended Price	Quote Number
Phase I – Assessment and Planning	D06YVZX	7	$ 17,200.00	$ 120,400.00	$ 13,774.00	$ 96,418.00	
	D06YTZX	2	$ 10,000.00	$ 20,000.00	$ 6,996.00	$ 13,992.00	
Total				$ 140,400.00		$ 110,410.00	0021371805

Description	Part	Quantity	IBM Unit List Price (1)	List Price	IBM Discounted Unit Price	Extended Price	Quote Number
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Total				$ 389,600.00		$ 303,900.00	0021350098

Description	Part	Quantity	IBM Unit List Price (1)	List Price	IBM Discounted Unit Price	Extended Price	Quote Number
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Description	Part	Quantity	IBM Unit List Price (1)	List Price	IBM Discounted Unit Price	Extended Price	Quote Number
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Total				$ 124,864.00		$ 94,508.99	0021350096
					Total	$1,303,330.99	

Software as a Service Costs – Capitalized

60 month Annual Pay	Months	2025	2026	2027	2028	2029	Totals
Manage & Health	Months 1 - 12	$ 305,676.00					$ 305,676.00
Add First Monitoring and Predict Instance	Months 13 - 24		$ 240,987.60				$ 240,987.60
Add Additional Monitor and Predict Instance	Months 24 - 60		$ 267,267.60	$ 550,571.26	$ 567,088.39	$ 584,101.05	$ 1,969,028.30
Total		$ 305,676.00	$ 508,255.20	$ 550,571.26	$ 567,088.39	$ 584,101.05	$ 2,515,691.90

International Business Machines Corporation
International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Quotation

Attn: Ted Myers
School Board of Broward County
600 SE Third Ave
FORT LAUDERDALE FL 33301-3125
UNITED STATES

IBM Site Number: 3450188
IBM Agreement Number: 222547
IBM Customer Number: 9194861

Dear Ted Myers

Thank you for being an IBM Client. We are delighted to provide this quote for IBM offerings.

Worldwide, companies like yours are increasingly demanding more from their information technology infrastructure, increased flexibility, scalability and agility to meet changing business needs. At the same time, they want reduced cost, rapid deployment and investment recovery.

Over the years, our products, services and solutions capabilities have given our Clients the reliability, availability, security, and manageability to improve operations and achieve efficiency while accommodating growth at reduced cost. These characteristics have been and will remain fundamental to the IBM portfolio.

Unless specifically agreed herein or in another signed agreement in writing between you and IBM, the licenses for the Programs and S&S acquired under this Quote / Agreement may not be used to settle or resolve any software license non-compliance by you that occurred prior to the Start Date of this Agreement. Further, unless otherwise agreed to by the parties in writing, the licenses for the Programs and S&S acquired under this Quote / Agreement may not be used as authorization to deploy the Programs prior to the date of your order against this Quote / Agreement. For more information about eligibility and reporting requirements for sub-capacity licensing, please visit https://www.ibm.com/software/passportadvantage/subcaplicensing.html and for more information about eligibility and reporting requirements for container licensing, please visit: https://www.ibm.com/software/passportadvantage/containerlicenses.html.

This quotation is valid from 13-Jan-2025 and will expire on 28-Feb-2025.
We look forward to your order.

If you need assistance with placing your order or wish to discuss your quotation, please contact the IBM Representative noted below.

Yours sincerely,

Brian O'Sullivan
Phone Number:
Fax Number:
E-mail Address: brian.osullivan@us.ibm.com

International Business Machines Corporation
International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Quotation

Quotation Information
Number: **21371805**
Effective Date: **13-Jan-2025**
Expiration Date: **28-Feb-2025**

Customer Information
Attn: **Ted Myers**
School Board of Broward County
600 SE Third Ave
FORT LAUDERDALE FL 33301-3125
UNITED STATES

Sales Representative
IBM Contact: **Brian O'Sullivan**
E-mail Address: brian.osullivan@us.ibm.com

IBM Site Number: **3450188**
IBM Customer Number: **9194861**
IBM Agreement Number: **222547**

Summary
Current Transaction:

As a Service	110,410.00
Total	**110,410.00 USD**

Current Transaction

As a Service 110,410.00 USD

IBM Expert Labs Max One Week RB SaaS Engagem RDS Engagement

IBM Expert Labs Maximo One Week Remote Solution Build - SaaS Engagement Remotely Delivered Service

Part#: **D06YTZX** Unit Price: **6,996.00 Per Use**
Billing: **Monthly in Advance**

Line Item	Quantity	Line Item Price
1	2	13,992.00

IBM Expert Labs Build Maximo - SaaS Engagement Remotely Delivered Service

Part#: **D06YVZX** Unit Price: **13,774.00 Per Use**
Billing: **Monthly in Advance**

Line Item	Quantity	Line Item Price
2	7	96,418.00

Notes
Applicable tax will be recalculated at the time of order processing.

IBM acceptance of the order is subject to credit approval.
Upon placing your order, please supply a Purchase Order or, if not PO driven, a signed Firm Order Letter. The Purchase Order value must cover the Total Commit Value of the transaction.

International Business Machines Corporation
International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Quotation

Attn: Ted Myers
School Board of Broward County
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Over the years, our products, services and solutions capabilities have given our Clients the reliability, availability, security, and manageability to improve operations and achieve efficiency while accommodating growth at reduced cost. These characteristics have been and will remain fundamental to the IBM portfolio.

Unless specifically agreed herein or in another signed agreement in writing between you and IBM, the licenses for the Programs and S&S acquired under this Quote / Agreement may not be used to settle or resolve any software license non-compliance by you that occurred prior to the Start Date of this Agreement. Further, unless otherwise agreed to by the parties in writing, the licenses for the Programs and S&S acquired under this Quote / Agreement may not be used as authorization to deploy the Programs prior to the date of your order against this Quote / Agreement. For more information about eligibility and reporting requirements for sub-capacity licensing, please visit https://www.ibm.com/software/passportadvantage/subcaplicensing.html and for more information about eligibility and reporting requirements for container licensing, please visit: https://www.ibm.com/software/passportadvantage/containerlicenses.html.

This quotation is valid from 10-Dec-2024 and will expire on 28-Feb-2025.
We look forward to your order.

If you need assistance with placing your order or wish to discuss your quotation, please contact the IBM Representative noted below.

Yours sincerely,

Brian O'Sullivan
Phone Number:
Fax Number:
E-mail Address: brian.osullivan@us.ibm.com

International Business Machines Corporation
International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Quotation

Quotation Information

Number: **21350098**
Effective Date: **10-Dec-2024**
Expiration Date: **28-Feb-2025**

Customer Information

Attn: **Ted Myers**
School Board of Broward County
600 SE Third Ave
FORT LAUDERDALE FL 33301-3125
UNITED STATES

Sales Representative

IBM Contact: **Brian O'Sullivan**
E-mail Address: brian.osullivan@us.ibm.com

IBM Site Number: **3450188**
IBM Customer Number: **9194861**
IBM Agreement Number: **222547**

Summary

Current Transaction:

As a Service	303,900.00	
Estimated Tax	21,273.00	
Total	**325,173.00**	**USD**

Current Transaction

As a Service 303,900.00 USD

IBM Expert Labs Max One Week RB SaaS Engagem RDS Engagement

IBM Expert Labs Maximo One Week Remote Solution Build - SaaS Engagement Remotely Delivered Service

Part#: **D06YTZX** Unit Price: **6,996.00 Per Use**
Billing: **Monthly in Advance**

Line Item	Quantity	Line Item Price
1	8	55,968.00

IBM Expert Labs Build Maximo - SaaS Engagement Remotely Delivered Service

Part#: **D06YVZX** Unit Price: **13,774.00 Per Use**
Billing: **Monthly in Advance**

Line Item	Quantity	Line Item Price
2	18	247,932.00

Notes

Applicable tax will be recalculated at the time of order processing.

IBM acceptance of the order is subject to credit approval.
Upon placing your order, please supply a Purchase Order or, if not PO driven, a signed Firm Order Letter. The Purchase Order value must cover the Total Commit Value of the transaction.

International Business Machines Corporation

International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Terms and Conditions

IBM International Passport Advantage Agreement

The quote or order to which this document relates is governed by the terms of your Passport Advantage Agreement and its associated attachment(s).

IBM Terms for IBM Cloud Offerings

The referenced Cloud Services are governed by the terms of your International Passport Advantage Agreement, its associated attachment(s), and the referenced Transaction Documents. Your order and use of the Cloud Services are your acceptance of the prices and terms referenced in this document, except to the extent superseded by a written amendment or agreement signed by both of us.

Final coverage dates for offerings listed are provided in your Proof of Entitlement.

Transaction Documents

IBM Terms of Use - General Terms for IBM Cloud Offerings at:
http://www.ibm.com/terms/?id=i126-5948

Service Description(s) for ordered Cloud Services:
IBM EXPERT LABS AI APPLICATIONS ACCELERATOR SERVICES - SAAS
https://www.ibm.com/support/customer/csol/terms/?id=i126-9261

Please read all terms for each of the above referenced Transaction Document(s) to ensure you are agreeing to the most recent version of the document. If you have any trouble with the link provided, please copy and paste the appropriate URL in your browser's navigation bar.

Billing and Provisioning

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Useful/Important Web resources:
Passport Advantage information, customer secure site access, training, etc.: www.ibm.com/software/passportadvantage
IBM's International Program License Agreement and product License Information documents: www.ibm.com/software/sla
IBM Software Support Web site: https://www.ibm.com/software/support/handbook.html
IBM Customer Number: 9194861

International Business Machines Corporation
International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Quotation

Attn: Ted Myers
School Board of Broward County
600 SE Third Ave
FORT LAUDERDALE FL 33301-3125
UNITED STATES

IBM Site Number: 3450188
IBM Agreement Number: 222547
IBM Customer Number: 9194861

Dear Ted Myers

Thank you for being an IBM Client. We are delighted to provide this quote for IBM offerings.

Worldwide, companies like yours are increasingly demanding more from their information technology infrastructure, increased flexibility, scalability and agility to meet changing business needs. At the same time, they want reduced cost, rapid deployment and investment recovery.

Over the years, our products, services and solutions capabilities have given our Clients the reliability, availability, security, and manageability to improve operations and achieve efficiency while accommodating growth at reduced cost. These characteristics have been and will remain fundamental to the IBM portfolio.

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Yours sincerely,

Brian O'Sullivan
Phone Number:
Fax Number:
E-mail Address: brian.osullivan@us.ibm.com

International Business Machines Corporation
International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Quotation

Quotation Information

Number: **21350096**
Effective Date: **10-Dec-2024**
Expiration Date: **28-Feb-2025**

Customer Information

Attn: **Ted Myers**
School Board of Broward County
600 SE Third Ave
FORT LAUDERDALE FL 33301-3125
UNITED STATES

Sales Representative

IBM Contact: **Brian O'Sullivan**
E-mail Address: brian.osullivan@us.ibm.com

IBM Site Number: **3450188**
IBM Customer Number: **9194861**
IBM Agreement Number: **222547**

Summary

Current Transaction:

As a Service	398,408.99	
Estimated Tax	25,129.72	
Total	**423,538.71**	**USD**

Current Transaction

As a Service 398,408.99 USD

IBM Expert Labs Max One Week RB SaaS Engagem RDS Engagement

IBM Expert Labs Maximo One Week Remote Solution Build - SaaS Engagement Remotely Delivered Service

Part#: **D06YTZX**
Billing: **Monthly in Advance**
Unit Price: **6,996.00 Per Use**

Line Item	Quantity	Line Item Price
1	8	55,968.00

IBM Expert Labs Build Maximo - SaaS Engagement Remotely Delivered Service

Part#: **D06YVZX**
Billing: **Monthly in Advance**
Unit Price: **13,774.00 Per Use**

Line Item	Quantity	Line Item Price
2	22	303,028.00

IBM Learning Subscription - Sustainability Authorized User per Annum

IBM Learning Subscription - Sustainability Authorized User per Annum

Subscription Part#: **D0GXFZX**
Billing: **Upfront**
Unit Price: **2,463.31**
Subscription Length: **12 Months**
Renewal Type: **Expires at end of Subscription**

International Business Machines Corporation
International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

Line Item	Quantity	Month	Subscription Rate	Line Item Price
3	16	1-12	39,412.99	39,412.99
Subtotal				**39,412.99 USD**

Notes

Applicable tax will be recalculated at the time of order processing.

IBM acceptance of the order is subject to credit approval.
Upon placing your order, please supply a Purchase Order or, if not PO driven, a signed Firm Order Letter. The Purchase Order value must cover the Total Commit Value of the transaction.

EXHIBIT C

International Business Machines Corporation

International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Terms and Conditions

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Final coverage dates for offerings listed are provided in your Proof of Entitlement.

Transaction Documents

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http://www.ibm.com/terms/?id=i126-5948

Service Description(s) for ordered Cloud Services:
IBM EXPERT LABS AI APPLICATIONS ACCELERATOR SERVICES - SAAS
https://www.ibm.com/support/customer/csol/terms/?id=i126-9261
IBM LEARNING SUBSCRIPTION
https://www.ibm.com/support/customer/csol/terms/?id=i126-9709

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Billing and Provisioning

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Useful/Important Web resources:
Passport Advantage information, customer secure site access, training, etc.: www.ibm.com/software/passportadvantage
IBM's International Program License Agreement and product License Information documents: www.ibm.com/software/sla
IBM Software Support Web site: https://www.ibm.com/software/support/handbook.html
IBM Customer Number: 9194861

International Business Machines Corporation
International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Quotation

Attn: Ted Myers
School Board of Broward County
600 SE Third Ave
FORT LAUDERDALE FL 33301-3125
UNITED STATES

IBM Site Number: 3450188
IBM Agreement Number: 222547
IBM Customer Number: 9194861

Dear Ted Myers

Thank you for being an IBM Client. We are delighted to provide this quote for IBM offerings.

Worldwide, companies like yours are increasingly demanding more from their information technology infrastructure, increased flexibility, scalability and agility to meet changing business needs. At the same time, they want reduced cost, rapid deployment and investment recovery.

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Yours sincerely,

Brian O'Sullivan
Phone Number:
Fax Number:
E-mail Address: brian.osullivan@us.ibm.com

International Business Machines Corporation
International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

IBM Quotation

Quotation Information

Number: **21350089**
Effective Date: **10-Dec-2024**
Expiration Date: **28-Feb-2025**

Customer Information

Attn: **Ted Myers**
School Board of Broward County
600 SE Third Ave
FORT LAUDERDALE FL 33301-3125
UNITED STATES

Sales Representative

IBM Contact: **Brian O'Sullivan**
E-mail Address: brian.osullivan@us.ibm.com

IBM Site Number: **3450188**
IBM Customer Number: **9194861**
IBM Agreement Number: **222547**

Summary

Current Transaction:

As a Service	490,612.00	
Estimated Tax	34,342.84	
Total	**524,954.84**	**USD**

Current Transaction

As a Service 490,612.00 USD

IBM Expert Labs Max One Week RB SaaS Engagem RDS Engagement

IBM Expert Labs Maximo One Week Remote Solution Build - SaaS Engagement Remotely Delivered Service

Part#: **D06YTZX** Unit Price: **6,996.00 Per Use**
Billing: **Monthly in Advance**

Line Item	Quantity	Line Item Price
1	15	104,940.00

IBM Expert Labs Build Maximo - SaaS Engagement Remotely Delivered Service

Part#: **D06YVZX** Unit Price: **13,774.00 Per Use**
Billing: **Monthly in Advance**

Line Item	Quantity	Line Item Price
2	28	385,672.00

Notes

Applicable tax will be recalculated at the time of order processing.

IBM acceptance of the order is subject to credit approval.
Upon placing your order, please supply a Purchase Order or, if not PO driven, a signed Firm Order Letter. The Purchase Order value must cover the Total Commit Value of the transaction.

EXHIBIT C

International Business Machines Corporation

International Business Machines Corporation, 1 North Castle Drive, Armonk, NY 10504

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Final coverage dates for offerings listed are provided in your Proof of Entitlement.

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http://www.ibm.com/terms/?id=i126-5948

Service Description(s) for ordered Cloud Services:
IBM EXPERT LABS AI APPLICATIONS ACCELERATOR SERVICES - SAAS
https://www.ibm.com/support/customer/csol/terms/?id=i126-9261

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IBM's International Program License Agreement and product License Information documents: www.ibm.com/software/sla
IBM Software Support Web site: https://www.ibm.com/software/support/handbook.html
IBM Customer Number: 9194861

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-13.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

AGR25-060 - The Chancellor, Masters, Scholars of The University of Cambridge

REQUESTED ACTION:

Approve the Agreement between The School Board of Broward County, Florida (SBBC), and The Chancellor, Masters, and Scholars of The University of Cambridge. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.
The Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Agreement-ONLINE

FINANCIAL IMPACT:

$17,500,000. Funding will come from individual participating school and District department budgets.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

College and Career Readiness/Acceleration **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:	Dr. Angela R. Fulton	Phone:	754-321-2100

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____
School Board Chair

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching/Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation to Approve Agreement with
AGR25-060 - The Chancellor, Masters, and Scholars of The University of Cambridge

---

Board Meeting Date: February 19, 2025

Recommended Action:
Approve the Agreement between The School Board of Broward County, Florida (SBBC), and The Chancellor, Masters, and Scholars of The University of Cambridge (Cambridge).

District-Zone impact: District-wide.

Impact if the Board Votes Yes or No

If the Board votes "Yes": Schools will be able to offer the Cambridge curriculum and offer Cambridge assessments for the Cambridge diploma.

If the Board votes "No": Schools will not be able to offer the Cambridge curriculum and offer Cambridge assessments for the Cambridge diploma.

Background/History:
This Agreement will provide elementary, middle, and high school students at participating Cambridge schools with high-quality Cambridge international education. Currently, in the 2024-2025 school year, SBBC offers the Cambridge curriculum at thirteen (13) elementary schools, twenty-one (21) middle schools, and twenty-eight (28) high schools.

Participating Schools	2022-2023	2023-2024	2024-2025	2025-2026 (projected)
Elementary	3	5	13	15
Middle Schools	16	18	21	23
High Schools	25	26	28	30

Elementary Schools (15)	Middle Schools (23)	High Schools (30)
Banyan	Apollo	Blanche Ely
Bayview	Attucks	Boyd H. Anderson
Bennett	Bair	Charles W. Flanagan
Boulevard Heights	Coral Springs	Coconut Creek
Discovery	Falcon Cove	Cooper City
Horizon	Forest Glen	Coral Glades
Nob Hill	Glades	Coral Springs
Panther Run *	Lauderdale Lakes	Cypress Bay
Pembroke Lakes	Lyons Creek	Deerfield Beach
Pembroke Pines*	Margate	Dillard 6-12
Sandpiper	Pines	Everglades
Stirling	Pioneer	Fort Lauderdale
Sunset Lakes	Ramblewood*	Hallandale
Village	Rickards	Hollywood Hills
Welleby	Sawgrass Springs	J.P. Taravella
	Seminole	Lauderhill 6-12
	Silver Lakes	Marjory Stoneman Douglas
	Silver Trail	McArthur
	Sunrise	Miramar*
	Tequesta Trace	Monarch
	Walter C. Young	Northeast
	Westglades*	Nova
	Westpine	Piper
		Plantation
		Pompano Beach*
		South Broward
		South Plantation
		Stranahan
		West Broward
		Western

* Beginning in the 2025-2026 school year

Over thirty-three thousand (33,000) SBBC students took Cambridge AICE exams in the 2023-2024 school year with an average pass rate of seventy-seven percent (77%).

Agreement Term: October 1, 2024, (Effective Date) through September 30, 2027; Total Award Amount: $17,500,000; Small/Minority/Women Business Enterprise Vendor(s): None.

Alignment to 2027 Goals and Guardrails:
Goal 4: College & Career Readiness

Measurable Outcome(s)/Return on Investment:
During the School Year (SY) 2023-2024, one thousand three hundred thirty-eight (1,338) students earned Cambridge/AICE Diplomas. This number represents a one hundred three percent (103%) increase since SY 2019-2020. Students who earn the Cambridge/AICE Diplomas are automatically awarded the highest level of the Florida Bright Futures Scholarship. Also, during the 2023/2024 SY SBBC students earned approximately fifty-two thousand nine hundred sixty-eight (52,968) college credit hours helping to defray future tuition costs. SBBC was also recognized as the 2017 and 2020 Cambridge District of the Year, for the District's students' outstanding performance on AICE exams.

Financial Impact:
The spending authority requested is $17,500,000. Funding will come from individual participating school and District department budgets.

Financial Impact Table:

ACTION	EFFECTIVE DATE	TERM (months)	AMOUNT
Original Spending Authority	10/1/2024	36	$17,500,000
Total Agreement Amount		**36**	**$17,500,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	AGR25-060	**Preparation Date:**	February 12, 2025
Previous Bid # (Ex: 10-004R):	FY22-112	**Buyer/PA:**	MAYA BALSECA
New Bid Award Total:	$8,600,000	**Bid Title:**	Cambridge International Education
Previous Award Total:	$12,100,00		
Bid Type:	REPLACEMENT BID		
Previous Bid Term (Start Date):	1/1/2022	**New Bid Term (In Months):**	36
Previous Bid Term (End Date):	9/30/2024	**# of Months Into Bid:**	

SPEND REPORTING	
Purchase Order(s) Spend:	
P Card Purchases:	
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	
Average Monthly Expenditure:	
Unused Authorized Spending:	
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
	PO VENDOR SPEND:	$ -
	P-CARD SPEND:	$ -
	TOTAL SPEND:	$ -

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	Various	**Name** (First & Last)	Guy Barmoha
Fund	Various	**Title**	Director
Functional Area	Various	**Department/School Name**	Secondary Learning
Commitment Item	Various	**Sign-off provided by**	

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**2/12/2025**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

AGREEMENT

THIS AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC" or the "Authority"),
a body corporate and political subdivision of the State of Florida
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

THE CHANCELLOR, MASTERS, AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE
acting through its department Cambridge University Press & Assessment represented by its division
CAMBRIDGE INTERNATIONAL EDUCATION,
(hereinafter referred to as "Cambridge"),
whose principal place of business is
Shaftesbury Road, Cambridge, CB2 8EA, United Kingdom

WHEREAS, Cambridge is a provider of Cambridge International examinations, teacher and administrator professional development, products and services related to the Cambridge International Primary, Cambridge International Lower Secondary, Cambridge International Upper Secondary and Cambridge International Advanced programs and the Cambridge Professional Development Qualifications to schools that are registered as Cambridge International Schools; and

WHEREAS, SBBC desires to continue offering these educational services and instructional materials to its students; and

WHEREAS, pursuant to SBBC Policy 3800 III, D and E, as authorized by Florida Administrative Code Rule 6A-1.012 11(b) and 14, the requirement of requesting competitive solicitations from three or more sources is hereby waived for the purchase of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, dvds, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution, and for information technology.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement**. The term of this Agreement is effective October 1, 2024, ("Effective Date") and concludes on September 30, 2027, unless terminated earlier pursuant to section 3.05 of this Agreement. The term of the Agreement may, by mutual agreement between SBBC and Cambridge, be extended for two (2) additional one-year periods.

2.02 **Cambridge Application Fee Discounts and SBBC Program Fees/Waivers**.

(a) Application Fee Discount. Before a school can offer Cambridge's programs and qualifications (Cambridge Advanced, Advanced Subsidiary, International General Certificate of Secondary Education (IGCSE), examinations, Checkpoint and Primary Checkpoint tests), it must complete an application process which includes an approval visit by a Cambridge representative to understand its Cambridge program implementation plans, discuss the standards of registration, which include secure storage of examination requirements, and help with registration. The requirements are set out in the Cambridge International School Registration Guide (the current version of which is attached at Appendix 1) and the Cambridge Handbook (which means the Cambridge publication entitled "Cambridge Handbook", which sets out the rules for administering Cambridge Qualifications and Assessments and the obligations between Cambridge and schools, the current version of which is attached at Appendix 2). It is acknowledged and agreed that the Cambridge International School Registration Guide and the Cambridge Handbook may be updated by Cambridge periodically during the term of this Agreement. Cambridge shall provide any such updates promptly to SBBC. Any such updates must align with federal and state law, and SBBC policies, and are subject to approval by SBBC through written amendment executed by both parties to the extent they alter SBBC's rights and obligations under the terms and conditions of this Agreement. If a school is approved by Cambridge to offer Cambridge Early Years, the term 'Handbook' will also refer to the 'Cambridge Early Years Handbook' which would be applicable to that programme in place of the standard 'Cambridge Handbook'); (and the Standard Terms of Registration Agreement attached hereto as Appendix 3 the Standard Terms of Registration. If there is a conflict between the terms and conditions of this Agreement and the Standard Terms of Registration, this Agreement shall control. There is an application fee to cover this process. Up until September 30, 2027, Cambridge agrees to reduce school application fees by 50% if three or more schools apply to become Cambridge International Schools at the same time and they are located close enough for the approval visits to occur on the same day or in the same trip to their location.

(b) Program Fees and Waivers. Registered Cambridge Secondary Schools pay a yearly Cambridge Secondary & Advanced program fee. The school registration year runs from 1 October to 30 September. Individual schools that spend more on eligible goods and services than the fee waiver spending threshold listed in the applicable Cambridge US Fees list (Appendix 4) for that registration year are exempt from the yearly Cambridge Secondary & Advanced program fee the subsequent year. Each year the Cambridge US Fees List will be provided to SBBC as soon as published by Cambridge. The number of Secondary & Advanced program fees to be paid by the group of schools is calculated using a group level waiver limit. This allows the amount spent by each school in excess of the waiver spend threshold during the registration year to be counted towards the spending level of Cambridge Secondary and Advanced program schools who have not

met the program fee waiver spending threshold for the following year.

1) Spending on the following counts towards the program fee waiver spending threshold:

   i. Cambridge Primary Program Fee,
   ii. Qualification Entry Fees (excluding late or very late entry fees),
   iii. Cambridge AICE Diploma and Cambridge ICE entry fees,
   iv. Publications catalogue purchases,
   v. Cambridge Professional Development qualification fees,
   vi. Cambridge Professional Development training courses,
   vii. Results services,
   viii. Post-results services (Excluding Enquiries about results (EARs) and any subsequent appeals).

2) While the Cambridge Primary Program Fees paid by SBBC contribute towards the waiver spending threshold, the annual Cambridge Primary Program fee is not eligible for waiver.

3) The prices in the SBBC Fees List (Appendix 4) will be in effect from the effective date of this Agreement through September 30, 2027, and beginning October 1, 2025, shall be subject to an annual increase by Cambridge of up to a maximum of 6% per annum for the remainder of the term of the Agreement. Full details of this offer and related terms and conditions can be found in the Group of Schools letter attached hereto as Appendix 5 ("Group of Schools letter").

(c) Cost. Notwithstanding any provision in this Agreement, the amount of the products and services that Cambridge will provide to SBBC as outlined in this Agreement shall not exceed Seventeen Million, Five Hundred Thousand US Dollars and 00/100 Cents (US $17,500,000.00), unless this Agreement is amended by written agreement executed by both parties with the same or similar formality as this Agreement. SBBC will not order any services in excess of the above amount, unless the Agreement is amended in writing as described above. Cambridge has no obligations to fulfill any SBBC orders in excess of the above amount unless the Agreement is amended in writing as described above.

(d) Payment. SBBC will provide Cambridge with a valid purchase order. Cambridge shall submit all invoices to:

The School Board of Broward County, Florida
Accounting and Financial Reporting Department
Attn: Accounts Payable
600 S.E. 3rd Avenue, 7th Floor
Fort Lauderdale, Florida 33301

With a copy to:
For Elementary and Middle Schools
The School Board of Broward County, Florida

Attn: Secondary Learning
600 S.E. 3rd Avenue, 7th Floor
Fort Lauderdale, Florida 33301

For High Schools
Attn: Principal at each participating high school

1) Cambridge shall submit a proper and appropriate invoice for the amount of the services it provides to SBBC, in accordance with the fees described in Appendix 4.

2) Cambridge shall submit all invoices for services requisitioned by SBBC schools and or departments to the respective school or department that created the valid requisition.

3) SBBC shall pay all proper and appropriate Cambridge invoices within thirty (30) calendar days of receipt of same invoice.

2.03 **SBBC Disclosure of Education Records to Cambridge**.

(a) SBBC staff will provide Cambridge with the education records in this section for the following purposes:

1) To register students for Cambridge examination(s) and Advanced International Certificate of Education (AICE) Diploma entries (Bulk Registration).
2) For Cambridge to score the student exams.
3) To provide student examination performance reports to the Authority.
4) Reporting AICE Diploma recipients eligible for the Bright Futures Academic Scholar Scholarship to the Florida Department of Education Office of Student Financial Assistance.
5) For sending student exam score reports to colleges and universities for admissions and credit validation.
6) Cambridge Program Research and / or Evaluation Studies to continually monitor and if needed to help improve the quality and performance of Cambridge Programs throughout the district.
7) Cambridge marketing and publicity (includes photographs and/or videotapes of students) requires parental consent.

(b) SBBC staff will provide Cambridge with the following personally identifiable education records for test administration and score reporting (except photographs and videotapes), via secure email or Cambridge's website portal:

1) First, Middle and Last Name
2) Student Identification Number
3) Date of Birth
4) Gender
5) Grade Level
6) English as a First Language Status
7) School/Private Indicator
8) Race/Ethnicity

9) Graduation Year
10) Course (Syllabus) Name
11) Course Number
12) Assigned Course Instructor Name and Email address
13) Student answer sheets (Cambridge test)
14) Photographs and video tapes of students and/or parents/guardians for Cambridge marketing and publicity activities (requires parental consent).

(c) SBBC staff will provide Cambridge with the following deidentified education records for research purposes, via secured email or via secure email or Cambridge's website portal:

1) Gender
2) Pseudo Student Identification Number
3) Grade Level
4) English as a First Language Status
5) School/Private Indicator
6) Ethnicity
7) Student answer sheets (Cambridge test)
8) Florida Standards Assessment (FSA) results report
9) Scholastic Apptitude Test (SAT) results report
10) American College Test (ACT) results report

(d) In addition to the education records being disclosed by SBBC staff in this section, students will input the following information into Cambridge's online U.S. Grade Transcript Service:

1) First and Last Name
2) Date of Birth
3) Email address
4) Official identity document (passport, birth certificate, driver's license, or identification card)
5) Exam series information
6) Names of colleges and universities to receive score reports
7) Credit card information (cardholder authorization required if student is under age 18)

(e) FERPA exceptions to consent:

1) School Official: Cambridge is considered a "school official" to carry out test administration puposes. Pursuant to the Family Educational Rights and Privacy Act (FERPA), 34 CFR 99.31(a)(1), SBBC may provide the **personally identifiable** education records (except photographs and videotapes) to Cambridge without prior parental consent. The Cambridge examination and AICE Diploma registration process used by Cambridge schools via the CIE Direct secure website portal is

described in the Guide to Making Entries (Administration Zone 2) **Appendix 6,** Section 1.2, which is updated annually.

2) De-identified records: Pursuant to the Family Educational Rights and Privacy Act (FERPA), 34 CFR 99.31(b)(1), de-identified education records may be provided to Cambridge without prior parental consent. These records will be provided for research purpose. To provide meaningful results and protect the privacy of individual students, data are not reported when the total number of students in a group is less than 10.

3) Prior written consent of the parent or student age 18 or over is needed for any types or purposes of disclosures of education records beyond those listed above.

(f) Consent to provide photographs and videotapes: SBBC will obtain written consent from each student's parent/guardian or student age 18 or older prior to disclosing photographs and video tapes of students for Cambridge marketing and publicity activities. Parents/guardians or students age 18 or over who want to participate shall sign the Cambridge Media Consent Form (see Appendix 7) accompanied by SBBC Cover Letter For Cambridge Media Consent Form (see Appendix 8) informing them the request for participation is not sponsored by SBBC and they have the right to refuse participation.

(g) The requirements of this section shall supersede any uses and disclosures of education records or the like as listed in Cambridge's privacy policies, if any.

2.04 **Cambridge Safeguarding the Confidentiality of Education Records**.

(a) Notwithstanding any provision to the contrary within this Agreement, Cambridge shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party other than as allowed in this agreement, and in compliance with Section 1006.1494, Florida Statutes; and shall, otherwise be in full be in compliance with Section 1006.1494, Florida Statutes;

6)notify SBBC immediately, but no later than 10 days upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com, and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171,

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) for breaches caused by acts or omissions of Cambridge, prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes, within thirty (30) days after receipt of documentation from SBBC evidencing such actual, reasonable costs incurred;

9) for breaches caused by acts or omissions of Cambridge, be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) purge education records from any media once the media is no longer in use or is to be disposed.

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC (at no additional cost and in a format that is compatible with SBBC's information technology systems) or purge the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) Cambridge shall, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by Cambridge, or an officer, employee, agent, representative, contractor, or sub-contractor of Cambridge to the extent that Cambridge or an officer, employee, agent, representative, contractor, or sub-contractor of Cambridge shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.05 **CAMBRIDGE Re-Disclosure of SBBC Education Records**.

(a) CAMBRIDGE will re-disclose the education records listed in this agreement to the following third party recipients for the purposes listed:

Third party	**Reason for sharing data**
Assessment Specialists/Examiners (NB: These are individuals who apply to Cambridge to be Assessment Specialists and are bound by AS terms and conditions).	Receive access to US candidate exam scripts uploaded on to RM Assessor (and in limited circumstances have access to hard copy scripts) for marking.
RM Assessor	US scripts scanned and uploaded into the RM Assessor system for marking
Cognizant	US candidate information present in Cambridge's systems for which Cognizant provide development and support
National Student Clearinghouse (NSC)	We share the names and birthdates of students in order for NSC to pull postsecondary records for former Cambridge students (we do not share exam or grade data with NSC).
UCAS (UK Universities and Colleges Admissions Service)	US candidate results for AS/A-Level qualifications are shared with UCAS as per Cambridge's data sharing agreement. UCAS will share with UK universities the details of any US candidate applying to study in the UK.
Canon	US candidates are included in the print jobs submitted to Canon to print hardcopy results and certificates (which includes results and certificates for US candidates)
Bright Futures (as part of	Cambridge shares the results data for US candidates who have

the Florida Department of Education)	applied for the AICE scholarship with Bright Futures
Amazon Web Services	Host the infrastructure (Cambridge's Exam Processing System) that holds candidate data.
Microsoft Azure	Hosts the infrastructure for RM Assessor which processes candidate data.
Zenitech	US candidate data present in some systems for which Zenitech provide development services
Turnitin	eSubmissions shares candidate coursework materials with TurnitIn for the purpose of plagiarism detection. This *may* include candidate data, but it's possible the candidate data is removed before sharing.

(b) In addition to the redisclosures listed in the above table, Cambridge may re-disclose the education records listed in this Agreement to colleges and universities that students have authorized their results to be sent for admission, credit validation, verification of results, and other research tracking of Cambridge candidates. Students read and click to accept the online Terms and Conditions for Cambridge's U.S. Transcript Services to disclose their education records to colleges. Students must be of legal age to enter onto the online agreement and must get cardholder authorization if under the age of 18.

2.06 **Third Party Safeguarding the Confidentiality of Education Records**

For any and all education records that CAMBRIDGE rediscloses to any and all entities with which it contracts or utilizes ("third parties") pursuant to the terms of this Agreement, CAMBRIDGE shall ensure that those third parties comply with the terms of this Agreement, including but not limited to the safeguarding requirements of this Agreement. CAMBRIDGE shall take any and all responsibility for the negligent act(s) or omissions of any and all third parties that it utilizes to comply with the terms of this Agreement.

2.07 **SBBC Disclosure of Employee Records**.

(a) SBBC will provide Cambridge with employee records in this section for the purpose of professional development registration and training**.**

(b) SBBC shall provide the following employee records to Cambridge the online platform:

1) Teacher's name
2) Name of school
3) Teacher's course assignment
4) Teacher's work email address

(c) The requirements of this section shall supersede any uses and disclosures of education records or the like as listed in Cambridge's privacy policies, if any.

2.08 **Cambridge Safeguarding the Confidentiality of Employee Records**.

Notwithstanding any provision to the contrary within this Agreement, Cambridge shall:

(a) fully comply with the requirements of state or federal law or regulation regarding the confidentiality of employee records,

(b) hold the employee records in strict confidence and not use or disclose same except as required by this Agreement or as required or permitted by law,

(c) only share employee records with those who have a need to access the information in order to perform their assigned duties in the performance of this Agreement,

(d) protect employee records through administrative, physical and technological safeguards to ensure adequate controls are in place to protect the employee's records and information,

(e) notify SBBC immediately upon discovery of a breach of confidentiality of employee records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at privacy@browardschools.com; and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes,

(f) for breaches caused by acts or omissions of Cambridge, prepare and distribute, at its own cost, any and all required, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so within thirty (30) days after receipt of documentation from SBBC evidencing such actual, reasonable costs incurred, and

(g) for breaches caused by acts or omissions of Cambridge, be responsible for any fines or penalties for failure to meet notice requirements, pursuant to federal and/or Florida law. This section shall survive the termination of all performance or obligations under this Agreement.

2.09 **Research or Program Evaluation Studies**.

(a) Primary Investigator(s) (PI) of research or program evaluation studies conducted by Cambridge that impact the daily activities of students, parents or staff, or require use of data from same individuals must submit a Research Request to the District's Institutional Review Board (IRB) for review and approval prior to the initiation of any study-related activities. The District's IRB and Research Review Process reviews the design, procedures, and potential impact on school and district operations to ensure:

1) the purpose, scope, limitations, and duration of study is clearly outlined;
2) the protection of human subjects in the research process;
3) education records are only used for purposes of the identified study;

4) PII is only used by representatives of the organization identified in this agreement; and the safe and confidential storage and transmittal of education records.

(b) The purposes and scope of the study/studies must align with the stated purposes and disclosures of this agreement and must be conducted during the term of this agreement.

(c) Cambridge agrees that any disclosed information will be destroyed or returned to SBBC when no longer needed for the purposes for which the study is to be conducted.

(d) Cambridge agrees to comply with all requirements of the District's IRB and Research Review Process. Questions regarding this process may be directed to BCPS.IRB@browardschools.com.

2.10 **Auditing of Data Protection Controls**.

(a) Cambridge shall provide an attestation stating the Cambridge has undergone a third-party audit and the security controls being used are in compliance with ISO27001. This attestation shall be provided to SBBC within ten (10) calendar days of a request being made by SBBC.

(b) At a minimum, the audit shall show what controls are used to:

1) protect SBBC against unauthorized access, unauthorized disclosure, and damage;
2) reduce the risk of compromise of the availability, integrity, confidentiality, and privacy of the provided SBBC data;
3) ensure SBBC student and/or staff personal information is collected, used, retained, disclosed, and disposed of in a manner to meet Cambridge's objectives while also ensuring the data is protected from unauthorized use or disclosure; and
4) monitor compliance with established security controls.

2.11 **Affidavit Regarding the Use of Coercion for Labor and Services.** Pursuant to Section 787.06(13), Florida Statutes, all nongovernmental entities executing, renewing, or extending a contract with SBBC must provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury stating that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The submission of a false affidavit may subject a nongovernmental entity to civil penalties, attorney's fees, and/or costs. Any contract with SBBC shall be terminated by SBBC without recourse if a nongovernmental entity is found to have submitted a false affidavit.

2.12 **Inspection of Cambridge's Records by SBBC**. Cambridge shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All Cambridge's applicable records, regardless of the form in which they are kept, shall be open to inspection and

subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify the applicable business records of Cambridge directly relating to this Agreement in order to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year.

(a) Duration of Right to Inspect. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to Cambridge's records from the Effective Date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to Cambridge pursuant to this Agreement.

(b) Notice of Inspection. SBBC's agent or its authorized representative shall provide Cambridge reasonable advance written notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(c) Audit Site Conditions. SBBC's agent or its authorized representative shall have access to Cambridge's facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(d) Failure to Permit Inspection. Failure by Cambridge to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for SBBC's denial of some or all of any Cambridge claims for payment.

(e) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this section discloses overcharges or unauthorized charges to SBBC by Cambridge in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by Cambridge. If the audit discloses billings or charges to which Cambridge is not contractually entitled, Cambridge shall pay said sum to SBBC within twenty (20) days of receipt of written demand unless otherwise agreed to in writing by both parties.

(f) Inspection of Subcontractor's Records. If applicable, Cambridge shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by Cambridge to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payees' costs from amounts payable by SBBC to Cambridge pursuant to this Agreement and such excluded costs shall become the liability of Cambridge.

(g) Inspector General Audits. Cambridge shall comply and cooperate with not less than three days notice with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.13 **Notice**. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC:	Superintendent of Schools The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
With a Copy to:	Chief Academic Officer The School Board of Broward County, Florida 600 Southeast Third Avenue Fort Lauderdale, Florida 33301
To Cambridge:	Rod Smith Cambridge International Education The Triangle Building, Shaftesbury Road Cambridge, CB2 8EA, United Kingdom
With a Copy to:	Cambridge Legal The Triangle Building, Shaftesbury Road Cambridge, CB2 8EA, United Kingdom

2.14 **Background Screening**. The parties acknowledge that they must comply with the requirements of Chapter 1012, Florida Statutes for all Cambridge representatives that have direct contact with SBBC students or when they are on school grounds when students are present. SBBC's district staff shall directly supervise Cambridge representatives when they have direct contact with SBBC's students or when they are on school grounds when students are present; Cambridge representatives shall not otherwise have any direct contact with SBBC's students.

2.15 **Public Records**. Any party contracting with SBBC is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to SBBC, all public records in that party's possession upon termination of its Agreement with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to SBBC in a format that is compatible with SBBC's information

technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

2.16 **Ownership of Intellectual Property**. SBBC acknowledges and agrees that all intellectual property provided under or pertaining to the Agreement, including, but not limited to, any Cambridge publications, Cambridge website(s), CD-ROMS, videos, examinations, and all items contained therein, including all copies thereof, all data and score reports and any parts thereof, all copyrights, trademarks, trade secrets, patents and other similar proprietory rights, are the sole and exclusive property of Cambridge. Nothing in this Agreement should be interpreted to indicate that Cambridge is passing its proprietory rights in and to the Cambridge intellectual property to SBBC.

2.17 **Liability**. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By Cambridge: Cambridge agrees to indemnify SBBCand its officers, directors, employees and agents, from and against all claims, liabilities, losses, costs, damages, judgments, penalties, fines, attorneys' fees, court costs and other legal expenses, insurance deductibles and all other expenses arising out of or relating to any action by a third party against SBBC to the extent that is finally determined that the following has occurred:

1) the grossly negligent, or intentional wrongful act or omission of Cambridge or its directors, officers, employees, agents or contractors;

2) any wrongful act or omission of Cambridge in connection with the terms of this Agreement; and

3) any claim that any products supplied or services performed under this Agreement infringe a patent, copyright or other proprietary right or violate a trade secret.

(c) Cambridge's indemnification obligations contained herein shall be subject to the following limitations:

THE TOTAL LIABILITY OF CAMBRIDGE TO THE AUTHORITY UNDER OR IN CONNECTION WITH THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT, NEGLIGENCE, BREACH OF STATUTORY DUTY OR OTHERWISE SHALL NOT SHALL NOT EXCEED A SUM EQUAL TO ONE MILLION US DOLLARS ($1,000,000).

2.18 **Insurance Requirements**. Cambridge shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. Cambridge shall have and maintain General Liability insurance with limits of not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate; and limits of not less than $1,000,000 for Products/Completed Operations Aggregate.

(b) Workers' Compensation. In accordance with Chapter 440, Florida Statutes, Cambridge shall have and maintain Workers' Compensation insurance and Employer's Liability limits of not less than $100,000/$100,000/$500,000 (each accident/disease-each employee/disease-policy limit).

(c) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(d) Verification of Coverage. Proof of the required insurance must be furnished by Cambridge to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) calendar days of the date of this Agreement. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences in order to permit CAMBRIDGE sufficient time to remedy any deficiencies.

(e) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

1) The School Board of Broward County, Florida, its members, officers, employees, and agents are added as additional insureds.

2) All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

3) Certificate Holder: The School Board of Broward County, Florida, 600 SE 3rd Ave, 11th Floor, Fort Lauderdale, FL 33301.

(f) Cancellation of Insurance. Cambridge is prohibited from providing services under this Agreement with SBBC without first obtaining the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(g) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverages, or endorsements herein throughout the term of this Agreement.

2.19 **Equal Opportunity Provision**. The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

2.20 **Annual Appropriation**. The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

2.21 **Excess Funds**. Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC.

2.22 **Proprietary Information.**

(a) Any documents or materials submitted to SBBC shall be open for inspection by any person in accordance with Section 119.07, Florida Statutes, except as otherwise exempted from disclosure by applicable law. A party contracting with SBBC must clearly mark, label, designate, or identify any portions of any documents or materials it provides to SBBC which are claimed to be confidential and exempt from public inspection, provided that the confidential or exempt portions of such documents or materials are clearly marked with specific citations of law that provide the asserted confidentiality or exemption. A contracting party's failure to identify any confidential or exempt portions of documents or materials or to specify the law establishing their confidential or exempt status is a waiver of confidential or exempt status for any such unidentified or unsupported portions of any documents or materials.

(b) If SBBC receives a public record request for documents or materials in its custody under this Agreement which have been properly marked as confidential or exempt, SBBC will notify the contracting party of the public records request. The notice shall state that the requested materials will be produced by SBBC to the requesting party within ten (10) calendar days of the date of the written notification, unless the contracting party has initiated an action at its sole cost and expense in a court of competent jurisdiction to preclude the release of the requested materials. The contracting party shall name the party requesting the documents or materials as a defendant and will not name SBBC as a party to the action, but will provide SBBC with notice of such proceedings. The contracting party agrees to indemnify SBBC for any costs, expenses, and attorney's fees SBBC may incur with regard to any legal proceedings and judgments that may arise from the request for the contracting party's public records that are subject to claims of confidential or exempt status. A failure to timely initiate the legal action required by this paragraph is a waiver of any claim that the requested information is confidential and exempt from public disclosure. The contracting party waives any cause of action against SBBC for the release of materials pursuant to a public records request except for any claims based upon the intentional or grossly negligent conduct of any employee of SBBC.

2.23 **Certification Regarding Scrutinized Activities.** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing an Agreement for goods or services of any amount if, at the time of contracting or

renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing an Agreement for goods or services over One Million Dollars and 00/100 Cents ($1,000,000.00) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to Section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Entering into this Agreement constitutes certification by Insert Name that it is not listed on any of the following: (a) the Scrutinized Companies that Boycott Israel List, (b) Scrutinized Companies with Activities in Sudan List, or (c) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Insert Name further certifies that it is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Insert Name acknowledges that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorney's fees, and/or costs. Insert Name further understands that any Agreement with SBBC for goods or services of any amount may be terminated at SBBC's option if Insert Name (a) is found to have submitted a false certification, (b) has been placed on the List of Scrutinized Companies that Boycott Israel, or (c) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the Agreement is one million dollars ($1,000,000) or more, the Agreement may be terminated at SBBC's option if Insert Name is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

2.24 **Incorporation by Reference**. **Appendices 1 through 8** are attached hereto and referenced herein are incorporated into this Agreement by reference.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor**. The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has SBBC to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default**. The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days' written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination**. This Agreement may be terminated with or without cause by SBBC during the term hereof upon one hudred eighty (180) calendar days' written notice to Cambridge of its desire to terminate this Agreement. In the event of such termination, SBBC is entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC has no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion, or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, that title to such property shall pass to SBBC, and that SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **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 controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State

courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of 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.

3.10 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions**. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability**. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement**. The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **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.

3.16 **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 unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure**. Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival**. All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to pay Cambridge, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration**. SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals**. This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date of last signature below.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

Maya Moore

Digitally signed by Maya Moore
Reason: Cambridge Agreement
Date: 2025.02.11 09:55:09 -05'00'

_____
Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR CAMBRIDGE:

(Corporate Seal)

THE CHANCELLOR, MASTERS, AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE acting through its department Cambridge University Press & Assessment represented by its division CAMBRIDGE INTERNATIONAL EDUCATION

ATTEST:

Adrian Cockell

By_____

Print Name

Adrian Cockell

_____

Signature

_____, Secretary

-or-

James Abbott

James Abbott

_____

Witness

Director, Business Development, IN

_____

Title

Nicola Kerr



_____

Witness

Appendix 1

Becoming a Cambridge International School
A guide to the registration process

Cambridge Assessment International Education

We are delighted you are interested in becoming a Cambridge International School. When you join us you will be part of a global community of schools working to equip learners for success in our changing world.

Why do we ask schools to register with Cambridge?

All schools offering Cambridge qualifications must demonstrate their eligibility to do so by successfully registering with Cambridge Assessment International Education. Registration is a process for us to learn more about your values and approach to education and to establish which of our registration quality standards you meet and where we can support you to meet those you do not.

Registered schools gain access to a unique range of teaching and learning resources, professional development opportunities – and a world-class curriculum and wide range of qualifications for 5 to 19 year olds.

Building strong relationships

Each stage of the registration process contributes to developing our relationship with you. We want to understand and support the educational goals of your school, building a picture of the curriculum you make available to learners.

In return, we want you to understand our policies and procedures and to share our view of their importance. Registration also establishes a legal relationship between your school and Cambridge, and makes clear the roles and responsibilities of both parties.

What is in this guide?

This guide:

- explains the registration stages and describes how you should prepare for each stage of the process
- describes our registration quality standards – and the support we provide to help you reach these standards
- provides answers to frequently asked questions about the process.

For an overview of the registration process, with a focus on the approval visit, view our short online guide at **www.cambridgeinternational.org/startcambridge**

There are four steps to becoming a Cambridge International School:

1. Express your interest	We aim to contact you within two working days of submitting your expression of interest.
2. Complete our *Application Form*	We aim to contact you within five working days of submitting your *Application Form*.
3. We carry out an approval visit	We will arrange a time that is convenient to you.
4. You become a Cambridge International School	If you are approved to become a Cambridge International School we will send your contract letter within 30 working days of the approval visit.

Step one: Express your interest

If you are interested in becoming a Cambridge International School go to **www.cambridgeinternational.org/startcambridge** and complete our online form.

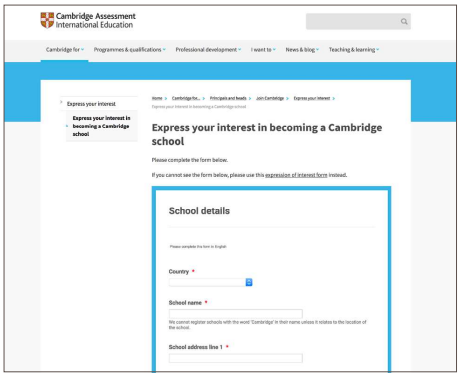
At this stage we ask:

- for your key contact details
- which Cambridge programmes and qualifications you are interested in
- whether you are ready to offer our programmes or qualifications.

What should I do before completing the *Expression of Interest Form*?

Before expressing interest in becoming a Cambridge International School it is a good idea to have a number of internal policy discussions to:

- consider your goals in implementing a Cambridge curriculum
- assess your resources and facilities against our requirements
- identify the impact on your teachers of moving to our programmes and qualifications.



What information is available to support these early discussions?

We provide a range of documents (see page 3) that will help you get a better understanding of the:

- products and services we offer
- issues to consider to successfully implement a school curriculum using our programmes and qualifications
- standards you must meet to become a Cambridge International School.

If you would like to talk to us before you submit your expression of interest you can contact your local Cambridge representative or contact our Customer Services team.

What happens next?

At the end of the form you will be asked the following question: 'Do you have the necessary government permissions to offer an international education?'

If you answer 'No' to this question you will be given advice on what to do next. If you answer 'Yes' you can submit the form.

When you submit your *Expression of Interest Form* it will be assigned to your local Cambridge representative who will get in touch within five working days to advise on next steps. We will provide support and guidance throughout the process.

> "The reports that I complete following the approval visit ask me for evidence of the way in which the school is managed, of its educational values, and of the quality of its teaching and learning. The discussions during the approval visit are very much about learning more about the school and seeking to identify how we can support schools further to build our relationship for the future."
>
> Local Cambridge representative

Step one: Express your interest continued

Useful documents	How it helps	Where to find it
Cambridge Prospectus	Provides an overview of the products and services we offer and the benefits of working with Cambridge. Helps you to consider the programmes and qualifications you want to offer. Start with the prospectus and then look at the syllabuses for a more detailed understanding of individual qualifications.	www.cambridgeinternational.org/prospectus
Cambridge syllabuses or curriculum frameworks, past papers and examiner reports	Gives you a more detailed understanding of the knowledge and skills learners will develop and how these will be assessed for each of the qualifications you want to offer. Looking at these documents in detail will help you identify the resources, teaching expertise and facilities needed to deliver the qualification.	Cambridge Primary Cambridge Lower Secondary Cambridge Upper Secondary Cambridge Advanced
Implementing the Curriculum with Cambridge	Provides guidance to school leaders responsible for the educational programme in a school on designing, developing, implementing and evaluating the curriculum where Cambridge programmes and qualifications are followed. Reading this guide will help you: • consider your goals in implementing a Cambridge curriculum • identify the impact on your school and teachers of moving to Cambridge programmes and qualifications.	www.cambridgeinternational.org/curriculumguide
Guide to Planning Practical Science	This guide sets out the resources and facilities that you must have in place to offer any of our science qualifications.	www.cambridgeinternational.org/startcambridge
Getting Started Guide for exams officers	To join Cambridge you need a member of staff with dedicated time to administer our exams. We call this person the exams officer. This guide gives you an overview of the role and responsibilities of a Cambridge exams officer.	www.cambridgeinternational.org/examsofficers
Cambridge Handbook	This document sets out the regulations for running Cambridge exams. It will help you understand the legal requirements and responsibilities of a Cambridge school. The document is quite detailed, so at this stage we suggest you focus on the following sections: • Centre responsibilities • Sections 4 and 5 (not applicable to online schools).	www.cambridgeinternational.org/examsofficers
Events and training calendar	Gives details of our training and events programme. Searching the calendar will give you an idea of the range of training and events we offer our schools.	www.cambridgeinternational.org/events

You may prefer to go straight to **www.cambridgeinternational.org** and have a look round to learn more about who we are and the programmes, qualifications and support we offer.

Step two: Complete our *Application Form*

If you are ready to move to the application stage your local Cambridge representative will send you the *Application Form*. The form is designed for you to tell us more about your school and learners. It also helps us get an understanding of the way in which your school meets our registration quality standards. We have registration quality standards (detailed on pages 5 and 7) for the following five key areas:

- mission and educational values
- educational management and leadership
- approach to teaching and learning
- the way in which the physical environment supports teaching and learning and meets our requirements for the secure administration of examinations (physical schools only)
- the online provision of the school (online schools only)
- legal requirements.

We're concerned we might not meet all your registration quality standards

We recognise that at the time you apply your school might not fully meet all our registration quality standards. Talking with your local Cambridge representative will help you find out how we can support you as you move towards full achievement of our registration quality standards. The Cambridge representative will help you identify the standards that need to be achieved on or before the school approval visit and those that you can work towards once you join Cambridge.

What should I do before completing the *Application Form*?

Before you complete the form we recommend you:

- read our guide *Implementing the Curriculum with Cambridge* to develop an understanding of our approach to education, including the way in which our programmes and qualifications help to develop learners and teachers who are confident, responsible, reflective, innovative and engaged
- review and understand our registration quality standards (detailed on pages 5 and 7)
- meet your senior management team to work out which of the quality registration standards the school meets and how to demonstrate this when completing the *Application Form*
- identify the roles and responsibilities for all staff who will be involved in managing and delivering Cambridge programmes and qualifications
- review your school's and teachers' readiness to make the transition to Cambridge, identifying any support you may need.

Please identify those teachers who will be involved in teaching courses that require the internal assessment of coursework. It is important that we know they are experienced in assessment and that they are able to meet our standards for doing so. For more information on the requirements for internally assessing Cambridge coursework see section 3 of the *Cambridge Handbook* at www.cambridgeinternational.org/examsofficers

You may also consider:

- consulting parents and your governing body
- speaking to other Cambridge International Schools in your area to discuss first hand the benefits of joining Cambridge.

What support do we offer at this stage?

If you have any questions about the *Application Form* your local Cambridge representative will be happy to help. They will also be able to provide guidance on each of our registration quality standards. If you think you do not fully meet any of our registration quality standards please discuss this with your local Cambridge representative. They will work with you to develop an action plan that sets out what you need to do to meet the standard(s) and when.

What happens next?

When you have completed the *Application Form* send it to your local Cambridge representative. They will review the form and may come back to you for more information. When we have all the information we need we will make arrangements with you for the approval visit. If for any reason you are not ready to move to the approval visit stage we will advise you on the most appropriate steps to take.

Step three: We carry out an approval visit (physical schools)

Physical schools

The approval visit is the opportunity to look at the evidence that supports the information you submitted on your *Application Form*. It will be carried out by your local Cambridge representative – or by a specialist, briefed about your school and what you hope to achieve in joining Cambridge.

The approval visit is not about looking to identify 'one right answer'. We know that Cambridge schools come in many forms. Our network of schools includes some of the largest, most well-established and best-resourced names in education today, but also the smallest, and the newest which deliver effective education with few resources.

What they share is a commitment to delivering the best possible education for their learners. During the approval visit we want to build a picture of your school, including your goals, educational ethos and curriculum, and to ensure that you understand our policies and procedures.

Meeting our registration quality standards

We will be looking to see if you meet our quality standards in five key areas.

The school's mission and educational values	School management and leadership	Quality of teaching and learning	The physical environment of the school	Legal requirements
1. The school has a clear mission statement that makes reference to its educational values. 2. The culture of the school is learner-centred and supports students and teachers to become confident, responsible, reflective, innovative and engaged. 3. International awareness and global perspectives are promoted through the curriculum and other activities. 4. Relationships between staff and students are positive, demonstrate mutual respect, and the school has established and consistent expectations of behaviour.	1. The school principal is suitably qualified and experienced in educational leadership. 2. The senior management team and the governing body demonstrate clear goals for the successful introduction of Cambridge qualifications and can evidence planning to support effective implementation. 3. Senior staff are committed to setting targets for school improvement and staff development, supported by well-designed performance review and self-evaluation. 4. There is effective and transparent management of school budgets. 5. A complaints procedure is in place that effectively manages complaints for parents and other stakeholders.	1. The school is appropriately resourced with sufficient staff employed in management, teaching and support roles. 2. The school curriculum is clearly expressed and accessible to teachers, students and their parents. 3. Assessment outcomes are monitored and evaluated with clear feedback into teaching and learning strategies. 4. Teachers have appropriate qualifications to deliver Cambridge programmes and qualifications successfully. 5. Teaching takes account of students' diverse learning styles and individual needs. 6. The school has a well-designed approach to the professional development of teachers and other staff. 7. The school has a clear policy to address the language needs of learners.	1. The school premises create a positive learning environment for students. 2. Library or learning resources adequately support delivery of the curriculum. 3. Specialist facilities are provided (e.g. for Cambridge syllabuses in art and design, music, languages, ICT, physical education and the sciences). 4. Secure storage arrangements for question papers and other examination materials comply with our regulations. 5. Appropriate facilities that comply with our regulations for accommodating examinations have been identified. 6. A good understanding of the Centre responsibilities set out in the first section of the *Cambridge Handbook*.	1. Fire certificate. 2. Government approval to operate, including any approvals needed to provide the Cambridge curricula you wish to offer. 3. Health and safety policies in line with government requirements. 4. First aid provision in line with government requirements. 5. Child protection policies in line with government requirements.

Step three: We carry out an approval visit (physical schools) continued

Physical schools

Checklist of documents for the approval of physical schools

Please have these documents available at the approval visit.

- Organogram for senior management team
- Job descriptions for senior management team
- Roles and responsibilities with respect to Cambridge programmes and qualifications for senior management team
- Key staff CVs (principal and teachers involved in teaching Cambridge syllabuses)
- Code of conduct for students and teachers
- Mission statement and educational values
- School development plan showing goals for the introduction of the Cambridge curriculum
- Performance management plan
- School curriculum policy
- School language policy
- Complaints policy
- Health and safety policy
- First aid certificates
- Fire certificates as required by local legislation
- School professional development policy
- Evidence (in English) of government approval to offer an international curriculum
- Documents to evidence other necessary government permissions.

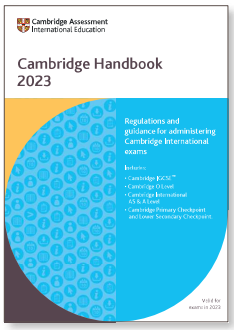
Please save a copy of these documents onto a USB stick for the Cambridge representative to take away at the end of the visit.

The duration of the visit depends on the number of qualifications or programmes you are interested in offering. Your approval visit will typically last half a day and sometimes longer, depending on the school.

You and your local Cambridge representative will agree the visit agenda beforehand, and it will typically involve a mix of document review and classroom and facilities observation to give them the most appropriate evidence for each standard. The box on the left details the documents you are likely to need to share with us during the approval visit.

Special attention to examination administration and security

During the approval visit we will review your security arrangements for safe question paper and script storage, evaluate the school's processes for managing our exams and inspect the space you intend to use for storing confidential exam materials. It is vital that you read and understand the *Cambridge Handbook*, which sets out the regulations for running Cambridge exams. It will help you understand the legal requirements and responsibilities of Cambridge International Schools.



We suggest you focus on the following sections:

- Centre responsibilities
- Section 4: Before the exams
- Section 5: Exam day.

We must make sure you comply with the requirements set out in the *Cambridge Handbook* in time for the approval visit. Again, you can talk to your local Cambridge representative about any concerns you have connected with our regulations.

Once registered, you have a contractual responsibility to meet the regulations set out in the *Cambridge Handbook*. You may find it helpful to view our videos on storing question papers and running exams at www.cambridgeinternational.org/examsofficers

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Step three: We carry out an approval visit (online schools)

Online schools

The virtual approval visit for online schools is the opportunity to look at the evidence that supports the information you submitted on your *Application Form*. It will be carried out by your local Cambridge representative – or by a specialist, briefed about your school and what you hope to achieve in joining Cambridge.

The approval visit is not about looking to identify 'one right answer'. We know that Cambridge schools come in many forms. Our network of schools includes some of the largest, most well-established and best-resourced names in education today, but also the smallest, and the newest which deliver effective education with few resources.

What they share is a commitment to delivering the best possible education for their learners. During the approval visit we want to build a picture of your school, including your goals, educational ethos and curriculum, and to ensure that you understand our policies and procedures.

Meeting our registration quality standards

We will be looking to see if you meet our quality standards in five key areas.

The school's mission and educational values	School management and leadership	Quality of teaching and learning	The online provision of the school	Legal requirements
1. The school has a clear mission statement that makes reference to its educational values. **2.** The culture of the school is learner-centred and supports students and teachers to become confident, responsible, reflective, innovative and engaged. **3.** International awareness and global perspectives are promoted through the curriculum and other activities. **4.** Relationships between staff and students are positive, demonstrate mutual respect, and the school has established and consistent expectations of behaviour.	**1.** The school principal is suitably qualified and experienced in educational leadership. **2.** The senior management team and the governing body demonstrate clear goals for the successful introduction of Cambridge qualifications and can evidence planning to support effective implementation. **3.** Senior staff are committed to setting targets for school improvement and staff development, supported by well-designed performance review and self-evaluation. **4.** There is effective and transparent management of school budgets. **5.** A complaints procedure is in place that effectively manages complaints for parents and other stakeholders. **6.** The academic leadership and education technology teams clearly articulate how the school's approach to teaching and learning is developed and supported in an online environment. **7.** The school has a good understanding of its responsibilities as set out in the Cambridge Handbook.	**1.** The school is appropriately resourced with sufficient staff employed in management, teaching and support roles. **2.** The school curriculum is clearly expressed and accessible to teachers, students and their parents. **3.** Assessment outcomes are monitored and evaluated with clear feedback into teaching and learning strategies. **4.** Teachers have appropriate qualifications or experience to deliver Cambridge programmes successfully in an online environment. **5.** Teaching takes account of students' diverse learning styles and individual needs. **6.** The school has a well-designed approach to the professional development of teachers and other staff, with particular regard to best practices in online teaching and learning. **7.** The school has a clear policy to address the language needs of learners.	**1.** The use of technology provides safe and secure conditions for learning. **2.** The online provision encourages active learning and collaborative learning, which fulfils the school's mission and educational values. **3.** Approaches to technology ensure full access for all – adaptable for all user requirements, on any device – meeting best practice accessibility and usability standards. **4.** The school provides access to, and guides students in their use of, suitable online resources and tools.	**1.** Government approval to operate. **2.** Policies on digital privacy and eSafety. **3.** Criminal and child protection checks. **4.** Awareness of and compliance with copyright and content licensing regulations.

Step three: We carry out an approval visit (online schools) continued

Online schools

Checklist of documents for the approval of online schools

Please have these documents available at the approval visit.

- Organogram for senior management team
- Job descriptions for senior management team
- Roles and responsibilities with respect to Cambridge programmes and qualifications for senior management team
- Key staff CVs (principal and teachers involved in teaching Cambridge syllabuses)
- Code of conduct for students and teachers
- Mission statement and educational values
- School development plan showing goals for the introduction of the Cambridge curriculum
- Performance management plan
- School curriculum policy
- School language policy
- Complaints policy
- Digital privacy policy
- eSafety policy
- School professional development policy
- Evidence (in English) of government approval to offer an international curriculum
- Documents to evidence other necessary government permissions.

Please be ready to share these documents by email when requested by your Cambridge representative.

The duration of the virtual visit depends on the number of Cambridge programmes you are interested in offering and how much evidence is required.

You and your local Cambridge representative will agree the visit agenda beforehand, and it will typically involve a mix of discussion, document review and lesson observation in your online environment(s) to give them the most appropriate evidence for each standard. The box on the left details the documents you are likely to need to share with us during the approval visit.

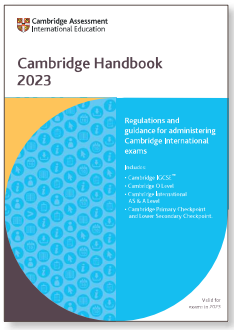
Special attention to quality of teaching and learning online

During the virtual visit we will ask you about your approach to teaching and learning in an online context. We believe that, with effective use of technology, the quality of a Cambridge education online is as high as in a physical school, and that different approaches to online education are equally valid. We will ask you about how you plan lessons and structure the learning online to meet the needs of all students, as well as how you make use of varied digital tools and resources to engage learners.

Cambridge Handbook

Once registered, you have a contractual responsibility to meet all the regulations set out in the *Cambridge Handbook*. For online schools, please make sure you are familiar with the sections on Centre responsibilities as well as section 2.1.2 about ensuring your students can enter at a registered Cambridge centre as a private candidate.

During the virtual visit, your Cambridge representative will make sure you understand your responsibilites as set out in the *Cambridge Handbook*.



Step three: We carry out an approval visit continued

What happens after the visit?

After the visit your local Cambridge representative completes an *Approval Visit Form* detailing the evidence they have seen in relation to the quality registration standards. At the end of the form your local Cambridge representative will make a recommendation.

There are three categories:

- Approved
- Approved with conditions
- Not ready to join Cambridge.

Very few schools fall into the final category as the dialogue between Cambridge and the school will, in most cases, have indicated that the school is not yet ready to complete the process before getting to this point.

If the Cambridge representative recommends your school is approved with conditions they will make clear what you need to do for full approval, and will continue to work with you to ensure that this is put in place as effectively and quickly as possible.

Your Cambridge representative will send the completed *Approval Visit Form* along with the recommendation back to Cambridge. We will email to confirm the final recommendation within 30 days of the approval visit.

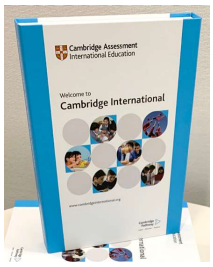
> "I want a school to tell me their concerns – for example, what professional development is available to support my teachers? How will my examination officer learn about their new role? How can we improve our science lab? At Cambridge, we are here to help – the more schools discuss any issues they have during the visit, the more I can support them. We might record 'Approved with conditions' but then we will work with the school to ensure that the conditions are met."
>
> Local Cambridge representative

Step four: You become a Cambridge International School

If you are approved to join Cambridge we will send you a contract letter to sign and return. Signing the contract letter and paying any relevant fees completes the registration process. At this stage we hope you will be able to reflect on a professionally rewarding, supportive and educationally valuable experience.

You will receive a registration email with certificates confirming your status as a Cambridge School, as well as login information for our administrative and Teacher Support websites.

In the post, you will receive a Cambridge International School plaque to display at your school, and a Cambridge Welcome Pack, which contains a range of information and materials to help you get started with our programmes.



The Welcome Pack includes:

- our Code of Practice
- The *Cambridge Handbook* - Regulations and guidance for administering Cambridge International exams
- Our brochure *An international education from Cambridge - What lies at the heart of our approach*
- Posters to display
- Catalogues from our publisher partners.

School Support Hub

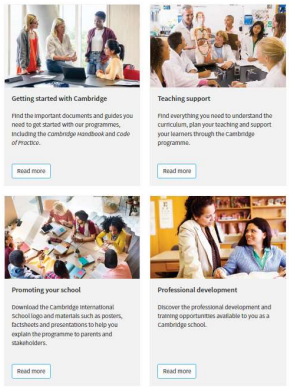
The School Support Hub is our secure online support site that contains over 30 000 high-quality teaching and learning resources, including Teacher Guides, schemes of work, past papers and example candidate responses.

On the School Support Hub, you will also find the *Getting started with Cambridge International* area. This is the best place to start as a new Cambridge school and provides an overview of all the resources and support we have available for our schools, teachers, learners and exams officers.

You'll find information on:

- Getting started with Cambridge
- Teaching support
- Promoting your school and marketing support
- Professional development and training.

Go to https://schoolsupporthub.cambridgeinternational.org/welcome



Frequently asked questions

How long will the registration process take?

We measure our performance on the basis of a target of three months from receipt of your *Expression of Interest Form* to confirming the outcome of your approval visit. If, however, there are delays in sending through the *Application Form* or there is a period of school closure that prevents an approval visit taking place, then it is inevitable that the process will take longer.

How much does registration cost?

You will be required to pay an Application fee, as well as the fees for the programmes you are approved to offer. Because we are transparent about our costs we will send you our fees list, which details the costs associated with being a Cambridge International School, including training and exam entry fees. In addition, your own consideration of the implications of a move to a Cambridge curriculum will have identified the cost of new resources or equipment to be funded by the school.

What happens if my school does not fully meet the registration quality standards?

One of the outcomes from an approval visit is 'Approved with conditions'. This means registration is approved but with certain restrictions until the conditions are met. This might be because further work needs to be done on the school's curriculum planning or its professional development for teachers, or because safety or examination security issues need to be tightened.

In such cases a school can be confident that when the conditions are met, full registration will be achieved. Your Cambridge representative will detail the conditions that you need to meet to achieve full registration on the *Approval Visit Form* and share this action plan with you.

If I am not approved can I apply again?

Yes. The most frequent cause for an application being rejected is that the application has been made too early – that is, before school buildings have been completed or teacher recruitment has taken place. In such circumstances we welcome a subsequent application when the timing is more appropriate.

Can you put me in touch with other schools that use Cambridge qualifications?

Yes. One of the strengths of our global community is that we can encourage links and professional exchanges between schools. The open discussion of curriculum implementation frequently occurs at principal forums, at conferences and through our discussion forums. Your local Cambridge representative can also arrange for you to observe the implementation of Cambridge programmes in other schools.

Can teachers from my school take part in Cambridge professional development activities before we are formally registered?

Yes. We encourage the early involvement of your teachers in moving to a Cambridge curriculum. Online courses for teachers new to a syllabus and workshops in key subjects available throughout the year will be particularly valuable as you prepare for registration.

Teachers can access courses that focus on more general aspects of teaching and learning, such as language awareness and using technology in the classroom. They can also choose to work towards our professional development qualifications. In addition, your teachers can access webinars, video conferences and 'Ask the Expert' sessions. You can find further information at **www.cambridgeinternational.org/events**

Why do schools in the UK go through a different registration process?

Inspection reports are published for all UK schools, whether state maintained or independent. In addition, all UK schools offering the examinations of any of the UK Awarding Bodies will previously have been approved to do so. Our registration process for UK schools is designed to take account of these sources of information.

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Appendix 2

CAMBRIDGE
International Education

For exams officers

Cambridge Handbook 2025

Regulations and guidance for administering Cambridge exams

Includes:

- Cambridge Primary Checkpoint and Lower Secondary Checkpoint
- Cambridge IGCSE™
- Cambridge O Level
- Cambridge International AS & A Level
- Cambridge Professional Development Qualifications.

Valid for exams in 2025

This is an interactive guide

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Introduction

This handbook explains all the administrative tasks you need to carry out during each exam series. It also sets out the regulations for running our exams and assessments. It details the responsibilities of centres and Cambridge Associates, and forms part of the legal contract between Cambridge and the centre/Cambridge Associate.

Our regulations exist to make sure Cambridge candidates all over the world have the same exam experience and are treated equally and fairly. It is essential that you follow them carefully. Exams officers should use the handbook to make sure they are running our exams and assessments according to our regulations. Principals and heads of Cambridge Associates should use it to make sure their organisation complies with our regulations. A breach of these regulations may lead us to terminate your Agreement.

This handbook covers the following qualification groups.

Cambridge Primary Checkpoint and Lower Secondary Checkpoint

Regulations for conducting Cambridge Primary Checkpoint and Lower Secondary Checkpoint, and guidance on administering the tests, are in this handbook.

Cambridge Upper Secondary

- Cambridge International General Certificate of Secondary Education (Cambridge IGCSE).
- Cambridge International General Certificate of Secondary Education (Cambridge IGCSE (9–1)).
- Cambridge International General Certificate of Secondary Education (Cambridge IGCSE (Core)).
- Cambridge General Certificate of Education (Cambridge O Level).
- Cambridge International Certificate of Education (Cambridge ICE).

Cambridge Advanced

- Cambridge International General Certificate of Education (Cambridge International AS Level).
- Cambridge International General Certificate of Education (Cambridge International A Level).
- Cambridge Advanced International Certificate of Education Diploma (Cambridge AICE Diploma).
- Cambridge International Project Qualification (CIPQ). Guidance for administering CIPQ is in the Administrative Guide: Using Submit for Assessment available from www.cambridgeinternational.org/eoguide

Cambridge Professional Development Qualifications

Regulations for conducting Cambridge Professional Development Qualifications (PDQs) (for teachers and trainers) are in this handbook. Guidance for administering the qualifications is in the Cambridge Professional Development Qualifications Administrative Guide available from www.cambridgeinternational.org/eoguide

This handbook is divided into the following sections:

- an overview of the Cambridge Exams Cycle
- the responsibilities of centres and Cambridge Associates
- a section for each phase of the Cambridge Exams Cycle detailing the regulations and administrative tasks that apply
- A to Z of terms to clearly explain the meaning of the key words and phrases we use throughout the handbook
- an index so you can quickly find the page you need.

Important information

If you are a centre in India or Romania, see the Cambridge Handbook Supplement (March 2025 series) for information about our March series: www.cambridgeinternational.org/march

NEW If you are a Cambridge Early Years Centre, you should refer to the Cambridge Early Years Handbook, which is available on the School Support Hub: www.cambridgeinternational.org/support

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A If you work in an Associate Centre you need to comply with any extra local arrangements required by your Cambridge Associate.

We reserve the right to amend or vary the arrangements detailed in this handbook at any time. We will notify you of any changes. Please make sure we have your up-to-date contact details. The changes will take immediate effect unless otherwise stated.

UK If you are a UK centre, see the Cambridge Handbook (UK Supplement) 2025 for information about the Joint Council for Qualifications (JCQ).

Important information

We are withdrawing Cambridge ICT Starters. The last entry submission date for all modules will be 25 February 2025 for results release on 30 April 2025. We have replaced Cambridge ICT Starters with our Computing and Digital Literacy curricula, which are already available to registered Cambridge centres.

Key to icons

To make it easier for you to find the information you need quickly we have developed a set of icons.

- **Administrative forms:** Appears next to the administrative forms referenced on the page
- **Cambridge Checkpoint:** Appears next to regulations and procedures for Cambridge Primary Checkpoint and Lower Secondary Checkpoint
- **Check UK supplement:** Highlights where a UK centre needs to check the UK supplement
- **Check PDQ Administrative Guide:** Highlights where a PDQ centre needs to check the PDQ Administrative Guide
- **Extra guidance:** Highlights extra support available, for example online tutorials or 'how to' guides
- **For Cambridge Associates and their Associate Centres:** Differences to processes for Cambridge Associates and their Associate Centres
- **Important dates:** Highlights key dates and deadlines
- **Important information:** Highlights key pieces of information
- **New or updated information:** Highlights information that has changed from last year
- **Regulations:** Highlights regulations that you must follow

Economic Operators Registration and Identification (EORI) number for centres in the EU

If you are a centre in the EU, it is very important that you apply for an EORI number so that we can still send exam materials you need and issue your results on time. This is an identification number used in all customs procedures when exchanging information with customs administrations. For guidance, visit www.cambridgeinternational.org/eori and the European Commission website www.ec.europa.eu

NEW VAT ID numbers for centres in the EU

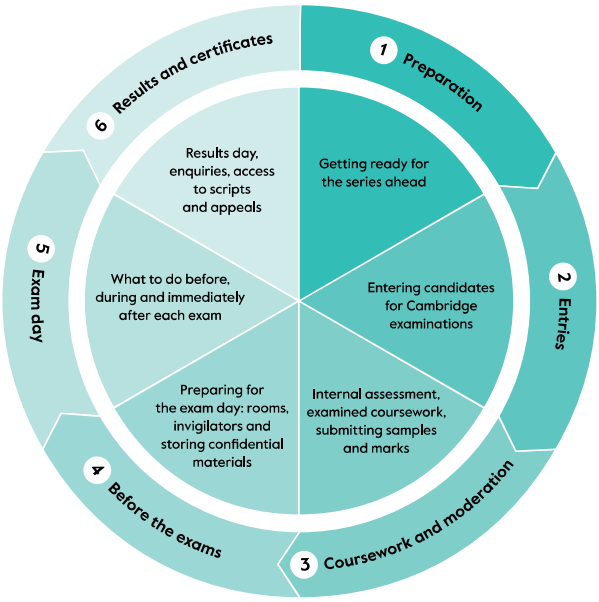
If you are a centre in the EU, it is very important that you provide us with a VAT ID number so that we can send exam materials you need and issue your results on time.

You can look up the format of your country's VAT ID number in the 'Example of EU VAT identification numbers' table on this EU website: https://shorturl.at/oUGkn

If your centre is exempt from VAT, you must also tell us.

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The Cambridge Exams Cycle



There are many different activities that need to take place to successfully deliver an exam. Sometimes, it can be challenging to remember what needs to happen when. We run several exam series a year so many of our exams officers are managing different processes for different series at the same time. Our processes are grouped into six phases to help you keep track of what you need to do when. We call this the 'Cambridge Exams Cycle'.

The cycle includes every phase of the process from the planning and preparation that takes place before you enter your candidates, to giving your candidates their certificates. The cycle has six phases:

1 Preparation

2 Entries

3 Coursework and moderation

4 Before the exams

5 Exam day

6 Results and certificates

All our support for exams officers is structured around this exams cycle, so at a glance you can see which phase of the cycle the communication relates to – helping you prioritise and manage your workload.

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Centre and Cambridge Associate responsibilities



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Introduction

1 Cambridge International Education is an awarding body and a part of Cambridge University Press & Assessment, which is a department of the University of Cambridge.

2 This Cambridge Handbook is written in the English language; the English language text is the definitive version regardless of whether the Cambridge Handbook is translated into any other language.

3 The regulations and procedures detailed in this Cambridge Handbook apply to the examinations, assessments and qualifications provided by Cambridge International Education.

4 Throughout this Cambridge Handbook 'You' and 'Your' refer to the centre and, in the case of a Cambridge Associate, the Cambridge Associate or the Associate Centre. 'Centre' refers to the centre approved by Cambridge International Education (including Cambridge International Schools registered online and Cambridge International Schools – approved to offer Cambridge programmes online) or, in the case of a Cambridge Associate, the Cambridge Associate or the Associate Centre. 'Cambridge' and 'We' and 'Our' refer to Cambridge International Education. 'Agreement' refers to any contracts you have entered into with us for the provision of Cambridge qualifications and programmes and all subsidiary contracts incorporating the Cambridge Handbook.

5 Under the terms of your Agreement with us, you must keep to the terms and conditions set out in this Cambridge Handbook, along with the documents detailed in paragraphs 6 and 7 below.

6 By registering with us and submitting entries, you agree to be bound by the terms and conditions, processes and procedures set out in this Cambridge Handbook and all the centre registration documents and Agreements we issue.

7 We may issue:

(i) extra administrative or procedural documents, or

(ii) instructions for the conduct of specific assessments (for example, written papers, coursework, orals and practicals).

Such documents also form part of the Agreement.

8 We reserve the right to alter the Cambridge Handbook and any of our other documentation, with any changes taking immediate effect unless otherwise stated. We will let you know about any changes. You must make sure you are using the most recent version of the Cambridge Handbook, which is available on our website: www.cambridgeinternational.org/eoguide

9 All services we provide are conditional on the payment of all fees due, in accordance with our payment terms and the Agreement.

10 This Cambridge Handbook is interpreted in accordance with the jurisdiction and governing law provisions as set out in our Agreement with you.

11 Where you are providing approved programmes as a registered fully online school, references in this handbook to assessments and examinations, or results, will not apply as you are not approved to run any assessments or examinations. **NEW** The exception to this is if you are a Cambridge International School – registered as online (with exam venues). See page 167 for our definition of an online school, or schools approved to offer qualifications online.

UK If you are a UK centre, see the Cambridge Handbook (UK Supplement) 2025 for information about the Joint Council for Qualifications (JCQ).

Important information

Any fees referred to in this Cambridge Handbook are in our fees list, which is published in the 'My Messages' section of Direct, or listed as paid-for services available through any password-protected Cambridge websites. Fees may be updated from time to time. You should always refer to the updated fees list on Direct. **NEW** If you are a Cambridge Early Years Centre or Cambridge International School – registered as online, we send the fees list to you.

A Centre responsibilities

A1 You are responsible for the administration and conduct of our assessments. For online schools see section 2.1.2.

A2 The Responsible Person must tell us the name of the Head of Centre and any restrictions to the Head of Centre's powers to carry out their centre's responsibilities.

A3 The Responsible Person, acting through the Head of Centre, is responsible for appointing an appropriately qualified exams officer to effectively and securely administer our exams.

A4 Every member of a centre's staff who has contact with candidates must be a suitable person to be working with children and, if relevant, vulnerable adults. You must make any checks you can to make sure of this, which must include complying with local laws and employment regulations.

A5 You must provide a safe environment for your candidates. This includes while they are on your premises, as well as promoting online safety and wellbeing where applicable. You can find more guidance on our website: www.cambridgeinternational.org/about-us/our-standards/safeguarding

A6 You must not offer courses leading to any Cambridge qualification without first obtaining our written approval.

A7 You must have:

A7.1 a workforce of the appropriate size and competence to undertake the delivery of courses leading up to any programme or qualification as described in the syllabus or otherwise required by us, or by the law where you are located, and

A7.2 sufficient managerial and other resources to enable you to effectively and efficiently undertake the delivery of the assessments, including providing for the professional development of the exams officer.

A8 If you want to offer a type of qualification beyond those initially approved by us, for example you are approved to offer Cambridge IGCSEs and now want to offer Cambridge International A Levels, or where you wish to offer online programmes in addition to the programmes you have been approved to offer at your premises (or vice versa), you must request our approval by completing and submitting our Additional Qualification Types: Preparation – Form 5.

If you want to offer a science syllabus with a practical component in any of your approved qualification types you must complete and submit Additional Qualification Types: Preparation – Form 5.

Administrative forms

NEW Forms available on Direct.

- Additional Qualification Types: Preparation – Form 5
- Add Eligibility to Deliver Cambridge Programmes Online: Preparation – Form 9

A9 If you want to offer Cambridge programmes online to students who would not normally attend your school's physical premises, you must apply to extend your eligibility. All your students studying fully online must still be registered with your school and sit their exams at your centre.

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NEW To extend your eligibility, complete our form: Add Eligibility to Deliver Cambridge Programmes Online: Preparation – Form 9.

See page 167 for our definition of a Cambridge International School that is also approved to offer Cambridge programmes fully online.

You do not need to request approval if you are teaching your existing students online, who would otherwise attend your school in person, for a temporary period or as part of a blended approach to the curriculum.

A10 You must tell us immediately if the location of your premises or secure storage facilities changes. **NEW** You should do this by completing the relevant form on Direct. We will not accept notification of changes by telephone or email.

A11 You must tell us immediately about changes to contact details, including email addresses and telephone numbers, for your centre and any individual members of staff listed on the School Details Form. You can do this by completing the School Details Form on Direct. We will not accept notification of changes by telephone.

A12 **NEW** You must tell us immediately if the ownership or legal identity for your centre changes. You should do this by completing the relevant form on Direct. We will not accept notification of changes by telephone or email.

A13 You must make sure that:

- A13.1 the correct version, including the year and series, of the syllabus is administered for each series, and
- A13.2 all teachers and tutors involved in the delivery of qualifications understand the subject area concerned.

A14 If you do not keep to the processes and procedures set out in this Cambridge Handbook, we will be entitled to take appropriate action, which may include:

- A14.1 requiring you to take remedial action
- A14.2 requiring you to undergo further inspection and quality assurance visits
- A14.3 removing your centre's eligibility to enter for some or all of our qualifications, or
- A14.4 removing your centre status and terminating any Agreement we have with you.

Important information

If you do not meet our registration standards, regulations and guidelines, it may be appropriate for us to terminate our Agreement with you.

If this happens, you must immediately:

- tell parents or guardians, students and other awarding bodies
- remove all Cambridge branding from your website, social media accounts, marketing materials, any other documentation, and your premises
- make no further entries for students
- cooperate with us to minimise disruption to candidates.

See the Consequences of Termination clause of the Cambridge Standard Terms of School Registration (we share these with you once you are an approved Cambridge International School).

A15 UK It is your responsibility to pay for any outstanding customs duties, brokers' fees, local taxes, courier handling charges and other amounts payable in connection with the importation of materials when you receive them from us. You can choose to allocate a broker to handle such imports or nominate UPS/DHL to act on your behalf, but you will be responsible for these costs and for liaising with any such brokers or couriers. It will not be our responsibility to pay for, or communicate with, any such brokers or couriers on your behalf. We will not upload question papers via Digital File Despatch if your question papers are delayed in customs because you have not put the correct process in place with brokers or couriers. We will ask for evidence of your engagement with, and completion of, all necessary processes in your country before we upload any question papers to Digital File Despatch. We will not send you any materials via Digital File Despatch without this evidence.

NEW However, in some territories where you nominate UPS/DHL to act on your behalf, we will pay customs duties, brokers' fees, local taxes, courier handling charges and other amounts payable in connection with the importation of materials on your behalf and recharge these to you via an invoice payable under the usual terms. For more information on whether this approach is used in your territory, please refer to our website, which is updated from time to time.

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It is not possible for us to pay for these charges on your behalf:

- if you choose to allocate a broker that is not UPS / DHL
- if your country is not listed on our website, or UPS / DHL does not offer that service to us.

It is also not possible to opt in or opt out of Cambridge paying these charges, although you may nominate a broker that is not UPS / DHL and pay the charges directly to them.

This approach is entirely at the discretion of Cambridge and may be withdrawn at any time without notice, although we will endeavour to give as much notice as possible.

At all times, even where Cambridge will pay these charges on your behalf, it remains your responsibility to pay for any charges and for liaising with any brokers or couriers.

A16 If you are a centre within the EU, you must obtain a European Operators Registration and Identification (EORI) number at your own cost, and provide us with that number promptly. If you do not provide your EORI number, we will not be able to send you the necessary exam materials, and we are not responsible for any loss or damage you suffer as a result.
NEW You must also provide us with a VAT ID number. If you do not provide this number (or tell us that your centre is exempt from VAT), it may delay your exam materials in customs.

You can look up the format of your country's VAT ID number in the 'Example of EU VAT identification numbers' table on this EU website: https://shorturl.at/oUGkn

A17 We are entitled to ask you to pay for inspections, other quality assurance checks and activities where these are deemed necessary as a result of your actions or inaction.

A18 Where we suffer loss or damage by your actions or inaction, particularly where such action or inaction relates to malpractice, whether negligent or otherwise, we are entitled to ask you to pay our costs and to reimburse us in accordance with the terms of our Agreement.

A19 You must establish, maintain, publish and at all times comply with a written complaints procedure. Your complaints procedure must include procedures for your candidates and timescales for responding to complaints, and dealing with the subject matter of complaints.

A20 You must establish and maintain an internal process that allows candidates to challenge your decisions regarding enquiries about results or any appeals you submit to us.

A21 If any of your teaching staff are also examiners for Cambridge University Press & Assessment you must not, and make sure your staff do not:

A21.1 communicate this externally / to any candidates or third parties, or

A21.2 make any reference to this fact in any digital or printed promotional materials.

A22 You must comply at all times with all our instructions and any country-specific requirements.

A23 You must not do anything which could bring the name, reputation or interests of our organisation, our employees, our products or our services into disrepute in any way.

A24 You are responsible for the accuracy, quality and integrity of any marks or data submitted to us and agree to pay our costs in correcting any errors you tell us need correcting. By submitting any marks or data you are confirming you have carried out all accuracy, quality or integrity checks necessary and you are solely responsible for any direct or indirect consequences of us using those marks or data. Revised marks may not be accepted after the release of results.

A25 You must make sure you are aware of the deadlines we publish and follow these deadlines on behalf of your candidates.

A26 If we remove your centre's eligibility to enter any qualification, or remove your status, you must take reasonable steps to protect your candidates from the effects of these measures. This includes making sure your candidates can complete their course(s) by entering them with a registered centre offering the relevant Cambridge qualifications as soon as possible. We shall cooperate in good faith.

A27 UK See the Cambridge Handbook (UK Supplement) 2025.

B Inspections and quality assurance

B1 You must cooperate with and facilitate any visit or inspection we make, either arranged or unannounced, including giving our inspectors access to the centre's secure storage area, and examination area, even if exams are taking place when the visit or inspection takes place.

B2 You must cooperate with any quality assurance activities we may request. You must respond within the specified time frame and your answers must accurately describe the centre's premises, systems and procedures. We reserve the right to photograph the premises and material relating to assessments, including candidate work, as part of the inspection process. We may use any photographs we take to subsequently train our inspectors.

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B3 We may carry out a re-inspection if a centre changes premises or facilities, or requests to be approved to offer an additional qualification type or science syllabus with a practical component. If we do carry out a re-inspection, you will have to pay another inspection charge.

B4 Usually our inspections are unannounced and take place during a series. However, we may inspect a centre outside the main exam period. We may inspect any part of a centre's premises or systems and procedures connected with the delivery of our assessments. Additional information regarding our standard security inspection process can be found on our website: www.cambridgeinternational.org/security-inspections

B5 We may withdraw your centre status and terminate our Agreement with you if an inspection shows that you are not meeting our standards or regulations. (See section A14.)

B6 Inspectors must be accompanied by a member of centre staff at all times during their visit.

B7 Where exams are taking place on a day when your centre is otherwise closed (for example at a weekend or on a public holiday), you must make sure that unannounced inspections can still take place and that visiting inspectors can access your centre. This may include making sure that reception staff are on-site and/or providing clear signage so that inspectors can find the exam room.

B8 UK In addition to inspections you must assist us in carrying out any reasonable monitoring activities necessary for the secure and effective delivery of the assessments.

B9 Inspection Report Forms and outcomes are confidential between centres and Cambridge and must not be shared outside of the centre, e.g. on local news forums or social media.

C Candidates

C1 We do not communicate directly with candidates or their parents/guardians about our programmes, qualifications or the administration of exams. You must communicate with candidates on every aspect of our programmes, qualifications and assessments.

C2 You must provide your candidates with:

- C2.1 access to your Privacy Notice and make them aware of ours, if required
- C2.2 the dates and times of their assessments including periods of Full Centre Supervision
- C2.3 confirmation and details of their entry for each assessment
- C2.4 confirmation and details of their results for each assessment, and
- C2.5 every result and every certificate we issue for them.

C3 You must not enter any candidate for any of our assessments before you receive full payment of their entry fee (if this applies to your centre). If you do not take payment before entering a candidate, you must still pay the entry fee to us. We will not stop the candidate sitting the exam or receiving their qualification, or otherwise communicate with either party about the non-payment.

C4 You must make sure your candidates have access to suitable room(s) and specified equipment and materials for their assessments, including for assessments that involve practical tests.

C5 Before the start of any of our assessments you must confirm the identity of all the candidates present, including private candidates. You must make sure no candidate is allowed to sit any of our assessments unless they have been correctly entered as per the processes in this Cambridge Handbook.

C6 We require Cambridge International Schools registered as online, or approved to offer Cambridge programmes online, to submit specific student data to us every year. If you are approved as an online school or to offer our programmes online we will contact you with details of how and by when you need to submit this data. See page 167 for our definition of an online school, or schools approved to offer qualifications online.

C7 You are responsible for submitting your candidates' work. As part of this responsibility you must make sure that:

- C7.1 the work in every candidate's assessment submission meets the criteria in the syllabus for the series
- C7.2 candidates' work is produced, and, where appropriate, marked internally, moderated and despatched according to our instructions, and
- C7.3 every piece of work you submit is the candidates' own work and is clearly identified as such.

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C8 We take the protection of personal data seriously. In this section, 'processing', 'personal data' and special categories of personal data (sensitive data) have the meanings given to them in the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018. 'Personal data' and 'sensitive personal data' are referred to as Candidate Data.

C8.1 **NEW** You must make sure that all your candidates (if they are at or above the age threshold for having capacity to give consent in their country) or their parent/guardian (as appropriate) understand that we will use their personal data (for example, their name, candidate number and where relevant audio or video evidence of a candidate's performance) for the purposes of delivering our qualifications through your centre. This includes processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice. You must also make sure that, when applications for access arrangements, special consideration or the withdrawal of entries are made, candidates (if they are at or above the age threshold for having capacity to give consent in their country) or their parent/guardian (as appropriate) understand that we will use their special categories (sensitive) of personal data for the purposes of processing these applications, and you must obtain their consent for such use. You must make sure that you keep a written record of the consent given. It is up to you to determine the format of that record; however, it must be made available to us if we ask for it.

C8.2 **NEW** You must make sure that all your: (i) candidates (if they are at or above the age threshold for having capacity to give consent in their country) or their parent/guardian (as appropriate); and (ii) teachers, exams officer, Head of Centre, invigilators, School Support coordinator or anyone else involved in the administration and conduct of our assessments, understand that we will process their personal data for the following legitimate business purposes:

C8.2.1 to carry out research, standards setting and other activities that are related to the business of delivering qualifications (including assessments), all of which are aimed at ensuring the delivery, as well as integrity and improvement, of our qualifications and the protection of candidates

C8.2.2 to understand the needs of candidates and other users of our qualifications and carry out marketing (although we will not contact candidates/parents/guardians by email without first seeking their consent)

C8.2.3 to provide training to those involved in providing educational services in relation to our qualifications, for example, teachers and examiners

C8.2.4 for internal business purposes, including managing our risks, protecting the security of personal data in our possession and carrying out internal record-keeping, audits and investigations, including into malpractice

C8.2.5 to share the personal data with other parts of our organisation, including the University of Cambridge, Cambridge University Press & Assessment, and agents and representatives (for example, examiners, consultants and sub-contractors), which process the personal data on our behalf for the purposes described in this Cambridge Handbook

C8.2.6 to share the personal data with the Universities and Colleges Admissions Service (UCAS), other universities and, where appropriate, potential employers in order to facilitate the candidate's relevant applications

C8.2.7 **NEW** to share the personal data with government or regulatory authorities for the purpose of evidencing outcomes, progression and participation in relation to Cambridge's products and services

C8.2.8 to comply with applicable law or a court order or governmental regulation or for the purpose of any criminal or other legal investigation or proceeding here or abroad.

C8.3 **NEW** You must make sure that: (i) candidates or their parent/guardian, as appropriate; and (ii) teachers, exams officer, Head of Centre, invigilators, School Support coordinator or anyone else involved in the administration and conduct of our assessments, understand that we may use anonymised data (that is, data that does not identify a candidate) and pseudonymised data (that is, data that is anonymous to the people who receive it) for research purposes, and may share that data with third parties, also for research purposes. The third-party recipients of such anonymised or pseudonymised data are required to abide by strict data protection principles in their handling of the data and are also bound by a duty of confidentiality.

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C8.4 **NEW** You must make sure that: (i) all candidates or their parent/guardian, as appropriate; and (ii) teachers, exams officer, Head of Centre, invigilators, School Support coordinator or anyone else involved in the administration and conduct of our assessments, understand that we may transfer Candidate Data outside the United Kingdom and/or European Economic Area (EEA), for example for the processing of entries and results, and to provide Customer Services support. Such transfers of data are conducted in accordance with the Standard Contractual Clauses approved by the European Commission or in accordance with the UK's equivalent Standard Contractual Clauses.

D Exam administration

D1 We do not have to make any entries, or comply with any requests made under this section D, where you have failed to meet a specific deadline. To make sure exams are administered effectively you must, by the deadlines set out in this Cambridge Handbook, or otherwise communicated by us, send us:

- D1.1 details of estimated and actual entries
- D1.2 marks for internally assessed components and any required moderation samples, and
- D1.3 any other information that we have asked for in our instructions, for example forecast grades.

D2 If you want to make any application for access arrangements or special consideration you must follow the regulations set out in sections 1.3 and 5.5 of this Cambridge Handbook.

D3 If you want to make changes to the venue or timetable you must follow the regulations set out in sections 1.2 and 2.6 of this Cambridge Handbook.

D4 UK If your centre is in administrative zone 4 or 5, we may specify that some exams must be taken during an evening session. The Key Time for that evening session will be specified at www.cambridgeinternational.org/keytimes

D5 You must comply with any request from us to reschedule assessments from the times previously published to ensure the integrity and security of assessments. If you cannot comply with the request, you must apply for a timetable deviation ensuring that Full Centre Supervision is guaranteed. Any arrangement must be approved by us in advance.

D6 You must make sure that you limit access to My Cambridge to appropriate members of staff in your centre. You must also make sure that all staff accessing My Cambridge have read and comply with any relevant guidance produced for the action they wish to perform (for example, a relevant administrative guide or supplementary regulations). See section 1.1.15 for more information about My Cambridge.

D7 You must keep the exam materials secure at all times after you have received them. You must check that you have received the correct versions of materials for your administrative zone. You must carry out the following in accordance with our regulations:

- D7.1 secure storage of all exam materials
- D7.2 distribution of exam papers to candidates
- D7.3 collection of scripts, question papers and any other exam material at the end of each exam, and
- D7.4 secure return of scripts.

D8 You must appoint suitable invigilators and must make sure exams are carried out in accordance with this Cambridge Handbook. You are responsible for any costs associated with this.

D9 You must make sure all staff directly involved with the administration of exams understand Key Time and Full Centre Supervision regulations. Candidates must be constantly and effectively supervised during any exam, or period of Full Centre Supervision, to ensure compliance with Key Time regulations.

D10 You will work with us to prevent malpractice and, in particular, you must:

- D10.1 make sure candidates and centre staff are aware of the actions that would constitute malpractice; see section 5.6
- D10.2 make sure centre staff understand the security window for confidential exam material; see section 5.3.2
- D10.3 immediately report any established, suspected or alleged cases of malpractice
- D10.4 assist in any investigation into suspected malpractice
- D10.5 promptly provide information and advice we may require to assist with any investigation. This applies equally to all centres offering online programmes where the malpractice takes place before the exam (see section 5.6).

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D11 You must submit and process any enquiries about results or appeals in accordance with the regulations set out in this handbook (see sections 6.3 and 7.2).

D12 You must keep unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue and not destroy them (see section 6.4).

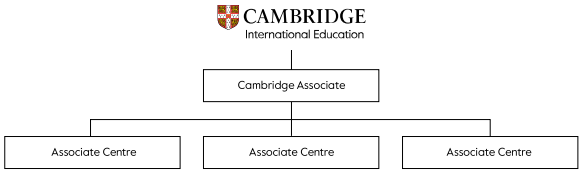
E (A) Cambridge Associate responsibilities

E1 A Cambridge Associate has a very important quality assurance role when it comes to working with their Associate Centres and you must make sure you carry out that role diligently.

E2 Cambridge Associates must carry out all the obligations of both centres and of Cambridge Associates which are specified in this Cambridge Handbook or in any supplementary documentation, including the Associate Agreement. The Cambridge Associate has full responsibility for the administration of all assessments in the centres associated with it.

E3 As a Cambridge Associate you may have agreed slightly different operating arrangements with us in your Associate Agreement to take account of local circumstances. Please remember these differences as you read through the Cambridge Handbook. No changes to the operating arrangements apply unless they are agreed by us in writing in accordance with the Associate Agreement.

E4 Unless otherwise specified in your Associate Agreement, we will send all information, data and materials to you to distribute to your Associate Centres. The same is true for information, data and materials that come back to us from your Associate Centres – they must go through you unless otherwise specified in your Associate Agreement.



E5 Cambridge Associates must apply to register their Associate Centres with us and must not establish, designate or treat any organisation as an Associate Centre without written approval from Cambridge. We can refuse such applications.

E6 As well as complying with all the duties of a centre (see sections A to D), Cambridge Associates will do the following and agree to do so on behalf of their Associate Centres unless otherwise agreed in the Associate Agreement:

E6.1 inspect their Associate Centres in accordance with the regulations stated in this Cambridge Handbook, and

E6.2 fill in Preparation – Form 5 and return it to our Customer Services team if the Cambridge Associate or one of their Associate Centres want to change qualification or syllabus eligibilities.

E7 We will inspect Cambridge Associates and their Associate Centres to make sure they comply with the regulations in this Cambridge Handbook.

E8 We must approve in advance, and in writing, any extra obligations a Cambridge Associate wants to impose on its Associate Centres.

E9 The Cambridge Associate is responsible for paying its fees and the fees of its Associate Centres as set out in the fees list and the Associate Agreement.

E10 The Cambridge Associate will give its Associate Centres reasonable notice of fees and of any changes to those fees.

E11 You cannot:

E11.1 have a new Associate Centre approved by us; or

E11.2 make any changes to an Associate Centre's details

between the final date for entries for an exam series for which the new Associate Centre intends to make entries, and the date of the final exam for the series.

E12 You must inform us in writing of any changes to the details of your Associate Centres which are held by us as soon as possible after the details have changed.

E13 We may reject an organisation's application to be an Associate Centre or not approve of any change to an Associate Centre's details where, at our sole discretion, we decide the organisation would not be suitable as an Associate Centre or that the proposed changes would make the Associate Centre unsuitable.

E14 If, in our sole opinion, an Associate Centre is failing to comply with any part of this Cambridge Handbook, is underperforming or inadequately

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providing exams or assessments, or where we believe that changes to an Associate Centre's details are likely to affect its ability to provide exams or assessments, then we may at our sole discretion and without notice:

E14.1 suspend the Associate Centre's status, with any reinstatement being subject to any conditions we may require; or

E14.2 terminate the Associate Centre's status; see section A14.

E15 The Cambridge Associate must make sure we have the right to enter the Associate Centre's premises to make any inspections we may require of a centre.

E16 The Cambridge Associate may not approach or invite any Cambridge International School to be an Associate Centre at any time.

E17 The Cambridge Associate is responsible for making sure their Associate Centres follow the guidelines for the use of the customer logo, available at www.cambridgeinternational.org/logos, and that they do not misuse or damage our intellectual property.

E18 The Cambridge Associate is responsible for all actions or inactions of their Associate Centres and for making sure they act in accordance with this Cambridge Handbook. **NEW** We are not responsible for Associate Centres and we will not usually contact Associate Centres directly about operational matters, even if we suspend an Associate Centre or it is in breach of their obligation. However, Cambridge reserves the right to contact Associate Centres where necessary. If Cambridge revokes approval of an Associate Centre, the Cambridge Associate must make all arrangements with that Associate Centre.

Administrative forms

Form available on Direct.

- Additional Qualification Types: Preparation – Form 5

F (A) Inspections and quality assurance of Associate Centres

F1 The Associate Agreement may require a Cambridge Associate to carry out an initial registration approval inspection of each of its Associate Centres. If so, you must comply.

F2 A Cambridge Associate is required to carry out re-inspections of its Associate Centres if any of them change premises or request to be approved to offer an additional qualification type or a science syllabus with a practical component. You must comply.

F3 A Cambridge Associate must regularly inspect its Associate Centres to make sure that each Associate Centre has the right facilities, equipment and teaching resources to deliver the curriculum and to prepare candidates for entry to Cambridge programmes and qualifications.

F4 Cambridge Associates must cover all the costs of inspecting their Associate Centres, whether by the Associate or by Cambridge.

F5 A Cambridge Associate must make their inspection reports available to us on demand and provide us with an inspection schedule at the beginning of each year.

F6 Where there is a conflict between inspection requirements as set out in the Cambridge Associate's contract with an Associate Centre and this Cambridge Handbook, the Cambridge Handbook must be followed. Cambridge Associates must tell us if they think there is a conflict and take all necessary steps to make the contract comply with this Cambridge Handbook. No conflict shall allow either the Cambridge Associate or the Associate Centre to breach any regulation in this Cambridge Handbook or reduce any of Cambridge's rights or remedies.

G (A) Associate Centres

G1 Associate Centres must keep to the terms and conditions for centres in this Cambridge Handbook where applicable. Where it says 'centres' or 'You' in this Cambridge Handbook this should be read to include Associate Centres.

G2 Associate Centres must also keep to any specific terms agreed with their Cambridge Associate in relation to the subject matter of this Cambridge Handbook. If there is a conflict they must keep to the terms of this Cambridge Handbook.

G3 Associate Centres must communicate with us through their Cambridge Associate, unless otherwise agreed with us.

H Communicating with us

H1 For general administrative queries we prefer you to use email (info@cambridgeinternational.org). You can also contact us by filling in the online feedback form at www.cambridgeinternational.org/help

H2 Where possible please supply and communicate with us using a specific email address that is connected to a particular role at your centre, for example, examsofficer@school.com rather than a generic one (info@school.com) or a web-based email (lsmith@gmail.com).

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H3 (A) Associate Centres must communicate with us via their Cambridge Associate rather than directly with us, unless otherwise agreed in the Associate Agreement or otherwise stated in writing by Cambridge.

H4 All correspondence between you and us must be in English. This applies even when assessments are offered in a language other than English.

H5 The Head of Centre, or exams officer, may sign letters from the centre to Cambridge. Legal notices must be signed by the Responsible Person.

H6 Unless instructed otherwise, you should send any written correspondence, but not exam materials, to:

Customer Support
Cambridge University Press & Assessment
Cambridge International Education
Shaftesbury Road
Cambridge
CB2 8EA
United Kingdom

If another address is specified on an administrative form or accompanying instructions, you should send the form to the address specified on the form or instructions.

H7 You must make sure:

H7.1 the centre is contactable during working hours (including during school holidays and school closures) via the communication lines (including email, telephone and post) you have provided to Cambridge

H7.2 that when you receive a communication or an email from Cambridge which requires a response, you respond within the specified time frame.

H8 You must include the following in all your messages with us:

H8.1 centre name and number

H8.2 name, position and title of the member of staff sending the message, and

H8.3 for continuing email correspondence, the reference number included in our initial response.

H9 Do not attach files larger than 20 MB to emails.

H10 Do not make any payments using a credit card by email because the security of credit card details cannot be guaranteed if you send them by email. We shall not be responsible for any loss you suffer if you send your financial details to us by an unsecured method.

H11 We send a monthly eNewsletter for exams officers to our centres and Cambridge Associates. This eNewsletter contains important new information, reminders about key dates and activities, guidance on changes to key processes and updates on new services. It is essential reading for all exams officers. If you do not receive this eNewsletter please contact our Customer Services team and we will add you to the distribution list.

I Telephone communication

I1 To telephone us, contact Customer Services on +44 1223 553554.

I2 If you telephone us about our regulations we will respond in writing. For complex issues, we may ask you to send us details in writing before responding. We do not accept responsibility for any misinterpretation of information, advice or guidance given by telephone.

J Software and online services

J1 By using any of our software or online services you agree to the terms of use for that software or service, as provided on our website.

J2 You must comply with the terms of use of Cambridge online services and software as well as any other Agreement with Cambridge.

J3 You must make sure that the usernames and passwords we issue are only given to staff authorised to access the relevant online services or software. You must not give login information to candidates (with the exception of login details for the Candidate Results Service) or to any other unauthorised person or person outside your centre, including any agent of Cambridge. If you do not comply we may suspend all services with you or withdraw your centre status and terminate our Agreement with you; see section A14.

J4 You must not use third-party websites, such as file-sharing websites, to send information or data to us.

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J5 Any purchases made through our online services will be charged in accordance with your contract with Cambridge as an additional service. If an Associate Centre makes any purchases through our online services, we shall assume the Associate Centre is acting on behalf of the Cambridge Associate and we will charge the Cambridge Associate in accordance with this section.

K Ownership of question papers

K1 All Cambridge exam question papers remain our property. You can use the paper after the exam, in accordance with either:

K1.1 the 24-hour secure storage regulation (see section 5.3.2), or

K1.2 regulations specific to the conduct of a particular component.

K2 We retain all intellectual property rights to the papers. For our conditions governing reproduction see section L.

L Copyright in exam material

L1 We assert our ownership in the copyright and all other intellectual property rights in the materials we deliver to you under your Agreement. This includes syllabuses, question papers, and other material relating to the programmes and qualifications, except where we have attributed work to a third party.

L2 You may distribute copies of past question papers and other materials, including electronically, as well as provide access to digital content and resources for which we hold copyright, for your internal educational purposes only, provided that copies and/or access is:

L2.1 limited to one copy and/or single access per candidate entered for the syllabus

L2.2 used exclusively by candidates at the centre in connection with their class work or internal assessments

L2.3 not offered for sale or distribution under any circumstances

L2.4 reproduced with all Cambridge copyright symbols, trade marks, acknowledgements and notices intact

L2.5 not subject to approval from Cambridge

L2.6 not passed to any other third party, and

L2.7 not uploaded or allowed to be uploaded to any external website or platform.

L3 We cannot give permission to reproduce any third-party assets we do not own, even where such assets (e.g. musical scores, maps, excerpts, photographs) are incorporated within Cambridge materials. **NEW** It is your responsibility to make sure all texts and materials you use and provide to candidates are lawfully acquired and used in accordance with the relevant intellectual property laws.

L4 If staff at your centre want to use any Cambridge materials in any publications they are developing, they must ask for our permission to do so.

M Copyright and candidates' work

M1 The copyright in a candidate's work remains with the candidate, subject to clause M2.

M2 By submitting work to us a candidate grants a perpetual, irrevocable and royalty-free licence to us to use any answer scripts, coursework or extracts (providing the candidate remains anonymous and their personal data is not shared) for:

M2.1 educational presentations, materials or products that we may publish

M2.2 educational purposes, for example, standards setting, training or to demonstrate standards in the recognition of our qualifications by universities or other organisations, and

M2.3 maintaining the integrity of assessments or to identify plagiarism.

M3 You warrant that you will:

(i) inform candidates of the copyright provisions set out in this handbook, and

(ii) ensure candidates' compliance with such provisions.

You will indemnify Cambridge against any loss, harm or damage incurred by Cambridge as a result of any breach of the above warranty.

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N Ownership of assessed material

N1 All material submitted for assessment will become our physical property.

N2 We do not return exam answer scripts to you, except for:

N2.1 UK copies of answer scripts as part of enquiries about results services.

N3 UK To request copies of answer scripts as part of enquiries about results services, see section 6.3.

N4 If you would like us to return Cambridge IGCSE, Cambridge O Level and Cambridge International AS & A Level work which you have submitted for moderation, you must complete Coursework and Moderation – Form 6 and return this to us when you submit your coursework. We may keep copies of some items for awarding and archive purposes.

N5 For other qualifications, we will not normally return to you assessments submitted for external marking or external moderation.

O Referring to Cambridge International Education

O1 You must refer to us as 'Cambridge' or 'Cambridge International Education'. You must not refer to us as the 'University of Cambridge', 'Cambridge University', 'UCIE' or 'CIE'.

Cambridge International Education ✓

Cambridge ✓

University of Cambridge International Examinations ✗

University of Cambridge ✗

Cambridge University ✗

CIE ✗

UCIE ✗

O2 When translating 'Cambridge International Education' into another language, the most appropriate wording is Cambridge International Education, a provider of international school examinations and curricula that is part of the University of Cambridge (England).

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Return of Moderated Coursework: Coursework and Moderation – Form 6

P Cambridge Identity

P1 The 'Cambridge Identity' refers to the Cambridge Marks (see P4) and associated text.

Centres, Cambridge Associates, Associate Centres and Professional Development centres are issued with official customer logos, descriptive text and customer logo guidelines when they register with us. We also send a plaque showing the relevant customer logo for display in or outside the centre.

P2 Cambridge grants you a non-exclusive, non-transferable, worldwide, royalty-free licence, without the right to sublicense, to use a Cambridge Identity during the period of your Agreement with us, on the terms set out in this Cambridge Handbook and the relevant customer logo guidelines. Your centre status dictates which Cambridge Identity you should use. You can download your customer Cambridge Identity, and find additional guidelines about how to use it, at www.cambridgeinternational.org/logos. The Cambridge Identity provided for use by centres is different from our standard organisation logo used on our exams officer materials. You must make sure you are using the correct Cambridge Identity for your centre and not our standard organisation logo.

P3 You may:

P3.1 reproduce your customer Cambridge Identity in full colour or in a single colour, subject to sections Q and R

P3.2 **NEW** use your customer Cambridge Identity on printed and digital marketing materials, including leaflets and brochures, advertisements, posters, webpages, videos and social media posts, subject to sections Q and R, and

P3.3 communicate your centre status in the text of information or publicity material.

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P4 We have a number of trade marks, known in this *Cambridge Handbook* as the **Cambridge Marks**. Cambridge Marks includes any trade mark (registered or unregistered), registered mark or design, or any other identifier that is identified with Cambridge, Cambridge University Press & Assessment or the University of Cambridge.

P5 During the term of your Agreement with us, you agree not to register or attempt to register any trade mark which includes the word 'Cambridge' or which is similar or identical to any trade mark owned by the University of Cambridge (for example, 'IGCSE'). Cambridge will make such determination at its sole discretion.

P6 During the term of your Agreement with us, you agree to promptly follow our requests and withdraw any pending trade mark applications which contain the word 'Cambridge' or which contain any element similar or identical to Cambridge Marks.

Q Regulations governing the use of the Cambridge Identity

Q1 If you do not follow the regulations in this Cambridge Handbook or misuse the Cambridge Identity or Cambridge Marks, your centre status may be withdrawn and the Agreement terminated; see section A14.

Q2 You must only use the Cambridge Identity appropriate to your status.

Q3 You must email logoapproval@cambridgeinternational.org with proof copies of all your planned uses of your Cambridge Identity and gain approval before use.

A If you are an Associate Centre you should email copies of your planned uses of your Cambridge Identity to your Cambridge Associate.

Q4 If you use the Cambridge Identity you must always:

- Q4.1 reproduce the Cambridge Identity in the format we have provided
- Q4.2 use the Cambridge Identity along with your own logo and name
- Q4.3 place the Cambridge Identity at the bottom of any document, and
- Q4.4 follow the guidelines for use of the customer logo available at www.cambridgeinternational.org/logos

Q5 You must:

- Q5.1 make sure that where the Cambridge Identity is used, it is no more than 75% of the size of the logo and name of your centre, and lower than the logo and name of your centre and any other associated logo
- Q5.2 make sure there is no confusion regarding your identity as an organisation independent of us
- Q5.3 not let other people use the Cambridge Identity or Cambridge Marks
- Q5.4 not use parts of the Cambridge Identity separately
- Q5.5 not use the Cambridge Identity or Cambridge Marks in certification or financial documentation that you issue, for example, attendance certificates, receipts or invoices, and
- Q5.6 not use the Cambridge Identity or Cambridge Marks as part of your email or web address, or social media handle, avatar and account name.

Q6 This Cambridge Handbook does not transfer any copyright in the Cambridge Identity and does not assign any rights in the Cambridge Marks from us to you or any Associate Centre.

Q7 The name 'Cambridge' is synonymous with high standards of quality and integrity in education. To make sure we are able to maintain the integrity of the Cambridge name, we pay particular attention to those centres that already have it within the title of their school. Any centre that uses the Cambridge name must make sure they use it appropriately in order that we may continue to agree to its use by that centre.

Q8 We reserve the right to take action against any use of the Cambridge name which we do not consider suitable, or use of the Cambridge Identity by an organisation that may bring it, Cambridge or any part of the University of Cambridge into disrepute.

Q9 We will not accept any new registrations from any school or Associate using 'Cambridge', 'Cambridge International' or the name of any of our programmes or qualifications, such as IGCSE, in its name and/or brand unless it is located in a city or town called Cambridge and is only serving students in that location. We reserve the right to assess each registration on a case-by-case basis.

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Q10 A registered school or Associate may not change its name to include the word 'Cambridge' or any of our trade marks. You must not use any part-form or derivative of 'Cambridge' in your centre name or centre description.

Q11 Permission to use the Cambridge Identity is dependent upon your continued status as an approved centre. If your centre status is withdrawn, use of the Cambridge Identity must stop immediately; see section A14.

Q12 For detailed instructions about how to use our logo, refer to the guidelines in the logos section of the Communications toolkit (www.cambridgeinternational.org/toolkit).

Q13 **NEW** We appreciate that schools going through the approval process will want to keep their community, including parents, informed of their progress and plans to offer Cambridge programmes and qualifications. Please be aware that, until your registration is complete and we confirm you are an approved school, you must not use any element of the Cambridge identity or say that you are already offering our programmes and qualifications and are registered with us.

R Approval for the use of the Cambridge Identity

R1 We are the sole interpreter of the conditions for use of the Cambridge Identity and Cambridge Marks. We will make all decisions about interpretation of the conditions of use.

R2 We investigate all reports of improper use of the Cambridge Identity, and will require that any use that does not comply with these guidelines ceases immediately.

S Access to assessments – equal opportunities

S1 We are committed to equality of opportunity for candidates with protected characteristics including, but not limited to, disability, gender, ethnic origin and religion.

S2 We aim to overcome inequality in relation to protected characteristics for all our qualifications in all areas of assessment activity. These activities include:

- S2.1 the assessment development process
- S2.2 the arrangements made for candidates who require reasonable adjustments (access arrangements or modified papers) in order to access our qualifications.

T Access and private candidates

T1 Specific regulations govern the access of private candidates to our assessments. See section 2.1.2 for details.

U Fees, invoices and payment

U1 We publish our fees list in the 'My Messages' section of Direct. **NEW** If you are a Cambridge Early Years Centre or Cambridge International School – registered as online, we send the fees list to you. Fees for paid-for services are available through the relevant password-protected Cambridge website.

U2 We send all invoices and statements by email or post to the finance contact details you supply. Please let us know immediately if these contact details change.

U3 Please make your payments in the same currency as stated on the invoice.

U4 Payment terms are shown on your invoice as 'Payment Due Date'. You must adhere to them at all times.

U5 (A) The Cambridge Associate is responsible for paying their fees and those of their Associate Centres.

U6 Cambridge International Schools registered as online or approved to offer Cambridge programmes online must also pay a learner registration fee per student. We will invoice you for this fee based on the data you provide to us. If you do not provide this data by the date we specify, we will charge you an additional fee.

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Key Times and Full Centre Supervision

This section is about Key Times and Full Centre Supervision and why it is essential they are followed to maintain the integrity of our assessments.

What are Key Times?

Key Times are a defined point in a timetabled session when candidates must be in the exam or under Full Centre Supervision. Candidates must take their exams in the correct timetabled session. You can start the exam any time within the session, but you must follow our Key Time and Full Centre Supervision regulations. Key Times do not apply for windowed exams, for example, speaking tests, art & design exams and Cambridge Checkpoint tests.

Why are Key Times important?

Key Times are important because they prevent confidential exam information being shared with your candidates before their exam. Key Times also prevent your candidates from sharing confidential exam information with other candidates.

What are my Key Times?

Your Key Times are based on your centre's location. You must visit our website before each exam series (www.cambridgeinternational.org/keytimes) so that you know your Key Times.

Who is responsible for implementing Key Times?

The Head of Centre must make sure that all staff involved in the administration of our exams understand and can correctly implement Key Times and Full Centre Supervision. You must keep records of your exam timetable, including any periods of Full Centre Supervision. We may ask to see these at any time until we have issued certificates.

How do I use Key Times?

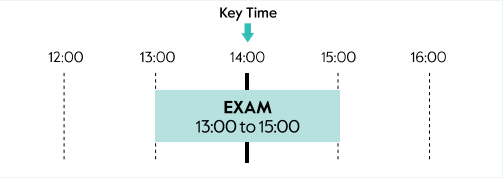
You can choose when your exams start within the timetabled session; however, you must make sure your candidates are in the exam or under Full Centre Supervision at the Key Time.

- We timetable all our exams in morning and afternoon sessions (and an evening session for administrative zones 4 and 5).
- You have a Key Time for each session.

Examples

These are examples only, and are not necessarily the same as the Key Times for your centre. We have used the same Key Time in each example to show the different ways you can structure your exams around your Key Times.

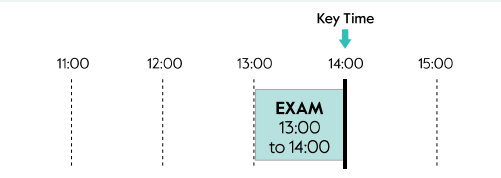
Example 1: The Key Time is in the middle of the exam. The exam starts at 13:00 and finishes at 15:00.



Candidates are in the exam at the Key Time, therefore they do not need to be under Full Centre Supervision before or after the exam. When the exam finishes, candidates can leave the exam room.

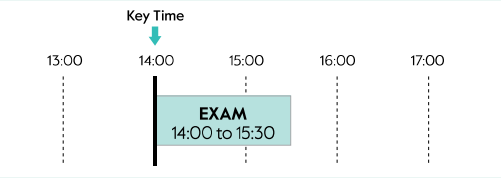
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Example 2: The Key Time is at the end of the exam. The exam starts at 13:00 and finishes at 14:00.



Candidates must not leave the exam before the Key Time. If an exam ends at the Key Time, candidates can leave the exam room shortly after, as soon as the Key Time has passed. They do not need to be under Full Centre Supervision before or after the exam.

Example 3: The Key Time is at the start of the exam. The exam starts at 14:00 and finishes at 15:30.



Candidates are in the exam at the Key Time and do not need to be under Full Centre Supervision either before or after the exam. When the exam finishes, candidates can leave the exam room.

In any session, you can also choose to start your exam after the Key Time, or finish your exam before the Key Time. If you do this, you must make sure candidates are under Full Centre Supervision until the Key Time has passed.

What is Full Centre Supervision?

Full Centre Supervision is a defined type of supervision for candidates that is conducted by trained members of staff at your centre. If candidates are not in their exam at the Key Time, they must be in a room under Full Centre Supervision until the Key Time has passed, or until the exam starts.

You must supervise candidates in Full Centre Supervision. A supervisor can also be an exam invigilator, although Full Centre Supervision is different from exam invigilation. Supervisors must be suitably trained, and there must be at least one supervisor for every 30 candidates.

During Full Centre Supervision, candidates must not:

- be in the same room as any other people except candidates taking the same exam, and their supervisor(s)
- have access to telephones, mobile phones, laptops/computers, smart watches, or any electronic device with or without internet access
- have access to any other means of communication outside of the supervised group
- be allowed to communicate in any way with anyone who is not under Full Centre Supervision at the centre or outside the centre.

During Full Centre Supervision candidates can:

- have access to their printed books and notes. Candidates must not look at books and notes on an electronic device
- talk to each other
- leave the room accompanied by a supervisor. Where there is only one supervisor, you must make sure the supervisor can get help without leaving the candidates unattended. You must also make sure you have supervisors available to accompany any candidate, if required.

Other Full Centre Supervision regulations:

- Candidates under Full Centre Supervision who have already taken an exam that others in the group are due to take, for example an ICT practical test, must be kept separate from those candidates who have not yet taken the test. See section 5.7.4.
- If a candidate arrives late for a period of Full Centre Supervision, either before or after an exam, see section 5.1.10.

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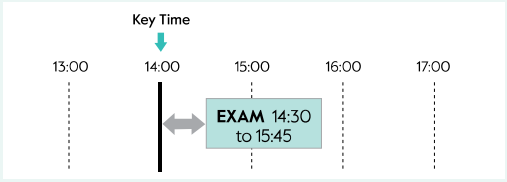
- Candidates who do not attend a period of Full Centre Supervision after an exam must be reported to us immediately as suspected malpractice. See section 5.6.
- You must keep signed records of all Full Centre Supervision arrangements for candidates. These records must show candidates who were supervised, the start and end times of supervision, and who conducted the supervision. We may ask to see these records at any time until certificates are issued.

You must arrange necessary periods of Full Centre Supervision. If you do not, we will consider this a breach of our regulations, and will treat it as possible centre staff malpractice. See section 5.6.

Examples

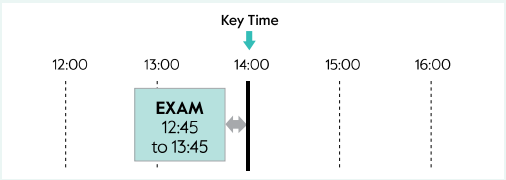
These are examples only, and are not necessarily the same as the Key Times for your centre.

Example 4: The Key Time is before the start of the exam. The exam starts at 14:30 and finishes at 15:45.



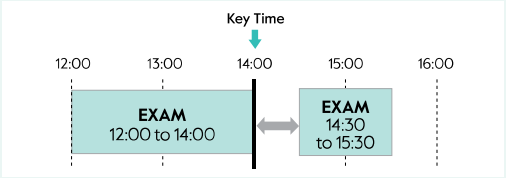
Candidates are not in the exam at the Key Time. They need to be under Full Centre Supervision from the Key Time until the exam begins. When the exam finishes, candidates can leave the exam room.

Example 5: The Key Time is after the end of the exam. The exam starts at 12:45 and finishes at 13:45.



Candidates must be under Full Centre Supervision from the end of the exam until the Key Time. Once the Key Time has passed, candidates can leave the exam room.

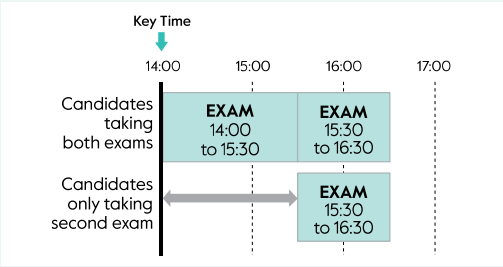
Example 6: The Key Time is at the end of one exam, but before the start of another exam timetabled for the same day. The first exam starts at 12:00 and finishes at 14:00, and the second exam starts at 14:30 and finishes at 15:30.



Candidates are in the exam at the Key Time. However, candidates taking the second exam must be under Full Centre Supervision from the Key Time until the start of their second exam.

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Example 7: The Key Time is at the start of an exam. There are two exams timetabled for the afternoon session, with no spare time in between.



Candidates taking the first exam are in the exam at the Key Time. When the exam finishes at 15:30, candidates can leave the exam room and Full Centre Supervision is not needed. There is no gap between the exams, therefore any candidates who are taking both exams do not need to be under Full Centre Supervision. Any candidates who are only taking the second exam must be under Full Centre Supervision from the Key Time until the start of the exam. When the second exam finishes, candidates can leave the exam room.

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Section 1: Preparation

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PDQ Cambridge Professional Development Qualifications

There are differences in this section for Cambridge Professional Development Qualifications (PDQs). Please see the PDQ Administrative Guide, available from www.cambridgeinternational.org/eoguide

1.1 Support from Cambridge

We provide a wide range of support for exams officers. This section tells you about the support we offer and how to access it.

Website: www.cambridgeinternational.org

Address: Customer Support, Cambridge International Education
Shaftesbury Road, Cambridge, CB2 8EA, UK

Email: info@cambridgeinternational.org

Telephone: +44 1223 553554

Webchat: www.cambridgeinternational.org/help

Please tell us your centre name and number when you contact us. A Associate Centres should contact their Cambridge Associate.

1.1.1 Our website

Visit our website for information about:

- administering our exams
- our programmes and qualifications
- syllabuses and specimen papers
- latest news and events
- professional development
- our blog.

Go to www.cambridgeinternational.org

1.1.2 Cambridge Exams Officers' Guide

This is our step-by-step guide to delivering Cambridge exams. Here you can access administrative documents and forms, Direct, a wide range of support materials and monthly calendars showing all your key dates and activities. Visit the guide at www.cambridgeinternational.org/eoguide

1.1.3 Cambridge Exams Officer eNewsletter

The newsletter delivers updates straight to your inbox at the beginning of every month. It includes:

- reminders about key dates and activities
- guidance on key processes
- updates on new services
- a look ahead to the next month.

If you work in a Cambridge International School or for a Cambridge Associate and you do not receive the newsletter, please contact us: info@cambridgeinternational.org

Read the latest newsletter at www.cambridgeinternational.org/eoguide

A We send the Cambridge Exams Officer eNewsletter to our Cambridge Associates in a Word document so that it can be adapted and the relevant information sent to their Associate Centres.

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Important information

If you do not read the newsletter, or if you unsubscribe, you will miss important information about administering our exams. To subscribe or resubscribe to the Cambridge Exams Officer eNewsletter, please email info@cambridgeinternational.org

1.1.4 The 'Help' section of our website

The 'Help' section of our website contains answers to questions about our exams and services. Simply type your question into the search box or use the menu to guide you. The 'FAQs and Important Announcements' section highlights key information.

Our 'Help' section:

- saves you time
- contains more than 1200 answers
- is reviewed and updated daily.

Visit www.cambridgeinternational.org/help

1.1.5 Direct

Direct is a secure online tool for our exams officers. It allows you to:

- make and submit final entries
- submit internally assessed marks and forecast grades
- download files, such as provisional and final timetables and results files
- submit enquiries about results
- see our fees list in the 'My Messages' section.

The site is password protected. After we have registered your centre we email you login details. Keep these details secure. If you forget your password contact Customer Services (info@cambridgeinternational.org). If your exams officer changes complete the School Details Form, available from Direct.

After 20 minutes of inactivity you will be automatically logged out of Direct.

Cambridge Associates / Associate Centres

Cambridge Associates can contact Customer Services to ask for access to Direct for their Associate Centres. Once the account has been set up, we will email login details to the Cambridge Associate, who must pass them securely to their Associate Centre(s).

1.1.6 Digital File Despatch

Digital File Despatch is where we upload confidential materials as digital files instead of sending printed copies. It is for specific centres and exams only. We also upload non-confidential and pre-release materials for some syllabuses. If you need access we will send you instructions. See sections 2.2.3, 4.2.3 and 4.3.1.

1.1.7 Submit for Assessment and Secure Exchange

Submit for Assessment allows you to submit work online for some internally assessed and/or externally assessed components, instead of sending them to us on CD or USB, or using Secure Exchange. There is more information about Submit for Assessment on our website: www.cambridgeinternational.org/submit-for-assessment. You access Submit for Assessment via My Cambridge (see section 1.1.15).

1.1.8 NEW Global Listening

Global Listening allows you to access and download audio files for listening exams. You can find details of which syllabuses and components are available on Global Listening at: www.cambridgeinternational.org/global-listening

You access Global Listening via My Cambridge (see section 1.1.15).

1.1.9 NEW Apply for Access Arrangements

Apply for Access Arrangements allows you to apply for any access arrangements your candidates need. See section 1.3.1 for types of access arrangements. We are launching Apply for Access Arrangements in phases throughout 2025 to better support you. When it is available for you to use, we will contact you by email.

1.1.10 School Support Hub

The School Support Hub is a valuable resource for teachers. We send login details to your School Support coordinator when your centre registers with us. Visit the School Support Hub for:

- syllabuses – they give teachers all the information they need to deliver the subject and prepare candidates for the exam
- specimen papers showing examples of what question papers will look like and specimen mark schemes showing how marks would be assigned. We produce these for new or revised syllabuses and we only update them when the syllabus booklet changes a lot
- past question papers
- mark schemes and grade thresholds

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- schemes of work – suggested teaching programmes and teaching activities
- online discussion forums – a place for teachers to share ideas, resources, questions and answers
- Principal Examiner and Moderator Reports – Principal Examiners and Principal Moderators write these for some subjects at the end of each series. They give an overview of how candidates performed
- early question papers and pre-release material for some qualifications.

The member of staff at your centre with access to the School Support Hub is called the 'School Support coordinator'. They create logins for teachers and authorise training bookings. If the coordinator forgets their password they should contact Customer Services by emailing info@cambridgeinternational.org

Access the School Support Hub at www.cambridgeinternational.org/support

1.1.11 Chk Cambridge Primary Checkpoint and Lower Secondary Checkpoint

We will give you access to the relevant secure websites depending on what qualifications you offer. These websites contain a range of materials to help teachers plan and deliver the programmes, including:

- curriculum frameworks
- teacher guides
- schemes of work
- planning templates
- past question papers and mark schemes
- recommended published resources
- end of series reports.

For more information visit: https://primary.cambridgeinternational.org
https://lowersecondary.cambridgeinternational.org

Contact Customer Services if you do not have login details for these sites.

1.1.12 Communications toolkit

The Communications toolkit is the place to go if you are planning an open day or evening for parents/guardians, or if you want to announce your status as a Cambridge International School. You will find presentations, videos, posters, event banners, press releases and more.

Everything is free to access. If you want to download your customer logo you will be asked to log in using your centre number.

Access the Communications toolkit at www.cambridgeinternational.org/toolkit

1.1.13 Syllabus updates

Sign up for syllabus updates at www.cambridgeinternational.org/syllabusupdates We will then email you details of any new syllabuses, syllabus changes and those we are withdrawing.

1.1.14 Exams officer training

We offer free training to all our exams officers to make sure you are supported throughout the Cambridge Exams Cycle.

Our training includes regular 'How to' webinars which focus on making entries, running exams and preparing for results release for each exam series, including Cambridge Checkpoint. We also run regular focus webinars about a particular process and give you the latest information about administering exams. We send you all webinar dates and registration information each month in the Cambridge Exams Officer eNewsletter. You can sign up via our Professional Development Calendar at www.cambridgeinternational.org/eo-training

NEW In 2025, we are launching a self-study course for exams officers who have less than one year's experience in their role. The course focuses on all the key concepts, regulations and processes you have to follow as a Cambridge exams officer, and checks your understanding throughout. The course is modular with an interactive webinar to answer your questions at the end. For more details and to sign up to this course, see the Cambridge Exams Officer eNewsletter.

The self-study course, and our webinar recordings, are accessible through our Online Learning Area, and exams officers can easily set up their own account. Visit the Online Learning Area: www.cambridgeinternational.org/learningarea

All our training comes with a certificate of participation.

1.1.15 My Cambridge

My Cambridge is a 'single sign-on' service, which allows you to access services provided by Cambridge using one set of login details. You can access the services directly or via links on the My Cambridge 'landing page': https://sso.cambridge.org. There is more information on the My Cambridge page of our website: www.cambridgeinternational.org/my-cambridge

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1.2 UK Preparing your exams timetable

To keep our exams secure we have six administrative zones. Each zone has a specific timetable and you must use the correct version for your centre.

You can check which administrative zone your centre is in at www.cambridgeinternational.org/preparation

The timetable shows the date, session and length of each exam, including the range of dates for practical and oral exams. You must also follow our Key Time regulations when timetabling your exams.

For timetabled exams, all candidates must be in the exam or under Full Centre Supervision at the Key Time. See the 'Key Times and Full Centre Supervision' section and section 1.2.2 for more information.

As soon as the final timetable is available, work out how many exam rooms you need and book them. Decide how you are going to make sure your candidates know where and when their exams will take place. You should also create a timetable for your centre and display it where all your candidates can see it. We recommend you use our 'Create your centre's exam timetable' template to prepare for the exam series:
www.cambridgeinternational.org/timetablingexams

1.2.1 Provisional and final timetables

When we create our timetables, we avoid setting exams that will cause major logistical problems and timetable clashes for centres and candidates. However, we cannot always produce timetables that suit all the countries we work with.

In May, we publish a provisional version of the timetable for the following June series. In October we publish a provisional version of the timetable for the following November series. Provisional timetables are available from the 'Support Materials' section of Direct.

When they are published, you have four weeks to let us know if you have any major concerns. Email any comments to info@cambridgeinternational.org with 'June/November series provisional timetable' and your centre number in the subject line. As the timetables take into account a wide range of interests and constraints, we only make changes if absolutely necessary.

Once we have considered any comments we publish the final version of the timetable to the 'Support Materials' section of Direct and our public website (www.cambridgeinternational.org/timetables). After the final timetable has been published exam dates would only change in exceptional circumstances.

Some subjects, e.g. art & design, do not have a timetabled date. Instead, teachers have a window in which to schedule the assessment.

Regulations

(a) You must use the final version of the timetable when you plan your exams and tell candidates the dates and times of their exams.

(b) To keep our question papers secure, sometimes we may need centres to take an exam component at a different time to the one on the final timetable. If this happens we will write to you to let you know the new timetable arrangements.

Important dates

Final timetable published:

- June series: end of October 2024
- November series: end of March 2025

1.2.2 UK Timetabling exams

(a) The timetable will show test date windows and which session timetabled exams must be taken in:

- Morning (AM)
- Afternoon (PM)
- Evening (EV) for a limited number of exams in administrative zones 4 and 5. See section D4 of the 'Responsibilities' section of this Cambridge Handbook.

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(b) Candidates must take timetabled exams in the exam window or session shown on the final timetable.

(c) Exams must follow our Key Time and Full Centre Supervision regulations. See the 'Key Times and Full Centre Supervision' section. Find your Key Times at www.cambridgeinternational.org/keytimes

Extra guidance

Watch our video to find out how to prepare your exams timetable using Key Times. It is available at www.cambridgeinternational.org/timetablingexams

1.2.2.1 Creating your exam timetable

When the final timetable is available, you need to create your own exam timetable for your centre, regardless of the number of exams your centre is taking. This timetable must be completed by a staff member who understands our Key Time regulations. When you have created your own timetable, it must be checked by a second experienced staff member to make sure all exam details are correct. You need to keep a copy of your timetable as it could be sampled as part of our quality assurance processes or required if we need to investigate a malpractice allegation.

Your exam timetable must include every exam you are entered for in the exam series, including any windowed exams. Your centre's timetable must also include the following information:

- syllabus
- component
- exam date
- exam session
- scheduled start and finish time
- exam duration
- any periods of Full Centre Supervision
- your centre's Key Times.

You must include your invigilator details and we also recommend you include the number of candidates.

For help timetabling your exams, there are guidance notes on page 3 of the timetable we publish. We also have a video that you may find useful, along with a 'Create your centre's exam timetable' template available on our website: www.cambridgeinternational.org/timetablingexams

There is also a timetable generator on Direct which can be used to generate a downloadable file containing useful information based on your entries. You can refer to this file when you create your own timetable. To find it, log into Direct, then go to the 'Timetables' link on the relevant series dashboard.

The downloadable file is not a replacement for your centre's exam timetable, and it is your responsibility to make sure that all necessary details are recorded in accordance with our guidelines on your final exams timetable.

1.2.3 UK Timetable deviations

(a) If you have a timetable clash you may apply for a timetable deviation using Preparation – Form 2. You may only carry out a timetable deviation if we have approved it in writing.

(b) We will reject your application if a timetable deviation could put the security of the assessment at risk. This means you must not move an exam:

(i) to an earlier date

(ii) so it finishes in an earlier session on the timetabled date, even if a period of Full Centre Supervision is planned to meet the exam's Key Time

(iii) more than 24 hours after the Key Time of the timetabled session.

(c) The following are examples where you may consider applying for a timetable deviation:

- A clash of exams in the same session where they would last a total of more than three hours and 45 minutes in a session, or more than six hours in a day. Candidates can sit exams for up to six hours in one day. The Head of Centre can allow candidates to sit exams that total more than this but you should consider the candidate's well-being.
- A single period of Full Centre Supervision that is more than four hours long.

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(d) The following are unacceptable reasons for a timetable deviation:
- national or public holidays
- taking part in national, local or centre events
- centre closure
- school holidays
- weddings
- work experience
- field trips.

1.2.3.1 Supervising timetable deviations

Candidates must be under Full Centre Supervision from the Key Time of the original timetable session until the new start time. See the 'Key Times and Full Centre Supervision' section.

1.2.3.1.1 Transporting candidates

(a) If you need to transport a candidate from one centre to another, this must be under Full Centre Supervision.

(b) You must report any known or suspected breaches of any agreed supervision arrangements using Exam Day – Form 9c.

(c) A responsible adult must supervise the candidate:
  (i) The candidate must not access any information about the exam.
  (ii) The responsible adult must fill in and sign Preparation – Form 7 beforehand. Keep this form until the end of the enquiries about results period. We may ask you to provide a copy.

1.2.3.1.2 Supervising candidates overnight

When no other options are available, we may approve the overnight supervision of candidates as part of your application. You must follow the regulations in section 1.2.3.1.

Administrative forms

Forms available from www.cambridgeinternational.org/forms
- Candidate Supervision Declaration: Preparation – Form 7
- Suspected Candidate Malpractice Report: Exam Day – Form 9c

1.2.3.2 UK Applying for a timetable deviation

(a) To apply for a timetable deviation, send us Preparation – Form 2 by the deadline. We may not be able to accept late applications. A Associate Centres should send their forms to their Cambridge Associate.

(b) You must fill in a separate form for each exam.

1.2.3.3 UK Our decision

We will write to you with our decision about the timetable deviation. A If you are an Associate Centre we will write to your Cambridge Associate.

Administrative forms

Form available from www.cambridgeinternational.org/forms
- Timetable Deviation: Preparation – Form 2

Important dates

- Apply for timetable deviations at least four weeks before the exam.

1.2.4 Additional sittings for large numbers of candidates (see section 5.7)

(a) You can only run additional sittings if we have approved them in writing.

(b) There must be no contact between groups until all groups have finished the exam.

(c) You must prepare detailed plans of the additional sittings including:
- timings of additional sittings
- seating plans for each sitting
- how you will apply Full Centre Supervision to prevent groups of candidates from communicating with each other
- staff involved in invigilating the exams and periods of Full Centre Supervision
- how you will keep confidential material secure between sittings.

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Keep these records until the end of the enquiries about results period. For practical exams you must supply copies of the seating plan and attendance registers with the supervisor's report.

(d) To apply for additional sittings send Preparation – Form 8 to info@cambridgeinternational.org with 'Additional Sittings – Compliance' in the subject line.

(e) Apply for additional sittings at least four weeks before the exam.

(f) You must report any known or suspected breaches of agreed supervision arrangements using Exam Day – Form 9c.

1.2.4.1 Our decision

We will write to you with our decision about additional sittings. A If you are an Associate Centre we will write to your Cambridge Associate.

Administrative forms

Forms available from www.cambridgeinternational.org/forms

- Additional Sittings: Preparation – Form 8
- Suspected Candidate Malpractice Report: Exam Day – Form 9c

1.2.5 Chk Cambridge Primary Checkpoint and Lower Secondary Checkpoint

(a) You must run Cambridge Primary Checkpoint and Lower Secondary Checkpoint tests within the window; see the 'Important dates' box opposite.

(b) Work out when your candidates will take the test and how many rooms you need.

(c) If you do not have enough space for all your candidates to take a test at the same time, you may arrange one or more additional sittings on the same day. If you want to do this send us Preparation – Form 8 as soon as possible and at least four weeks before the day of the affected test. Make sure you note the times of the additional sittings on the form and how your centre will supervise groups of candidates. You do not need to list all candidates affected when you send the form. However, you must make accurate attendance registers for each sitting and keep them until after we release the results.

(d) Several groups may take the tests in different sessions. Staff must supervise the candidates to keep the test secure. There must be no contact between groups taking exams in different sessions until all groups have finished the test. All conduct must follow our regulations for Full Centre Supervision.

(e) Create a timetable for your centre and display it so candidates can see it.

(f) You must return your scripts to us by the deadline given in our key dates. See section 5.4.2.

(g) We will publish results information on the date given in our key dates. See section 6.8.

Important dates

Chk **Cambridge Primary Checkpoint and Lower Secondary Checkpoint test periods:**

- May series: 7 to 25 April 2025
- October series: 6 to 17 October 2025

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Additional Sittings: Preparation – Form 8

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1.3 Access arrangements

Access arrangements are pre-exam arrangements that minimise access barriers for candidates with special educational needs, disabilities or temporary injuries/illnesses. Used appropriately, access arrangements can enable candidates with specific needs to demonstrate their knowledge, skills and understanding without changing the demands of the assessment.

There are two groups of arrangement:

Group 1: Access arrangements.
Group 2: Modified question papers.

1.3.1 Types of access arrangement

Access arrangements	Section	Modified question papers	Section
Colour naming and labelling	1.3.5.1	Braille paper	1.3.6.1
Computer reader	1.3.5.2	Coloured paper	1.3.6.2
Exemptions	1.3.5.3	A4 18 point bold	1.3.6.3
Extra time	1.3.5.4	A4 24 point bold	1.3.6.3
Human reader	1.3.5.5	A3 24 point bold	1.3.6.3
Practical assistant	1.3.5.6	A3 36 point bold	1.3.6.3
Prompter	1.3.5.7	A4 18 point bold enlarged to A3	1.3.6.3
Reading aloud (candidate)	1.3.5.8	A3 unmodified	1.3.6.4
Reading pens	1.3.5.9	Modified carrier language	1.3.6.5
Scribe	1.3.5.10	Tactile diagrams	1.3.6.6
Supervised rest breaks	1.3.5.11	Live speaker (Transcript of audio files)	1.3.6.7
Supplementary aids	1.3.5.12		
Transcript	1.3.5.13		
Voice-activated software	1.3.5.14		
Word processor	1.3.5.15		

1.3.2 Principles of access arrangements

(a) Access arrangements must not give the candidate an unfair advantage over others.

(b) We will not allow access arrangements if they affect the assessment objectives. Before applying for your access arrangements, refer to the assessment objectives in the relevant syllabus.

(c) We assess all candidates according to the same assessment objectives, so their grades and certificates have the same validity and are a true reflection of each candidate's attainment.

(d) If English is not the candidate's first language this is not a valid reason for an access arrangement.

(e) You are responsible for any costs for access arrangements except for modified question papers that we provide.

(f) A candidate may need an access arrangement in one type of assessment but not in another. You must decide whether the candidate needs to use the arrangements in all the assessments. They may not need the same access arrangements in every assessment.

(g) If the candidate's needs change after we have approved an access arrangement, you are responsible for making sure this does not affect the integrity of the exam. The candidate must not use an unnecessary arrangement.

(h) Any member of staff who helps candidates with access arrangements, for example, scribes or human readers, must follow our Key Time and Full Centre Supervision regulations.

(i) The following roles may be performed by the same person, if required. The syllabus must allow the use of all the relevant access arrangements. The person performing these roles should not usually be the candidate's own subject teacher and must not be a relative, friend or peer, and should not have an 'interest' in the candidate (see section 2.1.5).

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The Head of Centre appoints and manages the person(s) performing these roles. The person appointed must be a responsible adult who understands and follows our regulations. They must be fully capable of performing the role. The candidate must know and accept the person(s) performing these roles. The person performing these roles cannot also act as an invigilator:

- a colour naming assistant who sits with a single candidate (see section 1.3.5.1)
- human reader
- practical assistant
- scribe
- live speaker.

See section 1.3.5.7 for information about prompters.

(j) Contact us if you need advice about implementing any access arrangement.

(k) Our access arrangement regulations apply to both school candidates and private candidates.

You may need to complete an Access Arrangements Cover Sheet (Exam Day – Form 4) for some access arrangements. We will tell you which arrangements need this when we respond to your notification. You must make sure the cover sheet is attached to the candidate's answer script before despatching it.

Do not send the cover sheets by email.

1.3.3 Evidence of candidate's need

Access arrangements must be based on evidence of the candidate's barrier to assessment and evidence of the candidate's need for the requested arrangements. The evidence of need will vary depending on the disability and the access arrangements you are applying for. Evidence must meet the following criteria:

(a) Evidence of need should clearly outline how the disability, illness or learning difficulty presents a barrier to the assessment.

(b) Evidence must be dated within four years of the exam and verified by a suitable professional, for example, a medical professional, an educational psychologist, a clinical psychologist, an occupational psychologist or an appropriately qualified specialist teacher.

(c) The professional must sign and date the evidence and include details of their relevant qualifications. We may accept a report written by a teacher with no formal special needs qualifications, as long as they have evidence of at least five years' work experience in special educational needs.

(d) Supporting evidence must be in English. Any translated evidence must be signed by the author of the translation, a legal representative, or by the Head of Centre and one other member of staff.

(e) Where relevant, the supporting evidence must contain scores from psychometric assessments for the candidate.

- These tests should provide standardised scores for candidates showing them to be 'below average'. 'Below average' is represented by a standardised score of 84 or below on a test/tests taken within four years of the exam series. It does not mean 'below average standard' in a centre.
- We will accept below average standardised scores and we may accept below average scaled scores. We will not accept other types of scores from psychometric assessments, for example, age equivalent, percentile rank, composite scores, or raw scores.
- When you use the Detailed Assessment of Speed of Handwriting (DASH) to assess a candidate's writing speed please provide the Total Standard Score, which is calculated from the sum of the following four subtests: Copy Best, Copy Fast, Alphabet Writing and Free Writing. We may accept 'below average' standardised scores on individual subtests. Contact us if you have any questions.

(f) Where an exemption is needed you must hold evidence showing the candidate has covered the content of the whole syllabus, including the component from which they are exempt. This may include evidence of their classwork, coursework, mock exams or assignments. You should still have evidence of need that meets the criteria within this section. See section 1.3.5.3.

(g) Where a word processor is needed solely due to illegible handwriting, or a transcript of a candidate's illegible handwriting is needed, you should keep samples of the candidate's handwritten classwork as evidence.

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(h) We may ask to review your evidence as part of our quality assurance process. We may ask you to provide us with the evidence you have used to support your access arrangement applications and/or modified paper requests. The evidence must meet the criteria listed in this section, as well as the corresponding regulations for the relevant access arrangement. We may ask for this at any time, so you must keep the evidence on file until we issue certificates. Please provide electronic evidence only and make sure each file is clearly labelled with the relevant candidate number. See section C8 for information regarding data protection.

1.3.4 How to apply for access arrangements and modified papers

(a) You must decide whether access arrangements and/or modified papers are needed, and if so, which type each candidate needs. See section 1.3.1 for types of access arrangement. Other arrangements that are not listed may be available. If you think a candidate needs an arrangement that has not been listed, contact us at the start of the course to ask if we are able to approve this arrangement.

(b) For candidates with a permanent or long-term disability, illness, or learning difficulty, access arrangements should reflect their normal way of working and be based on any difficulties they have had when taking exams.

(c) Access arrangements must be based on evidence of the candidate's barrier to assessment and evidence of the candidate's need for the requested arrangements. See section 1.3.3.

(d) **NEW** You must tell us about any access arrangements your candidates need by submitting an application using either Preparation – Form 1 or our Apply for Access Arrangements service by the deadlines in this section. We will write to you about each application. So that we can support all our centres, we are launching Apply for Access Arrangements in phases throughout 2025. When it is available for you to use, we will contact you by email. Until you hear from us, continue to submit applications using Preparation – Form 1.

You must ask for modified question papers by sending us Preparation – Form 3 by the deadlines in this section. We will write to you about each application. (A) Cambridge Associates should agree earlier deadline dates with their Associate Centres so there is enough time to process the applications and send them to us.

(e) You must keep the evidence of your candidate's need until we issue certificates. We may ask you for this at any time, so you must have the correct evidence on file when we ask for it. We may ask to review your evidence as part of our quality assurance process. If you are unable to support your use of access arrangements or modified papers with appropriate evidence, it may be considered malpractice, or we may refuse the requested access arrangement.

(f) You must submit an application for each exam series. We cannot carry over approval from an earlier exam series.

(g) For emergency access arrangements for candidates with temporary illnesses, injuries or disabilities see section 1.3.10.

(h) The Head of Centre must make sure you follow the regulations for using access arrangements. If you do not do this, it may be considered malpractice.

	Form	May test series (Checkpoint) and June exam series application deadline	October test series (Checkpoint) and November exam series application deadline
Group 1: Access arrangements	**NEW** Access Arrangements: Preparation – Form 1 or Apply for Access Arrangements (see section 1.3.4(d))	21 February 2025	21 July 2025 for new entries 10 September 2025 for retake entries
Group 2: Modified question papers	Modified Papers: Preparation – Form 3	21 January 2025	1 July 2025

Administrative forms and services

Forms available from www.cambridgeinternational.org/forms

- **NEW** Access Arrangements: Preparation – Form 1 or Apply for Access Arrangements, available via My Cambridge
- Modified Papers: Preparation – Form 3

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1.3.5 Access arrangements

1.3.5.1 NEW Colour naming and labelling

Most visuals used in our assessment materials are presented in black and white; however, a very small number of task types may require candidates to perceive colour, for example, certain maps in geography, or certain science tasks. We offer two access arrangements to support candidates with colour vision deficiency (colour blindness).

- Colour naming: We allow candidates to ask for colours to be named. An invigilator or a designated colour naming assistant may do this. A colour naming assistant may sit with the candidate throughout the exam. The colour naming assistant or invigilator can only name the colour and must not provide the candidate with any other information. If a candidate needs to have a colour identified at a particular moment (for example, during a practical exam), they should use colour naming. A dedicated colour naming assistant cannot act as an invigilator.
- Colour labelling: We allow an appropriate member of staff to annotate the question paper with the names of any colours used. Colour labels should be in English. Labels can only state the colour and must not provide any other information. Where candidates respond in separate answer booklets or on paper, you must make sure you return the annotated question paper to us, along with the candidate's answer script. The member of staff should annotate the question paper with colour labels in a secure location, supervised by another member of staff. The question paper packet should be opened no more than 90 minutes before the start of the exam, and question papers must always remain supervised. You must follow our Key Times and Full Centre Supervision regulations.

You must attach an Access Arrangements Cover Sheet (Exam Day – Form 4) to each script. Use this to inform us when colour labelling has been used and give any other relevant information. The colour labeller must sign the sheet and the Head of Centre or exams officer must countersign it.

We also allow candidates with colour vision deficiency to use labelled colour charts alongside colour naming and/or colour labelling. We allow this in both written and practical exams.

Colour naming and colour labelling may need to be used at the same time in certain exams. For example, in a chemistry practical exam, a candidate may need to compare a solution to a coloured pH scale. The candidate may use a combination of a colour labelled pH scale and have an invigilator name the colour of their solution. The candidate can then independently compare the colours based upon the information provided.

1.3.5.2 Computer reader

We will allow a computer reader if the candidate is allowed to have a human reader. Depending on the assessment objectives of the syllabus, a computer reader may be allowed for papers testing reading. A computer reader can be used in language exams as it allows the candidate to independently meet the requirements of the reading standards. The software must not decode or interpret the paper in any way. You must make sure the PDF question paper we provide is compatible with the software you will be using. Download a non-interactive PDF past question paper from www.cambridgeinternational.org to test it with your software. There must be enough time and training to make sure the candidate knows how the software works. When you ask for a computer reader you must tell us which syllabus and components the candidate is taking so we can upload the correct PDF. **NEW** You will be asked to provide this information when completing your application. Where a candidate is working with a computer reader for the entire duration of an exam, they are permitted to use 25% extra time. You must apply for this.

1.3.5.3 Exemptions

An exemption is where we agree a candidate can miss a component, or components, within a syllabus:

(a) We will only consider exemption in the very rare circumstance that no other access arrangement is suitable.

(b) The candidate must still cover the content of the whole syllabus, even if they are exempt from a component.

(c) We will not allow exemptions if they affect the integrity of the qualification.

(d) We will not allow exemptions from components which are the key objectives of the syllabus.

(e) If we approve an exemption you must mark the candidate as absent on the attendance register for the exam. We will only award a mark if the candidate completes at least 50% of the total assessment for each qualification, by component weighting, in the exam series for the award. Carry-forward marks do not count towards this.

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1.3.5.4 Extra time

(a) There are two different types of extra time:
- extra time up to 25% (this should meet the needs of most candidates)
- extra time over 25% (we only allow this for candidates who have very significant and persistent difficulties and where there is a strong justification).

(b) The amount of extra time being requested must be suitable for the candidate's needs and be in line with their normal way of working.

(c) If you are applying for extra time over 25% you must hold evidence that gives a strong justification. We only allow this for candidates who have very significant and persistent difficulties. This may include a candidate who:
- is affected by multiple disabilities
- has a very severe disability or illness
- is visually impaired and needs to use Braille papers
- cannot use another type of access arrangement because of specific syllabus restrictions
- requires a significant amount of extra time to dictate the words letter by letter, as well as all punctuation, to a scribe in language writing tests. See section 1.3.5.10 (f).

(d) Extra time is not appropriate for candidates who only require a break during the exam. You should apply for supervised rest breaks. You can apply for both extra time and supervised rest breaks as long as the reasons for applying for both arrangements are different (for example, extra time for processing difficulties and a supervised rest break for a medical need). We recommend you allow candidates to take supervised rest breaks if they have extra time over 25%.

(e) Candidates who need extra time because of below average reading and writing speed will typically have results measured in tests of speed. See section 1.3.3(e) for information.

(f) It is important to remember that if the exam is too long, it could affect the candidate's condition and/or mental wellbeing. You may need to ask for medical advice to make sure the access arrangement is suitable.

(g) For listening exams, apply extra time to the pauses already built into the recording. You will need to manually pause the recording. Contact us to ask for our guidance document.

For candidates using a Braille paper or answering in Braille, extra time may be applied as a percentage of the whole listening exam. We recommend extra time is applied during the pauses of the exam so as not to interrupt the flow of the exam. The candidate should be invigilated separately.

(h) For speaking tests, there are two options for extra time:
- For candidates with speaking difficulties, you should give them enough time to answer. You do not need to apply for this arrangement before the exam.
- For candidates with processing difficulties, you may apply for a percentage of extra time (for example, 25%). You must apply for this arrangement in the normal way.

You must complete an Access Arrangements Cover Sheet (Exam Day – Form 4) and keep it with the recording. You should record how much extra time the candidate was given on the cover sheet. You must also keep the evidence of need on file. If a candidate with extra time is included in your centre sample, send us the completed cover sheet along with the work.

(i) **NEW** Where a candidate is working with a computer reader, human reader, scribe or practical assistant for the entire duration of the exam, they are permitted to use 25% extra time. You must apply for this.

1.3.5.5 Human reader

A human reader reads the questions to the candidate. This may involve reading the whole question paper or only the words that the candidate asks them to read.

(a) We usually allow human readers:
- for visually impaired candidates who cannot read a Braille/enlarged paper independently or quickly enough even with extra time
- where the candidate's reading skills (accuracy, speed, comprehension) have been measured as below average through a psychometric assessment. See section 1.3.3(e) for more information.

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(b) Human readers are not allowed for language papers or syllabuses that test reading. Instead, you may apply for extra time up to 25%, or to use a computer reader, or reading pen. See sections 1.3.5.2, 1.3.5.4 and 1.3.5.9.

(c) The human reader may read numbers printed in figures as words. For example, they should read 252 as 'two hundred and fifty-two' but at the point of reading the number they should also point to it on the paper. An exception would be when the question is asking for a number to be written in words (for example, 'write the number 3675 in words').

(d) If the candidate asks them to, the human reader may repeat a question or read back what the candidate has written in the answer. They must not point out any errors.

(e) If the candidate asks them to, the human reader may spell a word on the question paper. Apart from this they must not give spellings.

(f) The human reader may help a visually impaired candidate to identify diagrams, graphs and tables. They must not give factual information or offer any suggestions, other than to give information that would be available to candidates who can see.

(g) The human reader must only read the instructions and questions on the question paper(s) and must not explain or clarify the meaning of the words. In some cases, understanding the written word may be the skill that is examined.

(h) The human reader must not tell the candidate which questions to answer, when to move on to the next question, or the order to answer them in.

(i) The human reader must not decode symbols and unit abbreviations. For example, they should not read 2^2 as 'two squared' but simply point to the function. Part of the assessment is recognising what the superscript '2' means. Similarly, if the symbol > is printed, they should not read it as 'greater than' but simply point to it.

(j) You must make sure other candidates cannot overhear or be disturbed by the human reader. If you put the candidate and reader in a separate exam room, they will need a separate invigilator. See section 1.3.9.

(k) A reader may be a dedicated member of staff who sits next to the candidate. If you have multiple candidates who require a reader, but they only need a small number of words or sentences to be read, a reader may perform this role for up to four candidates. The candidates should be seated near to each other, however the reader must not read to more than one candidate at the same time. If you choose to allow a reader to read to more than one candidate during an exam, the Head of Centre is responsible for making sure it is appropriate to the candidates' needs. The candidates would need to signal to the reader when they require a word or sentence to be read, for example, by raising their hand.

(l) Human readers for the visually impaired:
- must also tell the candidate how much time has passed and how much time is left if they ask
- are allowed to help a candidate retrieve information found in tactile maps, diagrams, graphs and tables so that they have access to the same visual information found in a standard print or modified print question paper
- must immediately tell the invigilator about any communication problems.

(m) A sign language interpreter can help the candidate to understand the rubric only. When signing the rubric, the interpreter must sign exactly what is written without changing the meaning, adding any information, or explaining what the rubric is asking the candidate to do. Where a sign is a symbol that gives the meaning of a technical or subject-specific word that is being tested, the interpreter should point to it on the question paper, or spell it using their fingers. The interpreter must know the sign language the candidate uses, and the candidate must have used the signs throughout their studies. The Head of Centre is responsible for appointing a suitable sign language interpreter.

(n) You may consider applying for modified carrier language papers and a reader for any candidate who meets the criteria for a reader, and who is usually supported through sign language.

(o) We do not allow oral language modifiers for any exams.

(p) **NEW** Where a candidate is working with a human reader for the entire duration of an exam, they are permitted to use 25% extra time. You must apply for this.

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1.3.5.6 Practical assistant

(a) A practical assistant is a responsible adult who, in coursework and/or in an exam, carries out practical tasks the candidate asks them to do. They:
- allow the candidate to show their knowledge, understanding and skills
- make sure candidates are safe
- carry out accurately some or all of the manual practical tasks the candidate asks them to, unless it is dangerous
- say what they can see if the candidate asks them
- must immediately tell the invigilator or exams officer about any communication problems
- may ask the candidate to repeat instructions if they are not clear
- must not comment on any of the candidate's answers, help with the answers to questions or help to analyse data
- must not tell the candidate when a task is finished
- must not advise the candidate about which practical questions to answer, when to move on to the next question, or the order they should answer questions in
- must not advantage or disadvantage the candidate
- must follow these regulations as if they do not the candidate could be disqualified.

(b) Candidates may be allowed to use a practical assistant if they have disabilities, illnesses or injuries that prevent them from carrying out parts of the assessment themselves.

(c) At the beginning of the course, you must ask us if we will allow a practical assistant.

(d) A practical assistant should reflect the candidate's usual way of working, unless there is a temporary disability caused by injury.

(e) We will not allow a practical assistant in subjects testing design or artistic skills (for example, music, art or design & technology), where the practical skill is the focus of the assessment. If the candidate only needs minimal help, contact us about their needs.

(f) Make sure that other candidates are not disturbed. If you put the candidate and practical assistant in a separate exam room, they will need a separate invigilator. See section 1.3.9.

(g) **NEW** Where a candidate is working with a practical assistant for the entire duration of an exam, they are permitted to use 25% extra time. You must apply for this.

1.3.5.7 Prompter

(a) A prompter helps to keep a candidate focused on the task, and on the need to answer a question and then move on to the next. You may allow a prompter for candidates who have:
- significant attention difficulties
- a neurological or cognitive disability affecting attention
- little or no sense of time
- an obsessive-compulsive disorder which causes them to keep revising a question rather than moving on to other questions.

(b) The prompter needs to be familiar enough with the candidate to recognise when their attention is no longer on the task in hand.

(c) A prompter may be a dedicated member of staff who sits with one candidate who requires a lot of prompting. In this instance, they should not also act as an invigilator. If you have a candidate, or a small number of candidates who are seated near to each other, who only require infrequent prompting, then the prompter may also act as an invigilator. This task must not distract the prompter/invigilator from other responsibilities in the exam room and should not distract other candidates. You must be confident that the invigilator is able to appropriately prompt the candidate(s) in a timely manner, otherwise they should not act as an invigilator as well.

(d) A prompter must not speak to the candidate, give factual help or offer suggestions. They may be able to say the candidate's name or use instructions on prompt cards. Instructions must not help candidates with exam questions. Send any prompt cards you are planning to use to info@cambridgeinternational.org before the exam so we can make sure they are acceptable.

(e) **NEW** If a candidate who is visually impaired needs a prompter, we may allow them to give verbal prompts. Verbal prompts must not help candidates with exam questions, give factual help or offer suggestions. Verbal prompts must be agreed with Cambridge. Send any verbal prompts you are planning to use to info@cambridgeinternational.org before the exam so we can make sure they are acceptable.

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(f) A prompter must not advise the candidate about which questions to answer, when to move on to the next question (unless they have finished the previous answer and their attention has wandered), or the order to answer questions in.

(g) A prompter can attract the candidate's attention by tapping on the desk or on the candidate's arm, depending on what they usually do, to remind the candidate that they must pay attention to the question.

(h) A prompter may not be busy during the whole exam, but they must be vigilant and tell the invigilator about any problems.

1.3.5.8 Reading aloud (candidate)

If needed, a candidate can take their exam in a separate room so they can read aloud, if this is their normal way of working. You are responsible for making sure that the candidate takes the exam in a suitable room where they cannot be overheard by other candidates. In these cases, you must provide a separate invigilator. See section 1.3.9.

Reading aloud by the candidate may be permitted in instances where a candidate is not allowed a reader, for example, where the candidate's reading skills (accuracy, speed, comprehension) have been measured through a psychometric assessment and are not below average.

1.3.5.9 Reading pens

We will allow a reading pen in papers testing reading. They must not have an in-built dictionary or thesaurus, or data-storage facility. All pens must be checked before the exam.

1.3.5.10 Scribe

A scribe writes down or word processes a candidate's dictated answers.

(a) A scribe can be used in coursework and/or in exams, but not in speaking tests. If an exam involves word processing, we will not allow a scribe.

(b) We will allow a scribe in certain subjects for candidates who cannot produce written responses in any other way, for example, word processing or Braille input. For exam purposes, this means:
- candidates whose writing speed or spelling accuracy have been measured through a psychometric assessment. Please see section 1.3.3(e) for more information
- candidates whose free writing cannot be read or understood by others, or is produced so slowly that answers cannot be fully recorded even with the extra time allowed
- candidates with a permanent physical disability or recent injury who cannot write.

(c) Candidates must respond in English unless the syllabus says otherwise.

(d) We recommend that a candidate using a scribe takes the exam in a separate room. However, if the candidate and scribe are in the same room as other candidates, you must make sure other candidates cannot overhear and are not disturbed. If the candidate and scribe are in a separate exam room, they will need a separate invigilator. See section 1.3.9.

(e) A scribe:
- must write down or word process accurately what the candidate says
- may read back what has been written if the candidate asks them to. They must not comment on any part of the answer
- must draw or add to maps, diagrams and graphs exactly as the candidate asks them to. If the candidate is taking a design paper, we will only allow a scribe to help with written parts of the paper
- must write or word process a correction on a typescript or Braille sheet only if the candidate asks them to
- must immediately tell the invigilator about any communication problems
- must not give factual help to the candidate or show when the answer is finished
- must not advise the candidate about which questions to answer, when to move on to the next question, or about the order to answer questions in. If the scribe is also acting as a prompter, they should refer to section 1.3.5.7
- must follow these regulations as if they do not the candidate could be disqualified.

(f) In exams testing spelling, punctuation, grammar and language, where candidates receive marks for the quality of their language, we allow the choice of two options:
- Opt-out: The candidate does not dictate all words letter by letter, but must dictate punctuation to the scribe. We will assess the candidate's language skills based on the quality of language used in their dictated

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answers, for example, grammar, syntax and word choice. The total marks available for the paper do not change; however, marks corresponding to spelling cannot be awarded because the candidate would not demonstrate the spelling skills being tested when they are using this access arrangement.

The number of spelling marks varies for each component, but in all cases, this is a small proportion of the overall mark for a syllabus. Please contact us if you would like the marks allocation for a specific syllabus and component.

This arrangement is the default process and will be applied to all language syllabuses your candidate is entered and uses a scribe for, unless you take the option to 'opt-in', as outlined below.

For this arrangement, you need to complete an Access Arrangements Cover Sheet (Exam Day – Form 4) and attach it to the candidate's script. Use this to confirm that the candidate did not dictate spelling. See section 1.3.5.10 (g) and (h).

- Opt-in: The candidate dictates all words letter by letter, as well as all punctuation, to the scribe. This means marks corresponding to spelling will be awarded.
- Your candidate would be permitted to use up to 100% extra time to allow them to dictate spelling and punctuation in language syllabuses only. You would not need to tell us about the use of this additional time; however, you must still apply for any extra time required for other reasons. If a candidate dictates answers onto a recording device, you must produce a transcript.

  For this arrangement, you need to complete an Access Arrangements Cover Sheet (Exam Day – Form 4) and attach it to the candidate's script. Use this to confirm that the candidate dictated spelling.
- For all non-language syllabuses, candidates are not required to dictate spelling and punctuation to a scribe. If you are unsure if a syllabus is a language syllabus, please contact us.
- A candidate must decide to 'opt-in' or 'opt-out' before each language exam. They must not change option during the exam. If a candidate 'opts-out' for any part of the exam, then the full proportion of marks will be forfeited. Marks cannot be proportionally forfeited.

(g) If opting out, candidates should clarify their word choice where the word is a homophone. This is important where this information is key to the grammatical accuracy of a response. For example, where the homophone is a verb, candidates should specify a tense, verb ending or indicate where a diacritic (such as an accent, umlaut or vowel mark) should be placed. **NEW** The scribe may ask the candidate for clarification using an open question, for example, 'Which "there" do you mean?'; however, they may not provide any information to aid the candidate's selection.

Below are examples of where a candidate may need to provide clarification:

- In French language, the following verbs are pronounced similarly: 'jouer' (to play, the infinitive form), 'joué' (played, past participle), 'jouais' (used to play – imperfect, 1st or 2nd person singular), 'jouait' (used to play – 3rd person singular). As they function differently in a sentence, they would require clarification from the candidate.
- In Spanish language, the words 'a' and 'ha' are pronounced identically but have different grammatical functions in a sentence. The word 'a' means 'to' (preposition), whereas the word 'ha' means 'has' (verb in auxiliary form). The following past tense verb forms have very similar pronunciations but have different meanings: 'calló' (he was quiet) vs 'cayó' (he fell).
- In English language, three commonly confused homophones are 'there', 'their' and 'they're'. Although they are pronounced identically, they have different grammatical functions and may need clarification from the candidate. The word 'there' is an adverb of place, the word 'their' is a possessive pronoun and the word 'they're' is a contraction of the words 'they' and 'are'.

(h) If opting out, candidates should pay particular attention to their pronunciation when working with a scribe. This is because when a mispronunciation changes the meaning, their marks may be affected. This reflects the accuracy requirements stated in some mark schemes; for example, the Cambridge IGCSE foreign language mark scheme states: 'Reject misspelt words which suggest a word with a quite different meaning.' Below are some examples of where a candidate would need to pay particular attention to their pronunciation and may need to provide clarification:

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- In French language, candidates often mix up the pronunciation of 'vie' (life) with 'ville' (town). In the mark scheme, they would not get credit if they misspelt it in this way and so they would not get credit if the wrong words were scribed.
- In Spanish language, candidates often mix up the pronunciation 'haber' (to have – auxiliary) with 'a ver' (let's see), and also mix up 'vez' (time) with 'ves' (you see). In the mark scheme, they would not receive marks if they misspelt these words in this way and so they would not get marks if the wrong words were scribed.
- In English language, some words sound similar but have entirely different meanings. For example, 'assure', 'ensure' and 'insure'. The candidate should be clear which word was appropriate within the sentence, as no marks would be given if the correct word was misspelt.

(i) Candidates must not answer written questions using sign language in any syllabus, including using sign language to 'dictate' answers to a scribe.

(j) You must attach an Access Arrangements Cover Sheet (Exam Day – Form 4) to each script. Use this to explain whether the candidate or scribe produced graphs and diagrams and give any other relevant information. The scribe must sign the sheet and the Head of Centre or exams officer must countersign it.

(k) **NEW** Where a candidate is working with a scribe for the entire duration of an exam, they are permitted to use 25% extra time. You must apply for this.

1.3.5.11 Supervised rest breaks

(a) You may allow supervised rest breaks in most timed exams.

(b) You must always consider supervised rest breaks before you apply for extra time.

(c) You may give supervised rest breaks either in or outside the exam room. If the supervised rest break is in the exam room, you must make sure the candidate does not have access to the question paper and answer booklet.

(d) You must not include the length of the break in the time allowed for the exam component, including any extra time allowance. You should stop the clock when the candidate starts their rest break and start it again when the rest break is over.

(e) If appropriate, you can apply for both extra time and supervised rest breaks if the reasons for applying for both arrangements are different (for example, extra time for processing difficulties and a supervised rest break for a medical need).

(f) Other candidates must not be distracted by the candidate's supervised rest breaks.

(g) Contact us if you need advice about scheduling rest breaks.

1.3.5.12 Supplementary aids

A candidate may need supplementary equipment when taking the exam. For example:

- Visual aids: if a candidate has a visual impairment you may allow them to use visual aids, for example, a magnifying glass, tinted glasses, coloured overlays, tactile rulers or reading rulers.
- Headphones: if a candidate has a hearing impairment, sensory difficulties or tinnitus you may allow them to use noise-cancelling headphones or ear defenders. You must make sure any headphones comply with our regulations in section 5.1.8.2.
- Sit/stand desks or writing slopes.
- You must tell us if a candidate needs medical monitoring devices in the exam room, for example, a glucose monitor.

1.3.5.13 UK Transcript

(a) **NEW** If a candidate has illegible handwriting, it may help an examiner to have a transcript of the candidate's work to refer to. You must tell us if you will be submitting transcripts of a candidate's illegible work.

It is also a requirement for centres to supply transcripts of Braille scripts. See also section 1.3.6.1.

For information about transcripts of an audio file that we provide when a candidate is supported by a live speaker, see section 1.3.6.7 (Live speaker) if you need this. The regulations below (b to g) do not apply to this access arrangement.

(b) A member of your centre's staff who is familiar with the candidate's handwriting or is fully competent in Braille code for the subject must produce the transcript. This must not be the candidate's subject teacher. Contact us if this is not possible.

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(c) You must produce the transcript immediately after the exam under secure conditions. The candidate must not be involved in producing the transcript.

(d) The transcript may be handwritten or word processed.

(e) A transcript may be a full copy written in a spare answer booklet, for example, if a candidate answers in Braille. Or it may be a partial copy if only certain words need to be clarified. In this case, you must photocopy the original script and write the words clearly above the candidate's writing in blue or black (but not in red, green or purple ink, or pencil).

(f) You must attach an Access Arrangements Cover Sheet (Exam Day – Form 4) to the candidate's script. The teacher preparing the transcript must sign the cover sheet and the Head of Centre, or person acting on their behalf, must countersign it. You must also attach a copy of an Access Arrangements Cover Sheet to any coursework/portfolio transcript or scan in and then upload the Access Arrangements Cover Sheet as part of any online submission of work, if applicable.

(g) The transcript must be an exact word-for-word copy of the candidate's script.
- The transcriber must not add or remove any words and must not change their order. The transcriber must not correct spellings, punctuation, grammar and technical terms.
- If you think that some interpretation might be needed, contact us as soon as possible before the exam. You should be prepared to send us samples of the candidate's usual written work.
- Producing the transcript must not delay you sending us scripts. You must not send any extra information with the scripts.
- If a candidate's difficulties are so major that you cannot produce a transcript, see the regulations for using a scribe (section 1.3.5.10) or word processor (section 1.3.5.15).

1.3.5.14 Voice-activated software

Voice-activated software allows a candidate to dictate their answers using speech recognition technology. Voice-activated software includes:

- speech recognition technology with predictive text when the candidate dictates into a word processor. The software may be used to read back and correct the candidate's dictated answers
- assistive technology combined with computer software that produces speech and is used to dictate to a scribe, for example sip-and-puff combined with computer software.

Voice-activated software is not permitted in any language exam. We will allow voice-activated software in certain subjects:

- when the candidate cannot produce written responses in any other way, for example, handwriting or word processing
- for a candidate whose free writing is produced at a speed where answers cannot be fully recorded even with extra time.

Where voice-activated software is being used, attach an Access Arrangements Cover Sheet (Exam Day – Form 4) to each candidate's script.

1.3.5.15 Word processor

A word processor is a typewriter, electronic typewriter or word-processing software on a computer or tablet.

(a) Candidates who may need a word processor are those with:
- a learning difficulty that affects their ability to write
- a physical disability
- a health condition
- visual impairment
- a cognitive disability
- illegible handwriting
- **NEW** approval for a scribe.

(b) A word processor cannot be used by a candidate just because:
- they want to type rather than write in exams
- they work faster on a keyboard
- they use a word processor at home.

(c) A word processor with spellcheck may be used, except for syllabuses testing spelling, punctuation and grammar, or quality of written work. In these syllabuses, you must make sure spellcheck is turned off.

(d) Candidates can usually produce coursework using a word processor if the syllabus allows this. When you mark internally assessed coursework, you must give credit in line with the assessment criteria in the syllabus. You cannot give the candidate credit if they cannot show certain skills because they have used a word processor. We may ask you to send us coursework produced on a computer so that a moderator can inspect it.

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(e) We award marks based on the achievement the candidate has shown. To make sure mark schemes are applied fairly, we may ask you to supply extra information about how the candidate wrote their answers.

(f) Before you choose a syllabus for a candidate who uses a word processor, you must consider whether the candidate can fully meet the assessment objectives. Some syllabuses test skills (for example, drawing by hand) that the candidate cannot show if they use a word processor. Contact us as early as possible if you are not sure.

(g) A word processor must be used as a typewriter, not as a database, although standard formatting software is acceptable. Word processors must not have grammar check, predictive typing, phonetic conversion from English, or thesaurus features enabled in any assessment unless we have approved this. They must not give the candidate access to other applications such as calculators or spreadsheets.

(h) They must not include graphics packages or computer-aided design software unless we have allowed this.

(i) A candidate may use a combination of both word processing and handwriting during the exam.

(j) In language syllabuses, keyboard shortcut software is allowed. A keyboard containing specific language keys is acceptable.

(k) If you want to use a specific piece of software for a candidate, you must ask for our permission first. We will decide whether we will be able to assess the candidate fairly in each subject. We may ask for independent advice about computers and software to decide which are suitable.

(l) The word processor must not be connected to the centre's network, the internet, or any other means of communication.

(m) You must be sure that any word processor used in an exam is clear of any stored data.

(n) The word processor must be in good working order and must be connected to mains electricity, not run on a battery. It must also be connected to a printer so a script can be printed. Printing may be done after the exam, but the candidate must make sure the work printed is their own. The candidate should save their work regularly, using autosave if this is available. If the work has been saved onto a USB stick for printing, check that you can retrieve the work before you delete it.

(o) If a candidate uses a word processor you must make sure the other candidates are not disturbed and cannot read the screen. If the candidate using the word processor is in a separate room, they will need a separate invigilator. See section 1.3.9.

(p) Scripts must be double spaced and in font size 10 to 14. The candidate must include the following on each page of their work:

- centre number
- candidate number
- candidate name
- date of exam
- syllabus and component
- number of pages in the script, for example, '1 of 7', '2 of 7', etc.

NEW Candidates must clearly indicate the corresponding question number next to each answer.

(q) Word-processed scripts must be attached to the relevant answer booklet or question paper (if other candidates are answering directly on the question paper) using treasury tags or string.

(r) Word processors must not include voice-activated software unless the candidate has our permission to use a scribe and/or relevant software.

(s) A third party must not use a word processor for the candidate unless they have our permission to use a scribe, and where the syllabus allows this.

(t) You must attach an Access Arrangements Cover Sheet (Exam Day – Form 4) to each script where a word processor has been used.

(u) We may need to contact you about your candidate's word-processed script(s). Save them securely at the end of each exam and store them securely until the end of the enquiry about results period.

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1.3.6 Modified question papers

NEW A modified question paper is an adapted version of a standard question paper which helps candidates with specific needs access an assessment. The questions are not made easier; instead, the modifications make sure the content is accessible to candidates with specific needs without altering the standard or level of difficulty of the paper. A modified question paper allows candidates to access an assessment using their normal way of working wherever possible.

1.3.6.1 Braille paper

NEW The text in the paper will be presented as Unified English Braille (UEB). Some visual information will be removed and presented as verbal information and some will be simplified and may be presented in a tactile form. Remember to tell us whether you need contracted or uncontracted Braille on the application form.

- Braille papers are only available in the Roman alphabet. We cannot provide Braille papers in languages which use other alphabets or which are character based. If you think this affects your candidate, contact us.
- If candidates answer in Braille, you must provide a transcript for the examiner. Follow the regulations for producing transcripts in section 1.3.5.13. Attach an Access Arrangements Cover Sheet (Exam Day – Form 4) to the transcript. We can only accept Braille responses which use the Roman alphabet; we are unable to accept responses which use other Braille conventions. If you think this affects your candidate, contact us.

1.3.6.2 Coloured paper

Unmodified content is printed on coloured paper. See section 1.3.6.8(g).

1.3.6.3 Modified large print

NEW In these papers, the format of the text is modified as per the modification type, and, where relevant, visual information is simplified. We offer modified large print papers on both A4 and A3 paper, as follows:

- A4 18 point bold: the font is modified so that visual information is simplified and printed in 18 point bold onto A4 sheets.
- A4 24 point bold.
- A3 24 point bold. The question paper is printed in 24 point bold onto A3 sheets. (This modification is the same as 18 point bold enlarged to A3.)
- A3 36 point bold.
- A4 18 point bold enlarged to A3. (This modification is the same as 24 point bold on A3 sheets.)

1.3.6.4 A3 unmodified

The standard paper is enlarged to A3 size. NEW No modifications are made to the text or visuals. This option is not suitable where scaled diagrams have been used.

1.3.6.5 Modified carrier language

Complex sentences are broken down into simpler ones. The questions and difficulty stay the same as for any other candidate, and technical vocabulary is not changed. Modified carrier language papers are only available for certain syllabuses and are not available in language or literature exams. We make sure that the language used in our exam papers is as accessible as possible, so this modification may not be needed for all exams.

1.3.6.6 NEW Tactile diagrams

- Tactile diagrams translate a visual image into a tactile one so a visually impaired candidate can feel them.
- Tactile diagrams are not exact replicas of the print version as details will be simplified.
- Some diagrams are better transcribed with a description rather than in tactile form.

1.3.6.7 Transcript of audio files

NEW You must request transcripts of audio material for use with a live speaker. See section 1.3.6.8(e) for live speaker guidance.

1.3.6.8 NEW Guidance for centres

(a) You must apply for modified question papers using Preparation – Form 3. The Head of Centre, exams officer or Cambridge Associate, in the case of Associate Centres, needs to sign the form before you send it to us.
A Associate Centres must send their forms to their Cambridge Associate.

(b) We will only send modified question papers if you make a final entry for the relevant candidate, syllabus and component. See section 2 for relevant entry deadlines.

(c) You must apply for modified question papers by no later than the deadline, otherwise we may not have time to produce them. We recommend you make final entries for candidates requiring modified papers at the time you request modified papers. Late requests may not be accepted.
A Cambridge Associates should agree earlier deadline dates with their Associate Centres. This will give them time to process the applications and send them on to us.

(d) If retake candidates need modified question papers, contact us as soon as possible to make sure we can provide what you need.

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(e) Live speakers:

- The live speaker must read aloud the contents of the listening exam in the language being assessed.
- If a hearing-impaired candidate needs a live speaker for pre-recorded listening exam components, it should reflect their usual way of working.
- The Head of Centre appoints and manages the live speakers presenting the listening component. The live speakers must be fluent in the relevant language.
- Live speakers should ideally be teachers of the language being assessed and the candidate should know them. Live speakers must not be the candidate's own subject teacher, relative, friend, or peer. The live speakers must be fully aware of these regulations.
- To use a live speaker for pre-recorded exam components, you must also ask for a transcript of the audio file by sending us Preparation – Form 3 by the modified question paper application deadline.
- Ideally live speakers should work with only one or two candidates. If this is not possible there should never be more than six candidates to one live speaker. Candidates must sit down so they can all clearly see the live speaker.
- You should give the live speaker access to the audio files on the day of the exam, at the Key Time. They can then prepare their role from the transcript and hear the speed of delivery. They must not interpret the text in any way. During this time, you must keep the candidates under Full Centre Supervision. Our Key Time regulations apply before and after the exam.
- If the recording involves two or more characters, you can use a separate live speaker for each role, or the live speaker must make it clear which character is speaking.
- Candidates using a live speaker must be invigilated separately and all our invigilation regulations must be followed. Live speakers must not act as invigilators. Other candidates in the exam room must not be disturbed.

(f) UK If a candidate has a visual impairment or processing difficulties and finds reading black text on white paper challenging, you can print a question paper on appropriate coloured paper at your centre. You must tell us if you plan to do this by completing and returning Preparation – Form 3 by the dates in section 1.3.4.

- We may need to print some question papers on coloured paper for you. We will tell you which ones we need to print and which ones you can print.
- Your Head of Centre is responsible for making sure the security and integrity of the question paper is maintained during the printing process.
- We will make a copy of the question paper available for you to download from Digital File Despatch at the Key Time for the exam. We only provide the question paper(s) you include on Preparation – Form 3, that we approved, and only if the candidate has the appropriate entry. Make sure you have asked for all syllabuses and components that you need. If you amend your entries, you must tell us so that we can make the correct question paper(s) available to you on Digital File Despatch.
- We will email guidance about how to securely print question papers to you. You must follow the guidance outlined in this email.
- You must not modify the content of the question paper, for example, changing the font size. You must print question papers on A4 paper unless you have permission from us to make enlargements.
- You must keep signed records of the printing process. These should include:
  - the start time of the exam
  - the syllabus, component, candidate number and print produced
  - the names and job titles of the two staff members who carried out the printing process.

  Record this information on your exam timetable. You may be asked to show these records to an inspector. You must keep these records until we have released certificates.

(g) If a candidate requires an enlarged copy of an answer booklet or an answer booklet on coloured paper, you must produce this. To produce this, you may photocopy a copy of the standard answer booklet onto the appropriate coloured and/or sized paper. You will receive copies of the standard answer booklet in your non-confidential despatch before the exam series. You do not need to tell us if you plan to do this.

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1.3.7 Mental health

A candidate who experiences mental health problems (for example, generalised anxiety disorder, obsessive compulsive disorder, depression) may be eligible for access arrangements. When deciding if access arrangements are appropriate, you must follow our regulations. You must hold evidence of need, which includes a formal diagnosis, to support your application. If a formal diagnosis has not been made, you may wish to review section 1.3.9. Please note, exam- or test-related nerves or anxiety are generally not considered to be reasonable grounds for access arrangements.

1.3.8 NEW Significant illness or hospitalisation during a course of study

If you have a candidate who is experiencing significant disruption to their studies, but will still cover the content of the whole syllabus, email us as soon as possible: info@cambridgeinternational.org

This is different from when something unexpected and adverse happens at the time of the exam. In such cases, see section 5.5 Special consideration.

For candidates who are in a hospital at the time of the exam, please also see section 2.6 for information about alternative venues.

1.3.9 Separate and small room invigilation

(a) You may want a candidate with access arrangements to take the exam separately or in a room with fewer candidates (small room invigilation). Candidates who may need separate or small room invigilation are those with:

- a medical condition
- mental health problems
- a condition which includes hyperactivity, or vocal or motor tics meaning that they may distract other candidates, and/or be anxious about distracting others
- a colour naming assistant, human reader, practical assistant, prompter or scribe, and their answers or conversations may be overheard by other candidates.

For both separate invigilation and small room invigilation you must comply with our invigilation regulations. See section 4.6.

(b) You may want a candidate who is experiencing mental health problems, but does not need any other access arrangements, to take the exam separately with a separate invigilator, for example, if the candidate experiences generalised anxiety and may benefit from being in an environment with fewer people.

(c) If you allow separate invigilation, you are responsible for making sure the candidate takes the exam in a suitable venue. You must provide a trained invigilator. If the candidate also has other access arrangements such as a reader or a scribe, the reader or scribe must not act as the invigilator and there must be a separate invigilator.

(d) You do not need to tell us if you use separate invigilation.

(e) You must follow our regulations at all times.

1.3.10 Emergency access arrangements

If a candidate requires emergency access arrangements, you must try to tell us before you use them. For example, if a candidate breaks their arm before an exam, email or phone us straight away. If you cannot contact us before the exam, the Head of Centre should decide on the day whether to use access arrangements. NEW Send us an application using either Preparation – Form 1 or the Apply for Access Arrangements service as soon as possible. See section 1.3.4(d).

1.3.11 Appeals

To appeal against the outcome of an access arrangement application, see section 7.4 Appeals against access arrangement, special consideration and late arrival decisions.

Important dates

June series

Application deadline for candidates who need modified papers: 21 January 2025

November series

Application deadline for candidates who need modified papers: 1 July 2025

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Section 2: Entries

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PDQ Cambridge Professional Development Qualifications

There are differences in this section for Cambridge Professional Development Qualifications (PDQs). Please see the PDQ Administrative Guide, available from www.cambridgeinternational.org/eoguide

2.1 Candidates

2.1.1 Eligibility

(a) Centres must enter each candidate for their exams.

(b) Candidates may not enter for:
- the same syllabus at two different centres in the same exam series
- restricted syllabuses as outlined in the Cambridge Guide to Making Entries, at two different centres in the same exam series.

(c) Candidates must meet all assessment requirements.

(d) There are no age restrictions.

(e) You must authenticate and, where relevant, mark and moderate all work you send us.

2.1.2 Private candidates

Our assessments are mainly designed for candidates studying at schools and colleges registered with us as centres. However, some candidates who do not attend our centres or who are studying at a Cambridge International School – registered as online may want to enter for assessments. These are known as 'private candidates'.

Important information

Chk You cannot enter private candidates for Cambridge Primary Checkpoint and Lower Secondary Checkpoint.

(a) You must check syllabuses or the Cambridge Guide to Making Entries to make sure they are available for private candidates before you make any entries. You can download syllabuses from www.cambridgeinternational.org. The Cambridge Guide to Making Entries is in the 'Support Materials' section of Direct.

(b) UK Private candidates must be able to meet all assessment requirements. Some options, including those with coursework, are not available to private candidates.

(c) Private candidates must arrange for a centre to enter them for exams. Cambridge International Schools registered as online cannot make entries (unless they have been approved to run their own exam venues) and must make sure the necessary arrangements are in place for their students to be entered as private candidates at an approved Cambridge exam venue.

(d) If you decide to make an entry on behalf of a private candidate, you must pay our fees.

(e) Candidates studying at Cambridge International Schools registered as online must be entered as private candidates. This means some syllabuses, including those with coursework, will not be available to them. This does not apply to Cambridge International Schools registered as online that are entering candidates directly through their own approved exam venues.

(f) Candidates studying at Cambridge International Schools also approved to offer Cambridge programmes online must be entered as school candidates and not private candidates. This is because these candidates will be registered with the school and sit their exams at the school's physical premises.

2.1.3 Transferred candidates

(a) Candidates who need to move to another centre can only continue with the exams if they move to a centre registered with us.

(b) You can change the entry details for these candidates.

(c) You cannot ask to transfer a candidate to another Cambridge centre less than 10 working days before the candidate's first exam in the series.

(d) Candidates cannot transfer to another centre for specific syllabuses or components. They can only transfer for all their assessments in an exam series.

(e) To transfer a candidate:

- The original centre must send us Entries – Form 3.
- The receiving centre must send us Entries – Form 4.

A Associate Centres should send forms to their Cambridge Associate.

(f) Once we receive both forms, we will move the entry from the original centre to the receiving centre. Do not enter or withdraw a candidate who is being transferred. We will do it for you, and we will confirm to you once the transfer is complete.

(g) A candidate who transfers to another Cambridge centre after final entries are made becomes the responsibility of the receiving centre. This centre should allocate its own candidate number to the candidate.

(h) If necessary, the original and receiving centres must make sure internal assessments are completed. Once the transfer is complete, the exams officer at the receiving centre must submit any internally assessed marks and samples.

(i) We will credit the account of the original centre with the entry fees and charge entry fees to the receiving centre for the transferred candidate. We will not charge late entry fees to centres for receiving a transferred candidate.

(j) **NEW** If a candidate needs to take their exams at a venue that is not their registered centre, but you do not wish to transfer their entry, see section 2.6 Alternative venues.

Administrative forms

Forms available from www.cambridgeinternational.org/forms

- Candidate Transfer Request: Entries – Form 3
- Candidate Transfer Confirmation: Entries – Form 4

2.1.4 Communicating about candidates

Only the Head of Centre, exams officer / centre coordinator or their nominated deputy responsible for the candidate's entry should contact us.

2.1.5 Declaration of interest

(a) A declaration of interest must be made for each exam series where centre staff, or a person associated with the centre:

- is taking a Cambridge assessment themselves
- is involved in administering an exam that is being taken by a person they have an interest in
- has an interest in a person taking a Cambridge assessment at their own centre or at another centre.

Examples of who should make a declaration include, but are not limited to:

- Head of Centre
- exams officer
- invigilators/supervisors
- those involved in the administration and running of exams
- secure storage key holders.

(b) By 'interest', we refer to any relationship which could be perceived to compromise the integrity of:

- your centre
- your centre staff, or a person associated with the centre
- our assessments.

Examples of relationships include, but are not limited to:

- a close relative (including a spouse or partner)
- a relative who you have regular contact with
- a close friend
- a colleague.

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It is your responsibility to manage any 'interests' that have been declared. You should do this by putting the appropriate controls in place to make sure that the integrity of Cambridge assessments is maintained and to protect all those involved.

(c) To notify us, complete and send Entries – Form 1 as soon as you know that the person concerned will be, or has been, entered for a Cambridge exam.
A Associate Centres must submit forms through their Cambridge Associate.

(d) If you have a concern that the integrity of Cambridge assessments has been compromised, see section 5.6 and report your concern to us immediately.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Declaration of Interest: Entries – Form 1

2.2 Estimated entries

Estimated entries are your calculation of how many candidates you will enter for exams. We use estimated entries to work out which materials and question papers you need for exams that take place before the main exam period. Some early exam materials are despatched based on estimated entries, so it is important that you make the estimated entries by the deadline to receive your early materials before the main exam period.

You do not give any candidate details with your estimated entries, so you still need to make final entries (see section 2.3). The fees we charge are based on your final entries only.

2.2.1 Working out your estimated entries

Work out your estimated entries based on the number of candidates studying the subject or the number you are expecting to have. If you are unsure whether you are going to enter any candidates for an exam, make at least one estimated entry. This will make sure you receive one set of early exam materials.

2.2.2 Estimated Entry Form

The Estimated Entry Form lists the syllabuses and components for exams timetabled before the main series.

You must give estimated entry information for these syllabuses. The form will be available from the 'Support Materials' section of Direct:

- in September 2024 for the June 2025 series
- in April 2025 for the November 2025 series
- in September 2025 for the June 2026 series.

We will let you know when the forms are available in the Cambridge Exams Officer eNewsletter.

Send the Estimated Entry Form to info@cambridgeinternational.org by the deadlines.

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Important dates

Deadlines for estimated entries:

- June 2025 series: 10 October 2024
- November 2025 series: 10 May 2025
- June 2026 series: 10 October 2025

If you make major changes to the number of candidates you are entering after you have sent the form, please email us.

Important information

Chk You do not need to send us estimated entries for Cambridge Primary Checkpoint and Lower Secondary Checkpoint syllabuses.

Cambridge Associates / Associate Centres

We will upload the Estimated Entry Form to the 'Support Materials' section of the Cambridge Associate's Direct account. They should email a copy of the form to each of their Associate Centres and ask them to return it by a set date. Cambridge Associates should check the completed forms and send them to us by the deadlines listed above.

2.2.3 Digital File Despatch

We do not upload any confidential materials, pre-release material or early question papers, e.g. art & design, to Digital File Despatch based on your estimated entries. **Confidential materials are only available once you have made final entries.** See sections 1.1.6, 4.2.3 and 4.3.1.

2.3 Final entries

You need to make a syllabus entry for every candidate. We use your entries to work out the number of question papers and exam materials we need to send you. Check your entries carefully before you submit them. Do not send entry files by email. If you have not made estimated entries, you will still receive early exam materials if you make your final entries, but you may not receive materials before the start of the test date window.

We charge late entry fees for any new entries you make, as well as for any entry amendments or syllabus changes after the final entry deadline (see section 2.4). If you make entries or changes after the deadline, this can cause disruption to carefully scheduled processes and create significant extra work. Therefore, we apply late entry fees to recover the costs of this extra work, and to encourage you to make entries by the final entry deadline.

UK The Cambridge Guide to Making Entries contains syllabus and option codes, as well as detailed instructions for making entries. Make sure you use the correct version of the guide for your series and administrative zone. You can find out which administrative zone you are in at www.cambridgeinternational.org/adminzone

All centres in administrative zone 3 can make entries for our 9–1 Cambridge IGCSEs.

Chk See section 2.3.2.4 for Cambridge Primary Checkpoint and Lower Secondary Checkpoint.

2.3.1 Making final entries

UK Make your final entries using Direct. Instructions are in the Cambridge Guide to Making Entries, which is in the 'Support Materials' section of Direct.

- **Candidate details:** You must enter candidate names in full as shown on their identity documents. If you are entering candidates for multiple series, make sure their details are the same for all entries and each series.

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- **Previous entry details**: A candidate's previous entry details are their centre number and their candidate number from the previous series. You need to give them if:
  - you enter them for retake exams in the November series (see section 2.4)
  - you enter them for a group award over more than one exam series (see section 2.5.1)
  - they have taken the AS part of a Cambridge International A Level in a previous series and you enter them for the full A Level (see section 2.5.2)
  - you make an entry that carries forward their marks from a previous exam series (see section 2.5.3).
- **Submitting entries:** Submit your entries once you have checked all your entry information. Log into Direct, go to the 'Submit Entries' section and click 'Submit Entries'. If you do not submit your entries, we will not be able to process them and you will not receive the materials and question papers you need for the exams. **Submit your entries at least two weeks before the entries deadline.** This gives you time to check them and correct any mistakes before the deadline, avoiding any late entry fees.

  For syllabuses with early exam and pre-release materials, you should make your entries earlier than this to make sure your materials are despatched in time.
- Once you have made an entry for either Cambridge IGCSEs graded A*–G or 9–1, you will not be able to move to the other grading scale after the late entries deadline. If you accidentally make an entry for an A*–G syllabus you must withdraw the entry, and re-enter the candidate for the corresponding 9–1 syllabus. You must do this before the entries deadline. The same applies for any 9–1 syllabuses.
- If you identify any errors in your entries after the late entries deadline, contact us immediately. Any changes that we are able to make after the entries deadline will incur our standard late entry fees.

UK If you are a UK centre, see the Cambridge Handbook (UK Supplement) 2025 for information about MIS packages and A2C.

Important information

After 20 minutes of inactivity you will be automatically logged out of Direct.

2.3.1.1 UK Unique Learner Numbers (ULNs)

If you are a UK centre, see the Cambridge Handbook (UK Supplement) 2025.

Extra guidance

Watch our online tutorials on making entries using Direct at www.cambridgeinternational.org/entries

Cambridge Associates / Associate Centres

We recommend Cambridge Associates make entries for their Associate Centres at least two weeks before the closing date. This allows time to check the entries and resolve any problems before our deadline, avoiding late entry fees. Remember, Cambridge Associates should set earlier deadlines for their Associate Centres.

2.3.2 Confirming entries

Direct allows you to generate statements of entry, candidate entry lists and reports at any point, to confirm the entry status for each of your candidates and to check your entry information is correct. Click the 'Check Entries' tab to access the reports. You can also view possible timetable clashes for any of your candidates in the 'Timetables' tab in Direct.

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2.3.2.1 Entries confirmation despatch

We will send your final entries confirmation despatch within two weeks of receiving your final entries. This includes:

- a candidate entry list showing all your entries by candidate
- a centre summary of entries showing the total number of entries you made for each syllabus and option
- a candidate entry warning list showing any potential timetable clashes for individual candidates.

If you do not receive your entries confirmation despatch, email info@cambridgeinternational.org. If you find errors in your entries documents or on Direct, follow the instructions in section 2.4.

Important information

You will no longer receive printed statements of entry that were included in the entries confirmation despatch in previous exam series. If your region has told us that it is critical for you to receive printed statements of entry, we will continue to send them to you. Download your statements of entry from Direct, from the 'Reports' tab.

2.3.2.2 Statements of entry

Statements of entry are your record of entries, both before and during the assessment. They show the candidate's details, their syllabuses and entry options, and the dates and sessions of each of their timetabled exams. Download your statements of entry from Direct, from the 'Reports' tab.

Share statements of entry with your candidates, including private candidates, so they can check their details. The name shown is the name that will be printed on statements of results and certificates, so it is important to tell us if there are any errors by following the instructions in section 2.4. The candidate should write their name on scripts as it appears on the statement of entry.

Cambridge Associates / Associate Centres

We send statements of entry to Cambridge Associates, who send them to their Associate Centres to check. Associate Centres should let their Cambridge Associate know if they need to make any changes as soon as possible.

UK Regulations

(a) You must make final entries through Direct.

(b) The Head of Centre or Cambridge Associate is responsible for making sure entry data is accurate, complete and submitted on time.

(c) You must check that your entry data is correct and complete on Direct.

(d) Between the entries deadline and the late entries deadline you can make late entries or changes, but we will charge late entry fees.

(e) You can only apply for modified question papers if you have already made a final entry for the relevant candidate, syllabus and component. The final entries deadline and application deadline for candidates who need modified papers is the same date. It is always earlier than the final entries deadline for all other candidates who do not need modified papers. See section 2.3 for relevant entry deadlines and section 1.3.6 for more information about modified papers.

(f) You must assign one four-digit candidate number to every candidate. You cannot change this number after you have made your entries. Do not assign the same number to more than one candidate in the same series. Do not assign duplicate or multiple numbers to the same candidate in the same series.

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2.3.2.3 Entry change requests

NEW Entry changes are not generally accepted after the issue of results.

We do **not** allow an entry change from a full Cambridge International A Level entry (both AS and A2 components) to a Cambridge International AS Level entry. This applies whether the Cambridge International AS Level and Cambridge International A Level have the same or different syllabus codes.

Entry changes are only accepted after the issue of Cambridge International A Level results when the change is:

- from a linear (both AS and A2 components in the same exam series), March carry-forward, June carry-forward or November carry-forward entry option to a best of both entry option
- from one carry-forward entry option (e.g. June carry-forward) to a different carry-forward entry option (e.g. November carry-forward) within the 13-month rule.

Important dates

Please make your entries at least two weeks before the final entries deadline. This will give you time to check your entries and make any changes before the deadline.

June series

- Cambridge Guide to Making Entries available: end of October 2024
- Entries can be made from: mid-November 2024
- Final entries deadline and application deadline for candidates who need modified papers: 21 January 2025
- Final entries deadline for other candidates: 21 February 2025
- Late entries deadline: 17 April 2025

November series

- Cambridge Guide to Making Entries available: end of March 2025
- Entries can be made from: mid-May 2025
- Final entries deadline and application deadline for candidates who need modified papers: 1 July 2025
- Final entries deadline for first-time entries: 16 August 2025
- Entries deadline for retake entries from the June 2025 series only: 21 September 2025
- Late entries deadline: 21 September 2025

2.3.2.4 Entries for Cambridge Primary Checkpoint and Lower Secondary Checkpoint

Submitting teaching group information

You need to enter a teaching group code for each syllabus entry when Direct asks you to do this. We use this information in the diagnostic feedback we give at the end of the series. Assign the same teaching group code to all candidates who are in the same class (teaching group). For example, if your candidates for English are taught in two separate classes, you should enter 'E1' as the teaching group

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code for all candidates in the first class and 'E2' for all candidates in the second class. The teaching group codes for each subject are listed in the table below.

There is only one teaching group code for Cambridge Primary Checkpoint and Lower Secondary Checkpoint Global Perspectives. We do not give diagnostic feedback for Global Perspectives syllabuses.

English as a Second Language								
E1	E2	E3	E4	E5	E6	E7	E8	E9
English								
E1	E2	E3	E4	E5	E6	E7	E8	E9
Mathematics								
M1	M2	M3	M4	M5	M6	M7	M8	M9
Science								
S1	S2	S3	S4	S5	S6	S7	S8	S9
Global Perspectives (for first tests in October 2025)								
G1								

Teaching group codes for both English and English as a Second Language start with the letter E and need to be entered like this on Direct. For diagnostic feedback, teaching group codes for English as a Second Language will appear as L1, L2, L3, etc. The teaching group codes for English will appear as E1, E2, E3, etc.

If you want a teaching group name (class name) to appear on your diagnostic feedback alongside the teaching group code, send us Entries – Form 2.
A teaching group name can be anything that will help you to identify the class more easily – for example, you could use your own class name.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Cambridge Primary Checkpoint and Lower Secondary Checkpoint Teaching Groups Information: Entries – Form 2

Important information

Chk You cannot enter private candidates for Cambridge Primary Checkpoint and Lower Secondary Checkpoint.

Important dates

Chk Make your entries at least two weeks before the deadline. This will give you time to check your entries and make any changes before the deadline.

Deadlines for submitting teaching group information with Entries – Form 2:

- May series: 11 March 2025
- October series: 16 September 2025

May series

- Cambridge Guide to Making Entries sent: end of October 2024
- Entries can be made from: mid-November 2024
- Final entries deadline and application deadline for candidates who need modified papers: 21 January 2025
- Final entries deadline for other candidates: 21 February 2025
- Late entries deadline: 11 March 2025
- Submission deadline for Cambridge Global Perspectives (Checkpoint): 7 April 2025

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Important dates (continued)

October series

- Cambridge Guide to Making Entries sent: end of March 2025
- Entries can be made from: mid-May 2025
- Final entries deadline and application deadline for candidates who need modified papers: 1 July 2025
- Final entries deadline for other candidates: 16 August 2025
- Late entries deadline: 16 September 2025
- Submission deadline for Cambridge Global Perspectives (Checkpoint): 6 October 2025

2.4 UK PDC Entry fees, late entries, entry changes and retake entries

Details of the fees for all our exams and how to pay are in our fees list. We publish the fees list in the 'My Messages' section of Direct. **NEW** If you are a Cambridge Early Years Centre or Cambridge International School – registered as online, we send the fees list to you.

We have the right to change the fees list. Please check you are using the latest version.

If you want to change or add entries, do this as quickly as possible. Use Direct online entries to make the changes and send them to us.

Find out more about retake entries at www.cambridgeinternational.org/retakes

Regulations

(a) We charge an entry fee per syllabus per candidate.

(b) There is a fee per candidate for Cambridge ICE and the Cambridge AICE Diploma. You must use the Cambridge Guide to Making Entries to check that your candidates qualify before you enter them. We do not credit a centre's account with entry fees for candidates who do not qualify.

(c) We charge late entry fees for any syllabus and group award entries you make after the final entries deadline.

(d) We charge late entry fees for any changes you make to entry options after the final entries deadline. We charge a late fee for each change. If you change an entry option twice we will charge two sets of late fees.

(e) If a candidate changes their syllabus entry to another syllabus code after the final entries deadline, we charge a new syllabus entry fee and a late entry fee. We do not credit a centre's account with the original entry or transfer the fees to the new syllabus entry.

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Regulations (continued)

(f) You can change candidate information on Direct without incurring late entry fees until the late entries deadline. This means you can change any of the following:

- names
- dates of birth
- gender
- status
- unique candidate identifier
- national identity number
- Chk first language English indicators (Cambridge Primary and Lower Secondary Checkpoint only)
- Chk teaching groups (Cambridge Primary and Lower Secondary Checkpoint only).

(g) When making late entries for candidates who need modified papers, you must contact us as soon as possible. Late requests may not be accepted. If retake candidates need modified papers, please contact us as soon as possible. The earlier you contact us, the more likely we will be able to provide what they need. See section 1.3.6.

(h) If you make an entry for either Cambridge IGCSEs graded A*–G or 9–1, you will not be able to move to the other grading scale after the late entries deadline. If you accidentally make an entry for an A*–G syllabus you must withdraw the entry, and re-enter the candidate for the corresponding 9–1 syllabus. You must do this before the final entries deadline. The same applies for accidental entries for any 9–1 syllabuses.

(i) We cannot change an entry once the candidate has taken the first component of an exam.

(j) We do not accept entries for exams outside the timetabled exam series where the test date window has closed.

Regulations (continued)

(k) UK We accept November 2025 retake entries until 21 September 2025 without charging late entry fees, as long as:

- the candidate sat the same syllabus, with any option code, in the June 2025 series
- you give the correct previous entry details
- you tick the 'retake' box next to the entry. This cannot be added at a later date.

You must only tick the 'retake' box for retake entries from the June 2025 series.

(l) There is not a syllabus entry fee for Cambridge IGCSE staged assessment entry options. However, we still charge late entry fees for any entries we receive after the final entries deadline.

(m) UK After the late entries deadline the Direct online entries page will close and you will not be able to make any changes on Direct.

(n) In some cases you can ask to make or change entries after the late entries deadline by following these instructions:

- If a candidate arrives for an exam they have not been entered for, this is known as an unauthorised entry. They can take the exam as long as they can take all the components for the syllabus option. This means you must have enough spare question papers so the candidate can sit all the components at the right time, not just the specific exam.
- **You must not photocopy question papers.** If you allow a candidate to sit an exam they have not been entered for, you must send us Exam Day – Form 12 once they have completed all the components needed for the entry. See section 5.1.6.
- If you do not have enough spare question papers for each of the relevant components, email info@cambridgeinternational.org

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immediately and we may be able to send you extra question papers. If we cannot send them in time you must tell the candidate that they cannot sit the exam.

(o) We charge a very late entry fee for any entry or change you make after the late entries deadline, even if we do not need to send you extra materials. This also applies to unauthorised entries and changes we accept after the late entries deadline. We may not be able to release results for late entries at the same time as other results.

(p) Fee rates and payment information are in the fees list in the 'My Messages' section of Direct. **NEW** If you are a Cambridge Early Years Centre or Cambridge International School – registered as online, we send the fees list to you.

(q) We invoice you for any late fees or other priced services you have used.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Reporting an Unauthorised Entry: Exam Day – Form 12

2.4.1 UK Withdrawing a candidate

To withdraw a candidate on Direct, find their details in the 'Administer Exams' dashboard and click the 'Remove Candidate' button.

Regulations

(a) We usually only credit a centre's account with entry fees if you tell us you want to withdraw a candidate before the final entries deadline.

(b) If you withdraw a candidate after the entries deadline for medical reasons, we may credit your centre's account with the entry fee. Email info@cambridgeinternational.org

You do not need to include a medical certificate or statement from a doctor confirming that the candidate was unable to sit the exam(s). However, you must keep a record of these documents and of the candidate's consent to use them. You must show us these documents if we ask to see them. A Associate Centres should contact their Cambridge Associate.

(c) If you have asked us to credit your centre's account with the entry fees on medical grounds after the final entries deadline, please do not withdraw the candidate.

(d) If we approve your request to credit your centre's account with the entry fees on medical grounds, we will withdraw the candidate.

(e) To withdraw a candidate on medical grounds after the late entries deadline, email info@cambridgeinternational.org

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2.5 Group awards, staged assessment and carrying forward marks for internally assessed components

2.5.1 Entries for group awards

For group awards candidates study subjects from specific parts of the curriculum. Group award entries should be made in the series you expect candidates to complete all the group award requirements.

Enter candidates for group awards at the same time as you make your other entries. Use the relevant group award entry.

We offer the following group awards:

- **Cambridge International Certificate of Education (Cambridge ICE)** – for Cambridge IGCSE candidates who satisfy the Cambridge ICE group award rules, using Cambridge IGCSEs graded A*–G. Candidates can also use some Cambridge O Levels towards Cambridge ICE. Cambridge IGCSE (9–1) syllabuses do not count towards Cambridge ICE. To enter a candidate for the award, you must include the entry code '**ICE**' as well as the syllabus and option codes. You can enter candidates in one series or over two series within a 13-month period.
- **Cambridge Advanced International Certificate of Education Diploma (Cambridge AICE Diploma)** – for Cambridge International AS & A Level candidates who satisfy the Cambridge AICE Diploma group award rules. To enter a candidate for the award, you must include the entry code '**ADIP**' as well as the syllabus and option codes. You can enter candidates in one series or over a maximum of five series within a 25-month period.

We do not automatically check group award entries. You are responsible for checking your candidates qualify for the group award before you enter them for it. We will charge the entry fee for the group award even if your candidate does not qualify for it. We will only credit your centre's account with the entry fee if you withdraw entries before the deadline.

Important information

The entry code for a group award should only be entered in the exam series where the candidate is completing the award, i.e. when they are taking the last of their qualifying subjects.

You must enter candidates for each syllabus. We cannot accept entries for the group award only.

Candidates' syllabus entries made during the 13-month period before the exam series that they enter Cambridge ICE count towards the group award. We do not accept entries for any disallowed combination of syllabuses. You should check the syllabus document for disallowed combinations of syllabuses. Retakes do not count towards the group award.

For candidates entering Cambridge ICE in June 2025, syllabus entries made in a maximum of two of the following series can count:

- June 2024
- November 2024
- June 2025.

Candidates' syllabus entries made during the 25-month period before the exam series that they enter the Cambridge AICE Diploma count towards the group award.

For candidates entering Cambridge AICE in June 2025, syllabus entries made in the following series can count:

- June 2023
- November 2023
- June 2024
- November 2024
- June 2025.

Candidates' syllabus entries made during the 13-month period for ICE or 25-month period for AICE, before the exam series in which they enter the group award, **will only count** towards the award if the entries are linked correctly throughout the series. To do this, you must provide the correct previous entry details for the candidate. This makes sure that the relevant syllabus entries made during the 13- or 25-month period are correctly linked.

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More information about group awards is in the Cambridge Guide to Making Entries.

2.5.2 Entries for staged assessment (Cambridge International AS & A Level)

Cambridge International A Level is typically a two-year course, and Cambridge International AS Level is typically one year. Candidates can start some subjects as a Cambridge International AS Level and extend them to a Cambridge International A Level. There are three possible assessment approaches for Cambridge International AS & A Level:

- Candidates take the Cambridge International AS Level only. The syllabus content for Cambridge International AS Level is half of a Cambridge International A Level programme.
- Candidates take the Cambridge International AS Level in Year 1 and complete the Cambridge International A Level in Year 2.
- Candidates take all papers of the Cambridge International A Level course in the same series, usually at the end of the second year of study.

Regulations

(a) If the Cambridge International A Level syllabus allows it, candidates can use their Cambridge International AS Level results towards a Cambridge International A Level in the same subject in a later exam series. AS Level results can be carried forward twice within 13 months of the series when the candidate took the AS Level. If the AS Level includes an internally assessed component, regulation 2.5.3(c) also applies.

Examples:

Candidates can use their Cambridge International AS Level results achieved in the June 2025 series towards a Cambridge International A Level in the November 2025 and/or June 2026 series.

Candidates can use their Cambridge International AS Level results achieved in the November 2025 series towards a Cambridge International A Level in the June 2026 series and/or November 2026 series.

(b) You must give the correct carry-forward option code when you enter a candidate who wants to carry forward a Cambridge International AS Level result. Option codes are in the Cambridge Guide to Making Entries. You must give the candidate's previous centre number and candidate number so we can find their marks. We do not automatically check carry-forward entries.

2.5.3 Carrying forward marks for internally assessed components

Candidates who want to retake a syllabus in a future exam series can retake the written components and carry forward the moderated marks from their internally assessed components. Check if the syllabus allows this in the Cambridge Guide to Making Entries.

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Regulations

(a) If the syllabus allows it you can carry forward Cambridge IGCSE and Cambridge O Level marks once in a 13-month period.

Examples:

A coursework mark for the June 2025 series may be carried forward to the November 2025 series or the June 2026 series only.

A coursework mark for the November 2025 series may be carried forward to the June 2026 series or the November 2026 series only.

(b) You must give the correct carry-forward option code when you enter a candidate who wants to carry forward the mark for an internally assessed component. Option codes are in the Cambridge Guide to Making Entries. You must give the candidate's previous centre number and candidate number so we can find their marks. We do not automatically check carry-forward entries.

(c) Depending on what is allowed by the syllabus (see the Cambridge Guide to Making Entries), marks for internally assessed components can be carried forward towards a Cambridge International AS Level or a Cambridge International A Level. This is only allowed if all the other components of the AS Level or A Level are taken in the current series. This means that a Cambridge International AS Level result that includes carried-forward marks for an internally assessed component cannot itself be used to complete a full A Level. There is more information about carrying forward AS & A Level coursework on our website: www.cambridgeinternational.org/carry-forward-entry-rules

Examples:

Candidates can carry forward their internally assessed component marks achieved in the June 2024 series to complete a Cambridge International AS Level in the November 2024 series. This AS Level cannot be carried forward towards a Cambridge International A Level in the June 2025 series.

Regulations (continued)

Candidates can carry forward their internally assessed component marks achieved in the November 2024 series to complete a Cambridge International AS Level in the June 2025 series. This AS Level cannot be carried forward towards a Cambridge International A Level in the November 2025 series.

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2.6 Alternative venues

Candidates should normally take their exams on your centre premises. This is because your centre premises have passed the school's approval process.

For the reasons below, you can apply for your candidates to sit timetabled exams at a venue other than their registered centre.

To request the use of an alternative venue, you must send us Entries – Form 5.
A Associate Centres must send the form to their Cambridge Associate.

NEW We will not transfer a candidate's entry to another registered centre if they are acting as an alternative venue. We will send results and certificates to the entering centre and not the alternative centre. The entering centre remains responsible for any costs incurred.

If you wish to transfer all of a candidate's entries to another registered centre, see section 2.1.3 Transferred candidates.

We may reject your application if we think the security of the exam will be at risk.

2.6.1 Reasons to apply

(a) You unexpectedly do not have enough space or facilities to conduct the exam in this series.

(b) A candidate needs to take the exam at another location for medical or pastoral reasons, for example, in hospital.

(c) There is essential/urgent building work at the centre which would cause disruption during an exam.

(d) Where the alternative venue you have asked for is a Cambridge International School and you are asking to use this because of national and/or international events.

2.6.2 Reasons an application may not be approved

(a) Where the alternative venue you have asked for is not a Cambridge International School and you are asking to use this because of national and/or international events.

(b) Candidates want to take the exam closer to their home.

(c) Your centre has had previous exam security issues.

(d) Where additional sittings might help if you do not have enough space in your centre. See section 1.2.4.

(e) Ongoing lack of space or facilities at your centre.

(f) NEW Candidates want to make an entry for a syllabus not available in their administrative zone.

(g) NEW Non-essential travel.

This is not a complete list.

2.6.3 Transporting question papers

The way in which question papers are transported to the alternative venue depends on your circumstances:

(a) Candidates should use spare copies of the question paper available at the alternative venue, where possible, if the alternative venue is another Cambridge International School.

(b) If the alternative venue is close to your centre two members of staff (one of which is a senior member of staff) can transport the question papers to the alternative venue in a secure briefcase or other hard case or lockable container. We will advise you when this can be transported before the exam.

(c) If the alternative venue is another Cambridge International School, we may be able to send additional question papers to that centre or electronically upload the question paper to that centre.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Using an Alternative Venue: Entries – Form 5

Important dates

Apply for alternative venues at least four weeks before the exam.

Chk **Cambridge Primary Checkpoint and Lower Secondary Checkpoint**

You can ask to use an alternative venue until:

- May series: 11 March 2025
- October series: 16 September 2025

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Regulations

(a) It is your responsibility to contact the proposed alternative venue before applying.

(b) The proposed security arrangements you give on the form must meet our regulations in section 4.4.

(c) You cannot use an alternative venue unless you have our permission in writing.

(d) You should not split groups of candidates entered for the same subject between your centre and the alternative venue. If a candidate needs to take an exam in an alternative venue, for example they are in hospital, please tell us about this on Entries – Form 5.

(e) You must never send question papers by courier or send them electronically to the alternative venue. We are unable to send confidential exam materials to addresses other than registered Cambridge International Schools.

(f) You must tell the exams officer at the alternative venue if we approve the application and share with them any additional information we give you.

(g) We may consider a breach of these regulations as malpractice. See section 5.6.

(h) UK If you are a UK centre, see the Cambridge Handbook (UK Supplement) 2025.

2.7 NEW Not meeting qualification regulations

If exceptional and unforeseen circumstances that are beyond a candidate's control make it impossible for them to meet the regulations for their qualification, please contact us for further information.

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Section 3: Coursework and moderation

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Cambridge Professional Development Qualifications

There are differences in this section for Cambridge Professional Development Qualifications (PDQs).
Please see the PDQ Administrative Guide, available from www.cambridgeinternational.org/eoguide

The table below shows the meaning of the key terms used in this section of the Cambridge Handbook.

Key term	Definition
Examined work including practical examined components (excludes speaking tests)	All components that are examined in your centre on a timetabled date/session. This includes practical exams (ICT, IT and computer science and science practicals) and listening exams. You send us the work of all your candidates.
Examined coursework/ examined component (you may also see this called externally assessed)	A syllabus coursework component that we assess. You send the work of all candidates to us to be marked by a Cambridge examiner. The samples database tells you how to send the work to us and by when.
Internally assessed coursework (you may also see this called externally moderated coursework)	A syllabus coursework component that you assess and that we moderate. You send us some or all of the work – the samples database tells you what you need to send and by when.
Internal moderation	If more than one teacher at your centre is involved in the marking of coursework for a component, you internally moderate the marking across teachers and teaching groups. This makes sure there is a consistent standard and rank order across all candidates in the centre. You may need to internally moderate internally assessed coursework and/or non-coursework tests.
Non-coursework tests	Your teachers run and assess non-coursework tests, then we moderate them. Non-coursework tests take the form of an exam within a time period that we set. You send us the marks for all candidates entered for non-coursework tests. You also send us evidence for some or all of your candidates, such as recordings or photographs – the samples database tells you what you need to send and by when.

3.1 The samples database and Submit for Assessment

3.1.1 The samples database

The samples database explains how to administer internally assessed (also known as moderated) coursework, non-coursework tests, examined coursework and some practical examined components.

Use the database to find out:

- when and how to submit your marks for internally assessed coursework, non-coursework tests and some practical examined components
- when and how to submit your candidates' work
- which forms to complete and return with your candidates' work.

For internally assessed coursework and non-coursework tests, you submit all the marks and a sample of your candidates' work to us for moderation. For examined coursework and some practical components, you submit the work of all your candidates to us and we mark it.

Visit the samples database at www.cambridgeinternational.org/samples

3.1.2 Submit for Assessment

Submit for Assessment allows you to submit work online for some internally assessed and/or externally assessed components (such as examined coursework and non-coursework tests), instead of sending them to us on CD or USB, or using Secure Exchange. There is more information about Submit for Assessment on our website:
www.cambridgeinternational.org/submit-for-assessment
You access Submit for Assessment via My Cambridge (see section 1.1.15).

To find out how to submit your marks and sample(s) for a particular component, visit the samples database at www.cambridgeinternational.org/samples

We will not accept any work in hardcopy for components that the samples database indicates you must submit via Submit for Assessment.

Important information

We have withdrawn Outline Proposal Forms (OPFs) from all syllabuses where they were used. Teachers should supervise their candidates' work and have the flexibility to choose when they teach the component. For guidance on developing suitable titles for coursework, essays or projects, go to the School Support Hub: www.cambridgeinternational.org/support

For Cambridge International AS & A Level Global Perspectives (9239) and Cambridge International Project Qualification (9980), additional support materials are available to help teachers supervise their candidates' task setting. You can find these materials on the School Support Hub: www.cambridgeinternational.org/support

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3.2 Internally assessed coursework

Internally assessed coursework is a syllabus coursework component that you assess and that we moderate.

- You must submit marks to us for all candidates entered for coursework components that you assess.
- You must also submit a sample of work for some or all of the candidates – the samples database tells you what to submit (www.cambridgeinternational.org/samples).
- Make sure we receive your marks and sample(s) by the deadline in the samples database. Your candidates' results may be delayed if we do not receive your marks and samples by the deadline.
- Coursework options are not available to private candidates.

See sections 3.5 and 3.6 for more information about how to submit internally assessed marks and samples, and sections 1.1.7 and 3.1.2 for more information about Submit for Assessment.

3.2.1 Authenticating coursework

We need to be confident that the work we assess is the candidate's own before we can award a grade. You are responsible for supervising candidates when they are completing coursework. You must also authenticate their work before you submit the marks.

NEW If you discover plagiarism and/or inappropriate use of generative artificial intelligence (AI) in a candidate's work during the course, you should resolve this internally.

If you discover plagiarism and/or inappropriate use of generative AI when you come to submit work to us, you must not submit it. For help on preventing and identifying plagiarism, see www.cambridgeinternational.org/courseworkandmoderation

We strongly advise you to review our policy about the use of generative AI in student work submitted for assessment as coursework: www.cambridgeinternational.org/generative-ai-in-coursework

Submitting work that contains plagiarised material and/or inappropriate use of generative AI may be considered malpractice. You should contact us if you are unsure whether to submit work or not.

3.2.2 Supervising coursework

(a) Teachers may:

(i) help to choose subjects for investigations, models and topics

(ii) give sources of information, for example, materials, places to visit and references, organisations, or people who might be able to help

(iii) advise whether candidates' ideas will work

(iv) advise on length, approach and treatment

(v) treat coursework as an integral part of the course and give candidates regular class work and/or homework relating to it, as appropriate.

(b) Teachers must also:

(i) supervise work to monitor progress

(ii) make sure candidates avoid plagiarism by stating their sources and advise them how to reference published materials

(iii) make sure work is completed in line with the syllabus and can be assessed against the criteria.

For more guidance on the use of sources in written work, see www.cambridgeinternational.org/courseworkandmoderation

(c) Coursework must be a candidate's own, unaided work. Unless there is subject-specific guidance in syllabus documents and coursework training handbooks that says otherwise, teachers can review candidates' work before it is handed in for final assessment. They can do this orally or in writing. Their advice should be kept at a general level so the candidate leads the discussion and suggests any changes. Teachers must not give detailed advice to individuals or groups on how they can improve their work to meet the assessment criteria. Teachers must not change candidates' work.

(d) Candidates must not use online tools which act as writing assistants in the production of their coursework. Online writing assistant tools identify specific sections of the candidate's work where a correction or improvement to style or tone should be made and may propose specific words that should be used instead.

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(e) Teachers must record full details of any other help they give to individual candidates, or any evidence that the candidate has received specific or detailed advice and correction to their work. They should record this information on their Individual Candidate Record Card, which can be found, where available, in the samples database (www.cambridgeinternational.org/samples). Teachers must consider this help when they give marks for the work.

3.2.3 Presenting coursework

(a) Each candidate must present written coursework on A4 paper, unless the syllabus says otherwise.

(b) Candidates may produce their coursework on a word processor, unless the syllabus says otherwise.

3.2.4 Marking coursework

(a) The teacher must give marks for coursework in line with the criteria in the syllabus. They must give evidence of how they have awarded marks, using the documents we have provided for that syllabus.

(b) Teachers must apply the marking criteria to all pieces of work submitted to us. It does not matter at which stage of the course the candidate produced the work.

(c) You can tell candidates their marks before you submit them to us, but you must tell them that these marks may change after moderation. Candidates can ask you for a review of their marks, and you must manage any review in your centre before you submit the marks to us. **NEW** However, you should not tell candidates their marks for the non-coursework tests listed in section 3.4, and a review of marks is not available for these tests. The rank order of the marks you submit must be your final opinion of the relative merits of all candidates. You can request a re-moderation of coursework with report (Service 5) on behalf of all your candidates at the enquiries about results stage. See section 6.

3.2.5 Internally moderating your marks

(a) If more than one teacher is involved in the marking of coursework for a component, you must internally moderate the marking across teachers and teaching groups. This makes sure all candidates have been assessed against the same standards for a particular syllabus.

(b) To complete internal moderation, each centre must select one teacher per component to act as an internal moderator. The internal moderator is usually a head of department (but can be a subject teacher). Their responsibility is to check that all teachers for each coursework component are marking consistently to the same standard. The internal moderator may move marks for some teaching groups up or down to make sure they are consistent for the whole centre.

(c) For each moderated coursework component, the internal moderator must make sure that a valid set of marks is produced for candidates from your centre. You must produce a list of all candidates in descending order of marks – we call this a rank order. Record these marks on the Working Mark Sheet or Coursework Assessment Summary Form in the internally moderated mark column, and then submit these marks to us.

(d) If only one teacher is involved in the marking of a coursework component, you do not need to internally moderate your candidates' marks before you submit them to us.

(e) For more information go to www.cambridgeinternational.org/courseworkandmoderation

Important information

If you have candidates who are taking an A*–G syllabus, and candidates who are taking the 9–1 equivalent, you must complete a separate Coursework Assessment Summary Form for each group and submit the work and forms to us separately. Do not combine them onto one form.

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3.2.6 UK Absent candidates and not submitting coursework

If a candidate is entered for a coursework component but does not submit any coursework, we cannot give them a grade in that syllabus. They will receive a 'NO RESULT' outcome. The teacher must mark them as absent (with an 'A', not '0') when they submit marks through Direct or Submit for Assessment. When they fill in the Coursework Assessment Summary Form, the teacher must list the candidate's number and name and tick the 'absent' box against that candidate's row on the form.

3.2.7 Incomplete or extra coursework

(a) Some coursework components need candidates to produce several pieces of work (for example, three essays). If a candidate does not complete all parts of the coursework, only give them marks for the work they have submitted.

(b) If a candidate supplies more pieces of coursework than they need to, use the best piece(s) for the candidate's mark, as long as they meet the syllabus requirements.

3.2.8 Not meeting our requirements

If individual teachers or centres do not meet our requirements for coursework, we will tell you what to do. If we believe there is a major problem, we may ask you to find another person to assess coursework components in future exam series.

3.2.9 Submitting coursework for more than one syllabus

(a) You can submit the same coursework for more than one syllabus, unless the syllabus says you cannot do this. Coursework samples must be separated for each component when sending them to us. However, coursework must be relevant, and must be assessed separately for each syllabus according to its criteria.

(b) More than one moderator may check the coursework. You are responsible for making sure a separate copy is available for them and is submitted for each syllabus for which the coursework is being used.

3.2.10 Resubmitting coursework in a later series

A candidate cannot re-use moderated coursework from a previous exam series. They must submit a new piece of work if needed. The work cannot be a reworked version of the work they submitted in a previous exam series. Check the Cambridge Guide to Making Entries to find out whether there is an option for a candidate to carry forward their moderated coursework mark to a future series for the syllabus.

3.2.11 Submitting coursework for external competitions

You may submit your coursework for external competitions, but if you do this you must not state that the work is also being submitted as coursework for a Cambridge syllabus. It will be judged against different criteria, and the outcomes may not be the same.

PDQ 3.3 Examined coursework

Examined coursework is marked by a Cambridge examiner. These components are not available to private candidates.

- For examined coursework you submit the coursework of all your candidates. As we assess the coursework you do not mark it.
- Make sure we receive your examined coursework by the deadline in the samples database (www.cambridgeinternational.org/samples). If it is late we will not accept it.

See sections 1.1.7 and 3.1.2 for more information about Submit for Assessment.

Important information

NEW You will submit work for Art & Design (0400, 0989, 6090 and 9479) via Submit for Assessment. You will no longer be able to submit hardcopy work for Art & Design. Return of Art and Design Work: Coursework and Moderation – Form 5 is no longer available to use. Check the samples database for the submission and completion deadlines for Art & Design.

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3.3.1 Authenticating examined coursework

We need to be confident that the work we assess is the candidate's own before we can award a grade. You are responsible for supervising candidates when they are completing coursework. By submitting coursework you are confirming that it is the candidate's own original work.

NEW If you discover plagiarism and/or inappropriate use of generative artificial intelligence (AI) in a candidate's work during the course, you should resolve this internally before you submit the work.

If you discover plagiarism and/or inappropriate use of generative AI when you come to submit work to us, you must not submit it.
For help on preventing and identifying plagiarism, see www.cambridgeinternational.org/support-and-training-for-schools/support-for-teachers/teaching-and-assessment/plagiarism

NEW Once you submit coursework to us, we may use plagiarism detection software to screen it. Our subject experts will review any coursework we suspect may contain plagiarism. If we find plagiarised work, we may consider it candidate malpractice and therefore not accept the work. The candidate may then receive no marks for that component. See section 5.6.4.

NEW We strongly advise you to review our policy about the use of generative AI in student work submitted for assessment as coursework: www.cambridgeinternational.org/generative-ai-in-coursework. Submitting work that contains plagiarised material and/or inappropriate use of generative AI may be considered malpractice.

3.3.2 Supervising examined coursework

(a) Teachers may:

- (i) help to choose subjects for investigations, models and topics
- (ii) give sources of information, for example, materials, places to visit and references, organisations, or people who might be able to help
- (iii) advise whether the candidates' ideas will work
- (iv) advise on length, approach and treatment
- (v) treat coursework as an integral part of the course and give candidates regular class work and/or homework relating to it, as appropriate.

(b) Teachers must also:

- (i) continually supervise work to monitor progress
- (ii) make sure candidates avoid plagiarism by stating their sources and advise them how to reference published materials
- (iii) make sure work is completed in line with the syllabus and can be assessed against the criteria.

(c) Coursework must be a candidate's own, unaided work. Unless there is subject-specific guidance in syllabus documents and coursework training handbooks that says otherwise, teachers can review candidates' work before it is handed in for final assessment. They can give feedback verbally or in writing. Their advice should be kept at a general level so the candidate leads the discussion and suggests any changes. Teachers must not give detailed advice to individuals or groups on how they can improve their work to meet the assessment criteria. Teachers must not change candidates' work.

(d) Candidates must not use online tools which act as writing assistants in the production of their coursework. Online writing assistant tools identify specific sections of the candidate's work where a correction or improvement to style or tone should be made and may propose specific words that should be used instead.

(e) Teachers must record full details of any other help they give to individual candidates, or any evidence that the candidate has received specific or detailed advice and correction to their work.

Extra guidance

For more guidance on the use of sources in written work, see www.cambridgeinternational.org/courseworkandmoderation

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3.3.3 How to submit examined coursework

What to include

Before you submit your examined coursework to us, check the samples database: www.cambridgeinternational.org/samples. It tells you how to submit your examined coursework.

When you send us your examined coursework, you must do the following:

- Include the forms specified in the samples database. If forms are missing, incomplete or inaccurate this could delay the marking process and the release of results.
- If a candidate has used an access arrangement for their examined coursework, please fill in the Access Arrangements Cover Sheet (Exam Day – Form 4) and include this with your examined coursework. You can download the cover sheet from: www.cambridgeinternational.org/samples

Preparing hardcopy examined coursework

If the samples database asks you to submit hardcopy examined coursework, follow the instructions below. Make sure each piece of work is clearly labelled with your centre number, the candidate number, the syllabus and component. We recommend you use the 'Coursework identification labels' we send in the pre-exam despatch. Download extra labels from www.cambridgeinternational.org/forms (Coursework and Moderation – Label 3).

Send written coursework in plain, thin covers, not in bulky ring binders. Please make sure any tied written coursework is securely fastened.

Do not send valuable materials or large, bulky or fragile items.

Packing and sending hardcopy examined coursework

We send most of the materials you need to return your hardcopy **examined coursework** in the pre-exam despatch.

1 Pack the **examined coursework** for each component in separate script packets.

2 Attach the correct bar-coded label showing your centre number, the syllabus number and component number to the front of each packet.

3 Place the packets in a secure outer package to make sure your examined coursework is not damaged. We do not supply the outer package. You can put a number of packets, for a variety of components, into one outer package. You can use more than one outer package. See section 5.4.1.

4 Stick the coursework address label showing our address onto this package. You can download extra labels from www.cambridgeinternational.org/forms

5 Send your **examined coursework** to the following address. Use a service with a tracking facility and keep a record of your tracking number.

Cambridge International Education
Cambridge University Press & Assessment
DC10
Hill Farm Road
Whittlesford
Cambridge CB22 4FZ
United Kingdom

6 Your **examined coursework** must reach us no later than the deadlines in the samples database (www.cambridgeinternational.org/samples).

7 You must complete our Script Return Form each time you send us hardcopy examined coursework: www.cambridgeinternational.org/script-return-form

Important information

Please pack hardcopy examined coursework carefully. If coursework is damaged, this could delay the marking process and your candidates' results.

Extra guidance

To help you submit your hardcopy examined coursework correctly, watch our online tutorials at www.cambridgeinternational.org/courseworkandmoderation

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Administrative forms

If you are preparing hardcopy examined coursework, the labels are available from www.cambridgeinternational.org/courseworkandmoderation and www.cambridgeinternational.org/forms

- Coursework Address Labels – Coursework and Moderation – Label 1
- Coursework Identification Labels – Coursework and Moderation – Label 2

Important information

Do not wait to send your candidates' work at the same time as your scripts for timetabled exams.

3.3.4 Submitting examined coursework for more than one syllabus

You can submit the same coursework for more than one syllabus, unless the syllabus says you cannot do this. However, coursework must be relevant, and will be assessed separately for each syllabus according to its criteria. More than one examiner may mark the coursework. You are responsible for making sure it is available for them.

3.3.5 Resubmitting examined coursework in a later series

A candidate cannot re-use examined coursework from a previous exam series. They must submit a new piece of work if needed. The work cannot be a reworked version of the work they submitted in a previous exam series. Check the Cambridge Guide to Making Entries to find out whether there is an option for a candidate to carry forward their coursework mark to a future series for the syllabus.

3.4 Non-coursework tests

Your teachers conduct and assess non-coursework tests, then we moderate them. They take the form of an exam within a time period that we set.

- You submit marks for all candidates entered for non-coursework tests. You must also send us any samples of evidence we ask to see for some or all of your candidates, such as recordings or photographs. See sections 3.5 and 3.6.
- The samples database tells you how, and by when, to submit marks and samples: www.cambridgeinternational.org/samples. Check it before each series as we update it throughout the year.

The following are non-coursework tests that you assess:

- Cambridge IGCSE foreign language speaking tests
- Cambridge IGCSE first language speaking tests
- Cambridge IGCSE second language speaking tests
- Cambridge IGCSE English as an additional language speaking tests
- Cambridge IGCSE Bahasa Indonesia Speaking (0538/03)
- Cambridge IGCSE Food & Nutrition (0648)
- Cambridge O Level Food & Nutrition (6065)
- Cambridge International AS & A Level language speaking tests.

3.4.1 Timetabling

(a) Some non-coursework tests take place before the main exam period. You must conduct them within the timetabled period (www.cambridgeinternational.org/timetables).

(b) Once you start the non-coursework tests, all candidates must take them as soon as possible to help keep them secure. See section 3.4.6.

(c) Candidates must only take their non-coursework test once. Tests cannot be repeated during the same exam series.

(d) In speaking tests, each candidate must be tested on their own, without other candidates present. See section 3.4.9(g).

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3.4.2 Speaking test materials

For some components, you will receive instructions for teachers/examiners and speaking test cards based on your estimated entries. If your centre has not made estimated entries, we will send you the materials when we receive your final entries. The instructions for teachers/examiners provide instructions for the conduct and assessment of speaking tests. The speaking test cards and the instructions for teachers/examiners are for use in the speaking tests.

Follow the instructions in section 4.3 when you receive the despatch containing these materials.

3.4.3 Estimated entries

We use your estimated entries to work out how many sets of materials you will need for non-coursework tests and other exams that take place before the main exam series. If you do not make estimated entries, you may not have the materials you need to carry out the tests at the right time.* See section 2.2.

Important dates

Deadlines for estimated entries:

- June 2025 series: 10 October 2024
- November 2025 series: 10 May 2025
- June 2026 series: 10 October 2025

3.4.4 Appointing teacher-examiners

(a) You must choose a teacher-examiner to assess non-coursework tests. This would normally be a teacher from the relevant department at your centre, but could be another suitably qualified person. You can choose a teacher who has taught those particular candidates. See section A4 of 'Centre and Cambridge Associate responsibilities'.

(b) A Cambridge Associates are responsible for choosing teacher-examiners for Associate Centres.

3.4.5 Support for teacher-examiners

The School Support Hub (www.cambridgeinternational.org/support) has a range of Cambridge IGCSE speaking test handbooks.

These help you prepare for and deliver the non-coursework tests. They also have marked recordings of candidate work with examiner comments.

Practise marking with online marking workshops at www.cambridgeinternational.org/coursework-training

3.4.6 Special instructions for non-coursework tests where we send confidential materials*

(a) (i) For Cambridge IGCSE English as a Second Language (0510, 0511 and (9–1) 0991, 0993) speaking tests, you can only open the role play cards and instructions for teachers/examiners booklets one working day before the test. Once these confidential exam materials have been opened, the Head of Centre or exams officer should give the material to the head of department or teacher-examiner. Teacher-examiners must give themselves enough time to read the materials and procedures.

(ii) For all other Cambridge IGCSE speaking tests, you can open speaking test cards and instructions for teachers/examiners booklets four working days before the test. Once these confidential exam materials have been opened, the Head of Centre or exams officer should give the material to the head of department or teacher-examiner. Teacher-examiners must give themselves enough time to read the materials and procedures.

(iii) For Cambridge IGCSE and Cambridge O Level Food & Nutrition practical exams (0648 and 6065), you can open the confidential instructions at any point before the test. However, you can only open the question paper packets one working day before the tests take place.

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(iv) **NEW** For Cambridge International AS Level Spanish Language (8022), Chinese Language (8238), French Language (8028) and German Language (8027) speaking tests, you can only open the Conversation task cards and instructions for teachers/examiners booklets one working day before the test. Once these confidential exam materials have been opened, the Head of Centre or exams officer should give the material to the head of department or teacher-examiner. Teacher-examiners must give themselves enough time to read the materials and procedures.

*** The following regulations do not apply to:**

- Cambridge IGCSE First Language English Speaking & Listening (0500/04, (9–1) 0990/04 and 0524/04)
- Cambridge IGCSE First Language Spanish Speaking & Listening (0502/03)
- Cambridge IGCSE Bahasa Indonesia Speaking (0538/03)
- Cambridge IGCSE Chinese as a Second Language Speaking (0523/03)
- Cambridge IGCSE Urdu as a Second Language Speaking (0539/03)
- **NEW** Cambridge International AS Level Afrikaans Language Speaking (8679/01)
- **NEW** Cambridge International AS Level Portuguese Language Speaking (8684/01) and A Level Portuguese Speaking (9718/01).

We do not send confidential materials for these speaking tests. All the materials you need for these tests are in the 2025 syllabus booklets.

(b) For all confidential materials, two members of staff must independently check they have the correct question paper packet before opening it. This includes checking the dates of the exam to make sure they are within the published window.

(c) Materials must not be removed from the centre and the information must stay confidential. When materials are not being used, put them back in your secure storage.

(d) You must store the materials securely in line with our regulations until after the speaking test period on the Cambridge timetable, even if you have completed your tests before that date.

3.4.7 Marking

(a) The teacher-examiner must award marks in line with the criteria in the mark scheme for the component. This is in the instructions for teachers/examiners booklet or the syllabus.

(b) The teacher-examiner must assess candidates during the face-to-face test, and not afterwards from a recording. During the test the teacher-examiner should fill in the marks under the separate headings on the Working Mark Sheet, Coursework Assessment Summary Form, Oral Examination Summary Form or Speaking Examination Summary Form. These are available on the samples database: www.cambridgeinternational.org/samples. Please see section 3.6.2 for how to fill in the forms.

(c) You must submit your total marks to us for all your candidates.

The samples database tells you how to submit your marks for each component. Check it before each series as we update it throughout the year: www.cambridgeinternational.org/samples

3.4.8 Internally moderating your marks

(a) We recommend you appoint only one teacher-examiner for each syllabus. However, if you are entering more than 30 candidates, you may want to use extra teacher-examiners. You must make sure that all teacher-examiners administer the test according to the syllabus. You must also conduct internal moderation of your centre's marks before you send them to us. More information on internal moderation can be found below and at www.cambridgeinternational.org/courseworkandmoderation

(b) Internal moderation makes sure all candidates have been assessed against the same standards for a particular syllabus. Each centre must select one teacher per component to act as an internal moderator. The internal moderator is usually a head of department (but can be a subject teacher who has been involved in the assessment of the tests). It is their responsibility to check that all teachers for each non-coursework test component are marking consistently to the same standard. The internal moderator may move marks for some teaching groups up or down to make sure they are consistent for the whole centre.

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(c) For each non-coursework test component, the internal moderator must make sure that a valid set of marks is produced for candidates from your centre. Record these marks on the Working Mark Sheet or Coursework Assessment Summary Form in the internally moderated mark column, and then submit these marks to us. Refer to the document Internal Moderation of Speaking Tests at Your School on the samples database for more information.

(d) If only one teacher is involved in the marking of a non-coursework test component, you do not need to internally moderate your candidates' marks before you submit them to us.

Important information

If you have candidates who are taking an A*–G syllabus, and candidates who are taking the 9–1 equivalent, you must complete a separate Coursework Assessment Summary Form or Working Mark Sheet for each group. Do not combine them onto one form. Visit the samples database to find out how to submit your marks and sample for a particular component: www.cambridgeinternational.org/samples

3.4.9 Collecting the evidence of candidate performance

(a) You need to collect evidence of candidate performance so we can moderate it. The syllabus document will tell you what we need. The samples database (www.cambridgeinternational.org/samples) will tell you how to send it to us.

(b) You need to provide your own equipment to record and save your tests.

Please see the samples database (www.cambridgeinternational.org/samples) for recording formats we accept.

(c) You must make sure that tests take place in a quiet room. There must also be a separate quiet area for candidates who are waiting or preparing for the test. There must be someone in the preparation room to supervise the candidate(s). If there is more than one candidate in the waiting/preparation room at any time, the supervisor must make sure the room is silent and candidates do not communicate with each other. Other candidates are not allowed in the area, including those who have taken the test.

Remove or cover up any display material which may help candidates in the exam room and in the waiting/preparation room.

You must display the Notice to Candidates and Candidate Warning poster both inside and outside the exam room for all tests. We recommend you print this as A2 size. You will receive copies of each poster in the pre-exam despatch and you can download them from our website at www.cambridgeinternational.org/examday

Important information

- NEW For Cambridge IGCSE English as a Second Language Speaking (0510/03, 0511/03 and (9–1) 0991/03, 0993/03), there is no preparation time before the test.
- NEW For Cambridge International AS Level Chinese Language (8238/04), Cambridge International AS Level Spanish Language (8022/04), Cambridge International AS Level French Language (8028/04) and Cambridge International AS Level German Language (8027/04) speaking tests, candidates spend five minutes preparing for the Conversation task card part of the test in the exam room with the teacher-examiner.
- You do not need to provide a separate quiet area for:
  - Cambridge IGCSE First Language English Speaking & Listening (0500/04, (9–1) 0990/04 and 0524/04)
  - Cambridge IGCSE First Language Spanish Speaking & Listening (0502/03)
  - Cambridge IGCSE Bahasa Indonesia Speaking (0538/03)
  - Cambridge IGCSE Chinese as a Second Language Speaking (0523/03)
  - Cambridge IGCSE Urdu as a Second Language Speaking (0539/03)
  - NEW Cambridge International AS Level Afrikaans Language Speaking (8679/01)
  - NEW Cambridge International AS Level Portuguese Language Speaking (8684/01) and A Level Portuguese Speaking (9718/01).

We do not send confidential materials for these speaking tests so candidates do not need any preparation time.

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(d) Check that you have good-quality recording equipment, for example, a digital voice recorder with a separate microphone. The test may be recorded on a mobile phone as long as it does not belong to the candidate; see section 3.4.9(b). The mobile phone should have notifications disabled, to avoid interrupting the recording. Before the test, you must check equipment for the quality of the recording in the room where the tests are being held.

(e) The teacher-examiner is responsible for making sure the recording equipment works correctly.

(f) Once a candidate's test has started you must not pause the recording.

(g) Only one teacher-examiner is allowed in the room during the test. See section **A4** of 'Centre and Cambridge Associate responsibilities'.

(h) Before sending us recordings, teacher-examiners must check that all candidates have been recorded and that all recordings are audible and complete. Email us full details straight away if there are any problems (info@cambridgeinternational.org). You must not conduct the tests for any candidate for a second time.

(i) **NEW** You must introduce each speaking test recording as follows:
- your centre's number
- your centre's name
- your (the examiner's) name
- the candidate's number
- the candidate's name
- the candidate card number (if applicable)
- the date of the test.

3.4.10 Absent candidates and not completing speaking tests

(a) Candidates who do not take the non-coursework test and who do not qualify for special consideration will not be awarded a grade in that syllabus and will receive a 'NO RESULT' outcome. See section 5.5 for more information about special consideration.

(b) Where the non-coursework test does not count towards the overall grade for the syllabus, candidates who do not attend still qualify for an overall grade but will not receive a separate score or endorsement.

(c) If a candidate does not take the non-coursework test the teacher-examiner must mark them as absent (with an 'A', not '0') when submitting marks. Do not do this if they have been given special consideration to take the test at a later date. Visit the samples database to find out how to submit your marks for a particular component: www.cambridgeinternational.org/samples

(d) On the Working Mark Sheet, Coursework Assessment Summary Form, Oral Examination Summary Form or Speaking Examination Summary Form the teacher-examiner must tick the 'absent' column.

(e) You must have a recording of each candidate's test to prove they took it. We may ask for this.

(f) If a candidate is absent for a non-coursework test and has returned to your centre, you must ask us if they can take it at another time within the test date window. Contact us by email as soon as possible, using the subject line 'Speaking test additional sitting'. This must not delay you sending us the sample and forms. This does not apply to Cambridge IGCSE First Language English Speaking & Listening (0500/04, (9–1) 0990/04 and 0524/04). If an absent candidate will be taking the test at a later date:

(i) State this on the Working Mark Sheet, Coursework Assessment Summary Form, Oral Examination Summary Form or Speaking Examination Summary Form.

(ii) Record the test in the format we specify on the samples database: www.cambridgeinternational.org/samples

(iii) Include the mark on the Working Mark Sheet, Coursework Assessment Summary Form, Oral Examination Summary Form or Speaking Examination Summary Form.

(iv) After the test, submit the recording and a copy of the Working Mark Sheet, Oral Examination, Speaking Examination or Coursework Assessment Summary Form.

(v) The samples database tells you how to submit your marks for each component. Check it before each series as we update it throughout the year: www.cambridgeinternational.org/samples

3.4.11 Not meeting our requirements

(a) We will tell you what to do if individual teacher-examiners or centres do not meet our requirements for non-coursework tests.

(b) If we believe there is a major problem, we may ask you to find another person to conduct and assess the non-coursework tests in future exam series.

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3.5 Submitting marks for internally assessed coursework and non-coursework tests

You need to submit a mark for every candidate entered for an internally assessed coursework component or a non-coursework test.

- For each component that you assess, submit the final mark for each candidate. The final mark you submit for each candidate must match the total mark, or the internally moderated mark (if applicable), you record on the forms you submit with your sample. **NEW** You should keep a copy of the marks you submit for your records.
- If one teacher completes all the marking for the component, no internal moderation is needed.
- If you do not submit a mark for a candidate, they will be awarded 'NO RESULT' for the syllabus.
- Check the samples database: www.cambridgeinternational.org/samples. It tells you how to submit your marks and sample for each component. Check the samples database before each series as we update it throughout the year.

See section A24 of 'Centre and Cambridge Associate responsibilities'.

3.5.1 How to submit marks

Depending on which components you have entries for, you submit marks to us using Direct or Submit for Assessment. Before you submit your marks to us, check the samples database: www.cambridgeinternational.org/samples.
It tells you how to submit your marks.

UK If you are a UK centre, see the Cambridge Handbook (UK Supplement) 2025 for information about A2C.

Submit for Assessment

1 Visit the samples database to find out how to submit your marks and sample for a particular component. For most components, you submit samples using Submit for Assessment. Make sure you can access Submit for Assessment via My Cambridge (see section 1.1.15): www.cambridgeinternational.org/my-cambridge

2 Submit your marks and upload your sample(s). There is information and an Administrative Guide available on our website: www.cambridgeinternational.org/submit-for-assessment

3 Using the information on the samples database, complete the relevant forms and upload them to Submit for Assessment.

4 Submit your sample(s) and forms.

Direct

If the samples database states that total marks should be submitted on Direct, submit your marks as soon as we have processed your entries. You must make sure you submit all your marks by the deadline in the samples database.

1 Go to your 'Dashboard' in the 'Administer Exams' section. You will see a list by syllabus of all the candidates you need to submit marks for. Submit the marks or show that the candidate was absent (with an 'A' not '0') in the boxes provided. Alternatively you can submit your marks all together using the 'Import Marks' area of Direct. See the 'Extra guidance' box on the next page.

2 Before you submit the marks, run a report to check all the marks you have entered. Click 'Download CSV' in the 'Internally Assessed Marks' tab. It is important that you do this, because once you have submitted a mark you cannot change it through Direct.

3 Once you have submitted your marks, click 'Download Internally Assessed Marks Report'. For most components, your marks automatically appear in Submit for Assessment within 24 hours of you submitting them on Direct. For some components, you will print your Internally Assessed Marks Report and include it in your sample packet when you send it to us. The samples database tells you whether you need to print and submit your Internally Assessed Marks Report to us.

A Associate Centres should submit their marks to their Cambridge Associate according to the instructions on the samples database.

Important information

Submit for Assessment and Direct will log you out if you are inactive for 20 minutes. You will lose any unsaved marks.

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Extra guidance

See our online tutorial and factsheet on submitting internally assessed marks using Direct at www.cambridgeinternational.org/courseworkandmoderation

UK Internal Assessment Mark Sheets (MS1)

We no longer use Internal Assessment Mark Sheets (MS1s). You submit marks according to the instructions on the samples database: www.cambridgeinternational.org/samples. If you submit your sample to us in hardcopy, you must include a printout of your Internally Assessed Marks Report with each sample.

3.5.1.1 Chk Cambridge Primary Checkpoint and Lower Secondary Checkpoint Global Perspectives

Use Submit for Assessment to submit marks for Cambridge Primary Checkpoint and Lower Secondary Checkpoint Global Perspectives.

We include instructions about submitting work and internally assessed marks in the Administrative Guide: Using Submit for Assessment, which is available on our website: www.cambridgeinternational.org/eoguide

3.5.2 Carrying forward moderated marks

Please see section 2.5.3.

Important dates

The deadlines for sending us marks and samples of coursework and non-coursework tests are in the samples database: www.cambridgeinternational.org/samples

A Cambridge Associates should set earlier deadlines for Associate Centres to submit their marks. They should check they have the correct information and then send us the marks by the deadlines.

3.6 Submitting internally assessed coursework and non-coursework tests

You need to send us the work of some or all of your candidates, including internally assessed coursework and non-coursework tests you have marked, so that we can moderate your marks.

- Always include a copy of your marks with any hardcopy work you send us (your Internally Assessed Marks Report from Direct, see section 3.5.1), and the forms listed in the samples database.
- You must submit all the work that you have contributed to a candidate's final mark for that component.
- Before you submit samples to us, check the samples database: www.cambridgeinternational.org/samples. It tells you how to submit your marks and samples. Check the samples database before each series as we update it throughout the year.

A Cambridge Associates should work with their Associate Centres to make sure they choose the correct samples. They should set earlier deadlines for Associate Centres to send them their samples and the relevant forms. The Cambridge Associate should then send the samples and forms to us following the instructions in the samples database.

3.6.1 Which candidates should be submitted in the sample?

Use the samples database to check:

- when and how to submit your candidates' work
- how many examples of candidate work you need to submit
- which forms you need to submit with the work.

Submit for Assessment will identify the candidates to be included in the sample for components where marks are submitted on Submit for Assessment.

Find the samples database at www.cambridgeinternational.org/samples

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3.6.2 How to fill in the forms

To show the breakdown of how you arrived at the final mark, you must complete one or more of the following (depending on the component):

- a Coursework Assessment Summary Form (CASF)
- a Working Mark Sheet (WMS)
- an Oral or Speaking Examination Summary Form (OESF or SESF).

For some components you also need to complete a marks breakdown form for each candidate. You may need to submit these forms for all candidates or only the candidates in the sample. Check the instructions on the form and the submission criteria for the specific requirements. All marks breakdown forms must be available for submission if we ask for them.

Download the interactive forms from the 'Forms to include with your sample' column of the samples database. **We recommend you complete them using Adobe Acrobat with the teacher who carried out the assessment.** When completing the forms listed above, please remember:

- Include the marks of all candidates entered for a component, not just the marks of the candidates in the sample.
- You must add up the marks correctly to give the total mark. The interactive forms on the samples database will add up the marks for you and tell you if you have exceeded the maximum.
- UK If only one teacher was involved in the assessment, enter the breakdown of marks and fill in the 'Total Mark' column. The marks in this column must match the marks you submit to us.
- If more than one teacher was involved in the assessment, you must also enter the standardised marks in the 'Internally Moderated Mark' column. The marks in this column must match the marks you submit to us.
- The samples database will tell you how to submit your marks to us. Check it before each series as we may update it throughout the year.
- If a candidate has not completed any work for the component, show that they were absent on the CASF, WMS, OESF or SESF by filling in their candidate details and ticking the 'absent' column.

Important information

If you have candidates who are taking an A*–G syllabus, and candidates who are taking the 9–1 equivalent, you must complete separate forms for each group and send them to us according to the samples database. Do not combine the candidates onto one form.

Important information

Before you submit your marks to us, check the samples database. It tells you how to submit your marks. Check the samples database before each series as we may update the information throughout the year. The samples database is available on our website: www.cambridgeinternational.org/samples

The database tells you the following:

- component, qualification and syllabus information
- how we assess the component
- how to submit materials
- how to choose samples
- who chooses samples
- deadline for marks
- deadline for samples
- forms to include with your samples.

3.6.3 How to submit the samples

What to include

Before you submit your marks and samples to us, check the samples database: www.cambridgeinternational.org/samples. It tells you how to submit your marks and sample(s).

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When you send us your samples you must do the following:

- Include the sample specified in the samples database and all the work that you have contributed to the candidate's final mark for the component.
- Include the forms specified in the samples database. If forms are missing, incomplete or inaccurate this could delay the moderation process and the release of results.
- UK If you need to submit a report showing the component marks you have submitted for all candidates and this is not a syllabus/component that uses Submit for Assessment, you should download and print your Internally Assessed Marks Report from Direct and include it in the packet with your sample.
- If a candidate has used an access arrangement for their internally assessed coursework or non-coursework test, please fill in the Access Arrangements Cover Sheet (Exam Day – Form 4) and include this with your sample. You can download the cover sheet from: www.cambridgeinternational.org/forms

Preparing hardcopy samples

If the samples database asks you to submit hardcopy samples, follow the instructions below. Make sure each piece of work in your sample is clearly labelled with your centre number, the candidate number, the syllabus and component. We recommend you use the 'Coursework identification labels' we send in the pre-exam despatch. Download extra labels from www.cambridgeinternational.org/forms (Coursework and Moderation – Label 3).

Send written coursework in plain, thin covers. Do not use bulky ring binders. Please make sure any written coursework that is tied together is securely fastened.

NEW Do not send valuable materials, items containing organic matter, or large, bulky or fragile items. Such items will need to comply with customs regulations.

Packing and sending hardcopy samples

We send most of the materials you need to return your hardcopy samples in the pre-exam despatch.

1 Pack the samples for each component in separate script packets.

2 Attach the correct bar-coded label showing your centre number, the syllabus number and component number to the front of each packet.

3 Place the packets in a secure outer package to make sure your samples are not damaged. We do not supply the outer package. You can put a number of packets, for a variety of components, into one outer package. You can use more than one outer package.

4 Stick the coursework address label showing our address onto the outer package. You can download extra labels from www.cambridgeinternational.org/forms

5 Send your samples to the following address. Use a service with a tracking facility and keep a record of your tracking number.

Cambridge International Education
Cambridge University Press & Assessment
DC10
Hill Farm Road
Whittlesford
Cambridge CB22 4FZ
United Kingdom

6 Your samples must reach us no later than the deadlines in the samples database (www.cambridgeinternational.org/samples).

7 You must complete our Script Return Form each time you send us hardcopy samples: www.cambridgeinternational.org/script-return-form

Important information

- Before you send the work, check that you have kept the information and materials listed in section 3.6.4.
- Please pack hardcopy samples carefully. If samples are damaged this could delay the moderation process and your candidates' results.

Extra guidance

To help you submit your hardcopy samples correctly, watch our online tutorials at www.cambridgeinternational.org/courseworkandmoderation

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Administrative forms

If you are preparing hardcopy samples, the labels are available from www.cambridgeinternational.org/courseworkandmoderation and www.cambridgeinternational.org/forms

- Coursework Address Labels – Coursework and Moderation – Label 1
- Coursework Identification Labels – Coursework and Moderation – Label 2

Important information

UK Do not wait to send your candidates' work at the same time as your scripts for timetabled exams.

3.6.4 Materials to keep

You must keep the following materials and information until after the enquiries about results period:

- a record of the work you sent us
- a record of the marks you submitted to us. Check the samples database before each series to see how to submit marks for a particular component
- a summary of how you internally moderated marks, if relevant
- copies of the coursework or non-coursework tests in your sample
- all the assessed coursework or non-coursework tests of all candidates not included in the sample, in case we ask you to send another sample of work
- a copy of each form. These forms are an important part of the assessment process and we may need to refer to them as part of our quality checks.

You must store the materials securely. Do not return them to candidates until after the enquiries about results period.

3.6.5 Moderation report

We send a moderation adjustment summary report for each component you have assessed. The report highlights any adjustments we have made to your candidates' marks. We send this to you in your results despatch. See section 6.1.3. We also send you a report from the moderator giving feedback on how you assessed the work. This is included in your results files on Direct.

3.6.6 Returning candidates' work

Please tell us if you would like us to return your moderated coursework samples. If you do not want us to return the work, you do not need to do anything. We do not charge for this. We do not return examined coursework components.

If you want us to return your coursework samples, send us Coursework and Moderation – Form 6, available from our website and the samples database. You must send us the form with your sample, by the deadline on the samples database. If you have already sent us the sample, email info@cambridgeinternational.org by the following deadlines:

- June 2025 series: 20 September 2025
- November 2025 series: 26 February 2026.

We will not be able to return coursework if you ask us after these deadlines. You can return the coursework to candidates as soon as you receive it. We may keep some items for research, exhibition, archive or educational purposes.

When do we return candidates' work to you?

We will return coursework that has not been subject to an enquiries about results service to you:

- between September and November for the June series
- between March and May for the November series.

If you have requested an enquiry about results for the coursework, we will not return work to you until the end of the enquiries about results appeals period.

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Recordings of coursework or non-coursework tests, or work submitted on Submit for Assessment

You should keep copies of all the audio and/or visual recordings you submit for moderation or work you submit on Submit for Assessment. We will not return this work to you.

Important information

We are not responsible if any coursework you send us is lost or damaged.

Administrative forms

Form available from www.cambridgeinternational.org/forms and the samples database www.cambridgeinternational.org/samples

- Return of Moderated Coursework: Coursework and Moderation – Form 6

Important dates

The deadlines for sending Coursework and Moderation – Form 6 are:

- June series: 20 September 2025
- November series: 26 February 2026

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3.7 Submitting Cambridge Global Perspectives work

3.7.1 Cambridge Primary and Lower Secondary Checkpoint Global Perspectives (0838/01 and 1129/01)

You mark your candidates' Team Projects and Research Reports and upload all the work to Submit for Assessment.

3.7.2 How to submit Cambridge Global Perspectives work

Submit internally assessed marks, work and samples for all Cambridge Global Perspectives qualifications via Submit for Assessment. For detailed guidance, use the Administrative Guide: Using Submit for Assessment at www.cambridge international.org/eoguide

A Cambridge Associates should pass these instructions on to their Associate Centres.

Important dates

The deadlines for marks and samples of internally assessed coursework and non-coursework tests are in the samples database: www.cambridgeinternational.org/samples

A Cambridge Associates should set earlier deadlines for Associate Centres to submit their marks. They should check they have the correct information and then send us the marks by the deadlines.

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Section 4: Before the exams

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4.1 UK Forecast grades

You must submit forecast grades for all your candidates.

A forecast grade is the grade the teacher expects a candidate to achieve for each syllabus they are entered for. It is not the teacher's assessment of the quality of the candidate's work during the course, or of their effort.

Where the candidate has partly completed a qualification in an earlier series (for example, a Cambridge International AS Level), the forecast grade should relate to the overall qualification, including the part already assessed.

We use forecast grades to:

- decide syllabus grade thresholds
- help adjust marks if you have applied for special consideration
- carry out checks before we release results.

If you do not submit forecast grades you will disadvantage your candidates. We cannot apply these quality assurance processes without them.

Chk Cambridge Primary Checkpoint and Lower Secondary Checkpoint

You do not need to submit forecast grades for Cambridge Primary Checkpoint and Lower Secondary Checkpoint.

The 'Administer Exams' section of Direct will ask you to submit forecast grades. You can ignore this message or submit a forecast grade of 'X' (meaning 'no forecast grade') for your candidates if you prefer.

4.1.1 How to submit forecast grades

UK You must submit forecast grades through Direct before or by the relevant deadline.

You can submit your forecast grades as soon as we have processed your entries.

After 20 minutes of inactivity you will be automatically logged out of Direct.

1 Go to your 'Dashboard' in the 'Administer Exams' section and click on the 'Forecast grades' link in the relevant series. You will see a list by syllabus of all the candidates you need to submit forecast grades for. Or you can submit your forecast grades all together using the 'Import Grades' area of Direct.

   See the 'Extra guidance' box on the next page.

2 Choose the correct forecast grade for each syllabus and candidate.

3 If you cannot forecast a grade for a candidate, for example a private candidate, or an ICE or AICE group award, enter 'X' in the 'Forecast Grade' column (meaning 'no forecast grade').

4 Before you submit them, run a report to check all the grades you have entered. Click 'Download CSV' in the 'Forecast grades' tab. It is important that you do this, because once you have submitted a grade you cannot change it through Direct.

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5 To change a forecast grade you have already submitted email info@cambridgeinternational.org

A Associate Centres should submit their forecast grades to their Cambridge Associate and let them know the grades are ready to approve and submit to us.

Extra guidance

View our online tutorial and factsheet on submitting forecast grades using Direct at www.cambridgeinternational.org/beforetheexams

Forecast Grade Forms

We no longer provide printed Forecast Grade Forms in your pre-exam despatch. You must submit forecast grades using Direct.

Important dates

Deadlines for submitting forecast grades:

- June series: 30 April 2025
- November series: 31 October 2025

A Cambridge Associates should set earlier deadlines for Associate Centres to submit their forecast grades. Cambridge Associates should check they have all the information and then send us the forecast grades by the deadline.

4.2 Pre-exam and question paper despatches

We send you the following despatches before the exams, depending on your entries. They contain all the materials you need.

1 **Early question papers despatch**: question papers, confidential instructions and exam materials for specific components, such as practical, project or speaking components where you need materials before the main timetable period. This is mainly based on estimated entries. However, we do send some early items using your final entries only.

2 **Entries confirmation despatch:** documents confirming your entries.

3 **Pre-exam despatch:** exam stationery, including multiple-choice answer sheets, key administrative documents, despatch labels, script packets and attendance registers.

4 **Question paper despatch:** confidential question papers.

5 **Bar-coded labels despatch:** to identify the contents of each script packet you send us.

The packaging material used in our despatch boxes is recycled paper. We encourage you to recycle the paper wherever possible.

Important information

For information and instructions about downloading confidential exam materials, such as early question papers and/or pre-release materials from the School Support Hub and/or Digital File Despatch, see sections 4.2.3 and 4.3.1.

A We send all despatches to Cambridge Associates. They are labelled for each Associate Centre. Cambridge Associates should pass the despatches to their Associate Centres according to their agreed arrangements.

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Important information

For some centres in 2025, we will send your pre-exam despatch (your administrative materials) together with your question papers. If this affects you, we will email you more detailed information.

4.2.1 Dates and contents

The following tables tell you the contents of each despatch for the June and November series and when you can expect to receive them. Remember:

- Your despatch will contain everything you need based on your entries. Therefore, you may not receive everything that is listed in the tables below.
- If you make late entries, or have amended your entries, you may not receive the materials for these in your main despatch. They will arrive at a later date. Contact us if your materials have not arrived within two working days of the exam.
- We include bar-coded labels for early timetabled and non-timetabled components in your pre-exam despatch.

Early question papers

- June series: from November 2024 to March 2025
- November series: from June 2025 to September 2025

The regulations in sections 4.3 and 4.4 apply to early question papers too.

Case study for Cambridge IGCSE Enterprise (0454/01)	Give the case study to candidates straight away. When we receive your final entries, we will also make the case study available via Digital File Despatch.

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UK Early question papers for speaking tests

We send these at the same time as the Early question papers despatch.

The regulations in sections 4.3 and 4.4 apply to early question papers too.

Speaking test cards for Cambridge IGCSE foreign languages and English as a Second Language Cambridge International AS Level languages (8022/04, 8238/04, NEW 8027/04 and 8028/04)	For teachers to use in non-coursework tests. Sent in print only.
Speaking test instructions for teachers/examiners for Cambridge IGCSE foreign languages and English as a Second Language Cambridge International AS Level languages (8022/04, 8238/04, NEW 8027/04 and 8028/04)	Teacher instructions for non-coursework tests. Sent in print only.

You do not need a question paper for:

- Cambridge IGCSE First Language English (0500/04, (9–1) 0990/04 and 0524/04)
- Cambridge IGCSE First Language Spanish (0502/03)
- Cambridge IGCSE Bahasa Indonesia Speaking (0538/03)
- Cambridge IGCSE Chinese as a Second Language Speaking (0523/03)
- Cambridge IGCSE Urdu as a Second Language Speaking (0539/03)
- NEW Cambridge International AS & A Level language speaking tests (8679/01, 8684/01 and 9718/01).

All the materials you need for these speaking tests are in the 2025 syllabus booklets, including:

- component requirements
- mark scheme
- help with administration.

Download the Working Mark Sheet from the samples database (www.cambridgeinternational.org/samples).

Confidential instructions

We send these at the same time as the Early question papers despatch.

You must store these instructions in the same way as question papers. See sections 4.3 and 4.4. You must also follow the regulations in section 5.7.1.

Confidential instructions for practical exams in science syllabuses	These instructions help the member of staff in charge of the laboratory to prepare for the exam. Sent in print only.

Entries confirmation despatch

- June series: February/March/April 2025
- November series: July/August/September 2025

Candidate statements of entry	Most countries no longer receive printed statements of entry in the entries confirmation despatch. Direct allows you to generate statements of entry. Download or print one for each candidate showing their details and syllabuses. Give the statements to the candidates and ask them to check they are correct. If your region has told us that it is critical for you to receive printed statements of entry, we will continue to send them to you. If any details are incorrect on Direct (or printed statements if you still receive them from us), follow the instructions in section 2.4.
Candidate entry list	Shows all your entries by candidate.
Centre summary of entries	Shows all your entries by syllabus and option.
Candidate entry warning list	Highlights any potential timetable clashes.

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UK Pre-exam despatch

- June series: Mid-March to early May 2025
- November series: Mid-August to early October 2025

In your pre-exam despatch, there is a guide to explain what you need to do with each item. We will also send the guide in the Cambridge Exams Officer eNewsletter and you can download it from www.cambridgeinternational.org/beforetheexams

Exam stationery	
Brown paper envelope script packets	To return scripts or internally assessed samples, we provide two different-sized A4 script packets for all your components. You can choose which size envelope to use.
Continuation booklets	We send continuation booklets in your pre-exam despatch for candidates who run out of space in the answer booklets. You can print a supplementary answer booklet for any candidates who run out of space in the continuation booklet. These are available on our website www.cambridgeinternational.org/forms under 'Exam day'.
Formulae and statistics tables	Reference guides for candidates taking mathematics or statistics exams containing important formulae and tables. One table per candidate for specific exams. These are also available on our website www.cambridgeinternational.org/search/gcsearch.aspx?q=Formulae

UK Administrative forms and other materials	
Notice to Candidates and Candidate Warning poster	These posters give our exam rules and regulations for candidates. Before the exam period starts, display a copy of both posters outside and inside all exam rooms. Download extra copies from www.cambridgeinternational.org/examday
Attendance registers for non-timetabled and timetabled exams	To record whether each candidate is present or absent at the start of the exam. If any of your candidates are not listed, add them to the bottom. Return the top copy with the scripts in the script packet. Keep the bottom copy for your own records.
Multiple-choice answer sheets	Pre-printed answer sheets for each candidate. Supplementary multiple-choice answer sheets are available from www.cambridgeinternational.org/examday under 'Running exams'.
Assessment forms for practical tests	For practical exams in ICT.

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Despatch and identification labels	
Return labels	Attach to the outer packaging when you return scripts to us.
Bar-coded labels for internally assessed, non-timetabled components, early timetabled components and multiple-choice answer sheets	Bar-coded labels tell us what is in each packet and allow us to track packets at every stage of the marking or moderation process. Place the scripts or samples in the script packet then attach the relevant bar-coded label to the front of the packet. Make sure the script packet is marked with only one bar-coded label, and the barcode on the label is legible and not obstructed. Do not write anything on the bar-coded label or cover it with tape, other labels or anything that covers or damages the barcode. See section 5.4.1.
Labels for returning internally assessed hardcopy samples	If the samples database states you should return a hardcopy sample, attach these labels to the outer packaging when you return internally assessed samples to us for moderation.
Identification labels for hardcopy samples	If the samples database states you should return a hardcopy sample, attach these labels to individual pieces of internally assessed work you send us for moderation.

Question paper despatch

- June series: late March/Early April 2025
- November series: Early/Mid-September 2025

Store the contents of this despatch securely and do not open the question paper packets. See sections 4.3 and 4.4.

Question papers	Confidential question papers for each exam component.

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UK **Bar-coded labels despatch** • June series: Late April 2025 • November series: Late September to early October 2025	
Bar-coded labels for timetabled and non-timetabled components	Bar-coded labels tell us what is in each script packet and allow us to track packets at every stage of the marking process. Place the scripts in the script packet then attach the relevant bar-coded label to the front of the packet. Make sure the script packet is marked with only one bar-coded label, and the barcode on the label is legible and not obstructed. Do not write anything on the bar-coded label or cover it with tape, other labels or anything that covers or damages the barcode. See section 5.4.1.

Chk **Cambridge Primary Checkpoint and Lower Secondary Checkpoint**

Remember:

- The despatches and contents match your entries so you may not receive everything listed in the tables.
- Do not worry if you do not receive materials for any late or changed entries in main despatches. They will arrive at a later date. Contact us if your materials have not arrived within two working days of the exam.

Entries confirmation despatch • May series: March 2025 • October series: September 2025	
Candidate statements of entry	Most countries no longer receive printed statements of entry in the entries confirmation despatch. Direct allows you to generate statements of entry. Download or print one for each candidate showing their details and syllabuses. Give the statements to the candidates and ask them to check they are correct. If your region has told us that it is critical for you to receive printed statements of entry, we will continue to send them to you. If any details are incorrect on Direct (or printed statements if you still receive them from us), follow the instructions in section 2.4.
Candidate entry list	Shows all your entries by candidate.
Centre summary of entries	Shows all your entries by syllabus.

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Pre-exam and question paper despatch • May series: From mid-March 2025 • October series: From early September 2025	
Attendance registers	To record whether each candidate is present or absent at the start of the test. If any of your candidates are not listed, add them at the bottom. Return the top copy with the scripts in the script packet. Keep the bottom copy for your own records.
Brown paper envelope script packets	Use these packets to return scripts after the tests.
Bar-coded labels	Bar-coded labels tell us what is in each script packet and allow us to track packets at every stage of the marking process. Place the scripts in the script packet then attach the relevant bar-coded label to the front of the packet. Make sure the script packet is marked with only one bar-coded label, and the barcode on the label is legible and not obstructed. Do not write anything on the bar-coded label or cover it with tape, other labels or anything that covers or damages the barcode. See section 5.4.1.
Return labels	Attach these labels to the outer packaging when you return scripts to us.
Question papers and supporting materials	Confidential question papers and supporting materials for each test component. Store the contents of this despatch securely and do not open the question paper packets.

4.2.2 Additional exam materials list

For any exam where candidates need extra materials, use our additional exam materials list (www.cambridgeinternational.org/database) to find out:

- which extra materials you need to provide
- which exam materials we provide
- whether candidates should answer directly on the question paper, on multiple-choice answer sheets or in an answer booklet we provide as an insert in the question paper.

The list also contains information about using dictionaries, and the standard materials candidates need for every exam. The 'Additional materials' section on the front covers of question papers says: 'You will need:'. This lists what the candidate needs, and includes items we provide such as an answer booklet, an insert or a map. It also includes the **extra** exam materials that you need to provide to the candidate **as well as** the standard materials that candidates need.

Calculators are **no longer** listed as extra exam materials for mathematics components. See section 5.1.7.1 for guidance about using calculators and what types of calculator can be used.

4.2.3 Early question papers and pre-release materials

UK For syllabuses that have early question papers or pre-release materials, you will receive this material in three ways:

- through Digital File Despatch
- through the School Support Hub
- in print (except for 0400/02; (9–1) 0989/02; 6090/02, 03; 9479/02; 9481/02; 0411/11, 12 and 13; and (9–1) 0994/12).

For information about how you will receive materials for each syllabus that has early question papers or pre-release materials, go to www.cambridgeinternational.org/prerelease

For Cambridge IGCSE Drama (0411 and (9–1) 0994) we will send you a printed copy of the pre-release materials with your question papers for use on exam day.

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Digital File Despatch

To access early question papers and pre-release materials through Digital File Despatch, you must first submit final entries.

For instructions on how to access Digital File Despatch click 'Help' at www.cambridgeinternational.org/dfd

For more information on receiving and storing materials from Digital File Despatch, see section 4.3.1.

A If you are an exams officer for a Cambridge Associate, you will have access to Digital File Despatch but your Associate Centres will not.

You are responsible for transferring confidential materials to your Associate Centres securely, according to your local arrangements. Do not send confidential materials by email.

Early exam and pre-release materials (June 2025 and November 2025 series)

Go to www.cambridgeinternational.org/prerelease to find out which confidential materials you must access using the School Support Hub or Digital File Despatch for the June 2025 and November 2025 series. Instructions about how to access Digital File Despatch are available by clicking 'Help' at www.cambridgeinternational.org/dfd

We also include instructions in the monthly Cambridge Exams Officer eNewsletter.



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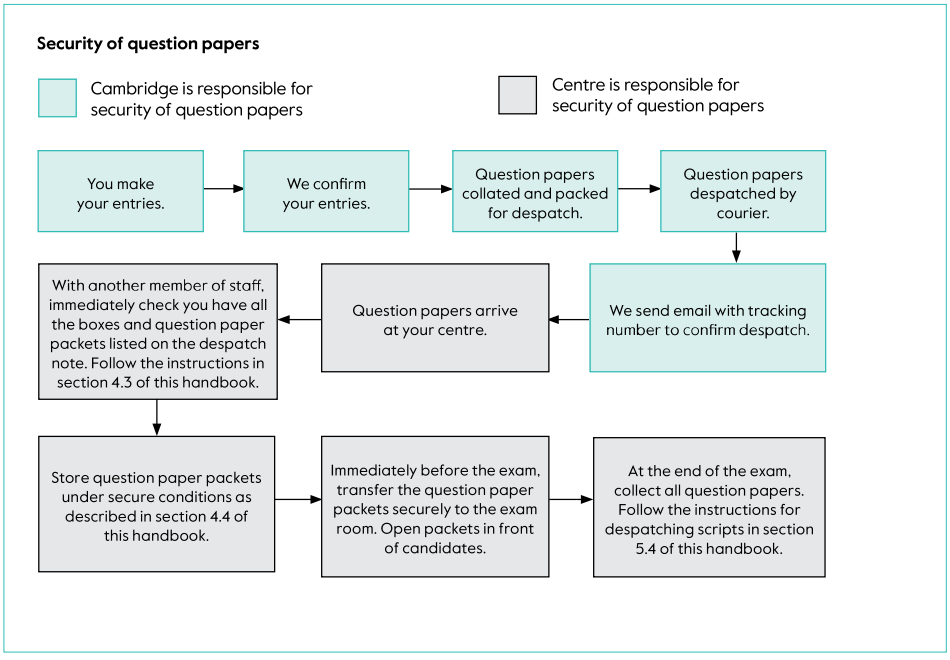
4.3 Receiving question paper despatches

We send you question papers and exam materials before the exam period begins. The sooner you make your entries, the sooner your question paper despatch will arrive. A We send printed question papers and exam materials to Cambridge Associates who then share them with Associate Centres according to local arrangements.

This section explains the regulations you must follow when you receive confidential materials.

Important information

We pack question papers in blue packets. The blue packets must not be opened until the start of the exam. For additional security, the question papers are also packed in an inner transparent bag.



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(a) The Head of Centre, or Cambridge Associate, is responsible for making sure an authorised and trained member of staff is available to receive question paper deliveries. This may include security staff outside of your centre's opening times. They must check the despatch but not open it. Tell us immediately using Before the Exams – Form 3 if the outer packaging is damaged or opened. You must have a procedure in place to make sure the despatch is kept securely as soon as it arrives at your centre. You must keep a record of this procedure.

It is your responsibility to pay for any outstanding customs duties, brokers' fees, local taxes, courier handling charges and other amounts payable in connection with the importation of materials. See section A15.

(b) You must check the following when a despatch arrives:

(i) that the correct centre number and address are shown on the outer box/courier packaging

(ii) that the correct number of boxes/packages have arrived

(iii) that the outer box/courier packaging is intact and there is no sign of damage, tampering or opening.

(c) The authorised person should then contact the Head of Centre or exams officer straight away. If they are not available, for example if your despatch has arrived when your centre is closed, the despatch must stay sealed and be kept secure.

(d) The Head of Centre or exams officer must then carefully check the contents. Another member of staff must watch. This person needs to understand our question paper regulations but does not need to be a senior member of staff. The Head of Centre or exams officer must choose a suitable member of staff for this task.

(e) You must check to make sure you have received blue question paper packets for all components you have made entries for. You are not checking the number of question papers. **The blue question paper packets must stay sealed until the start of the exam.** If they are damaged or open when you receive them, you must tell us immediately using Before the Exams – Form 3.

(f) You must keep a record of this check either by:

(i) ticking next to the listed materials on the despatch note, or

(ii) creating a list of all materials received in each delivery.

(g) The Head of Centre or exams officer, and the member of staff who witnessed the delivery being checked, must sign and date the records.

(h) You must keep the records until you receive certificates, and you must show us the records if we ask to see them.

(i) You must tell us immediately if there are any problems, for example if:

(i) the question papers have not arrived within two working days of the exam. **NEW** It is extremely important that you telephone us if you do not receive question paper packets within two days of the timetabled exam. Do not email us because we may not be able to deal with your query quickly enough

(ii) the delivery has the wrong centre number and address. In this case, do not open the box/outer packaging

(iii) the material does not relate to your entries

(iv) any of the question paper packets listed on the despatch note are missing

(v) the material is damaged

(vi) the seal of any question paper packet is broken, or if there is any sign of tampering

(vii) a question paper packet has been opened before the exam

(viii) a question paper packet has been opened before the exam and the transparent inner bag is also damaged.

For points (v) to (viii) take photos as evidence and send them to us with Before the Exams – Form 3. You must immediately reseal the damaged packet following the instructions in section 5.1.9.1.

For point (iv) if any of the question paper packets listed on the despatch note are missing, send us Before the Exams – Form 2 immediately.

(j) A Cambridge Associates must check the deliveries and tell us about any problems before sending materials to their Associate Centres. They are responsible for keeping all confidential materials secure and implementing local arrangements.

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(k) You must keep the confidential materials secure during these checks, until you transfer them to secure storage. See section 4.4.

Administrative forms

Forms available from www.cambridgeinternational.org/forms

- Missing Question Paper Packet: Before the Exams – Form 2
- Damaged or Opened Question Paper Packet: Before the Exams – Form 3

4.3.1 Downloading and printing confidential exam materials

For any exams where you need to download confidential materials from Digital File Despatch we email you when we have uploaded your material(s), and email you again when your materials are available to download. For some exams where you need non-confidential and/or pre-release materials, these are available on the School Support Hub well in advance of the exam they relate to. You must download and print them securely. Your Head of Centre is responsible for keeping the question papers and all exam content secure. You must follow these steps when downloading confidential exam materials:

Before downloading the file:

- Prepare your secure environment. All electronic files must be downloaded and/or transferred in a secure environment (e.g. a private office) by the Head of Centre, or exams officer, in the presence of another senior member of staff.
- Prepare your password(s) and any storage devices. Electronic files must be kept secure at all times and any devices containing the electronic files must be password protected.

Before printing confidential exam material:

- Make sure you have enough paper and ink to print all the papers.
- Prepare your secure environment. Confidential materials must be printed in a secure environment (e.g. a private office) by the Head of Centre or exams officer, and another member of staff must watch. This person needs to understand our question paper regulations but does not need to be a senior member of staff. The Head of Centre or exams officer must choose a suitable member of staff. The relevant subject teacher(s) at your centre must not download or be present when files are downloaded.

When printing the question papers:

- Use international A4-size white paper (unless you are printing on coloured paper for an access arrangement).
- Question papers must be printed clearly. You must print them double-sided (using both sides of each piece of paper). Do not print question papers single-sided (using only one side of each piece of paper).
- Print with the scale set at 100%. Do not shrink or enlarge the question paper when you print it.
- If we have given you permission to print on coloured paper, we will upload a standard version of the question paper (unless you have requested extra modifications). You must then print the question paper onto the appropriate coloured paper.
- Some confidential materials contain maps and diagrams. Make sure their scale does not change during the printing process.

After printing the question papers or confidential exam material:

- Seal confidential materials in an envelope.
- Clearly label the envelope with the date of the exam, the session (AM, PM or EV), the syllabus and component.
- The present staff members should sign over the seal of the envelope and clear tape must be placed over the two signatures.
- Store the envelope securely until the exam; see section 4.4.2.

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4.4 Storing confidential materials

You must store question papers securely in line with our regulations.

4.4.1 Checking confidential materials

(a) After the checks in section 4.3, move all confidential materials to your secure container. You must put the question paper packets in timetable date and session order in your secure container. This is so you can select and open the correct question paper packet at the time of the exam.

(b) Question paper packets and other confidential materials must remain unopened and in your secure storage until the time set for the relevant exam. You can open specific confidential materials in the cases below. Two members of staff must check they have the correct confidential materials before opening them. If you are not sure, contact us.

- **Confidential instructions –** You must open some confidential materials, such as instructions for practical exams, before the exam. Please refer to the Handling Confidential Materials poster for the security regulations for each type of component. This is available on our website www.cambridgeinternational.org/forms under 'Before the exams'. Keep confidential instructions secure at all times and do not remove them from the building. When they are not being used, put them back in your secure storage. Do not make copies of them. The Head of Centre is responsible for making sure these materials stay confidential and that no information about them reaches candidates. Never discuss or share the confidential instructions with another centre. Contact us or your Cambridge Associate if you have any questions.
- **Literature question paper packets** – You can open some literature question paper packets for plain text or open book exams one hour before the start of the exam to check the page references to specific editions of texts. The head of department or suitable teacher must open and check them. The Head of Centre or their deputy must watch.
- **Pre-recorded materials –** Where confidential material is pre-recorded as audio files, you must test them before the exam. See sections 5.7.2 and 5.7.5.
- **Erratum notices** – You must open erratum notices as soon as they arrive, unless we say otherwise on the envelope. Once you have read them you must store them securely until the exam.

4.4.2 Storing confidential materials

This section explains our regulations for storing confidential materials. These two layers of security must be maintained at all times.

(a) If you make entries for a component and then withdraw them all, you may still receive the question papers. If this happens, do not open them. You must store them securely until we release results.

(b) You must store exam materials and secure materials downloaded from Direct and Digital File Despatch securely until the time they are needed. You must treat digital confidential materials in exactly the same way as printed materials. If you have printed them you must store them securely with your other question papers and confidential materials. See section 4.3.1.

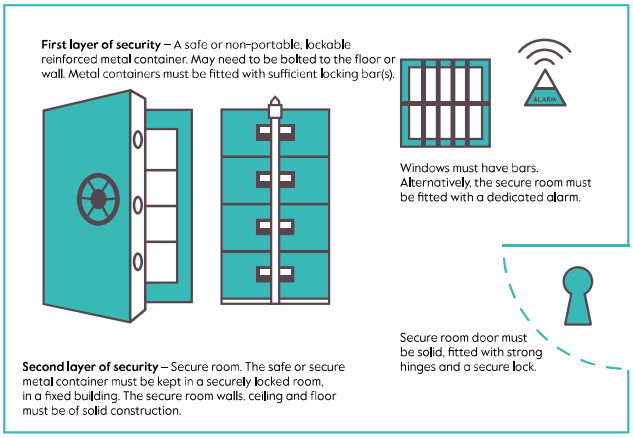
(c) If you have to store answer scripts before you send them to us you must seal them and store them under the same secure conditions as other confidential exam materials.

(d) If a member of staff is involved in administering an exam that is being taken by a person they have an interest in (see section 2.1.5), they must not have unaccompanied access to exam materials. This applies before the exam (for example, question papers and question paper packets) and after the exam (for example, answer scripts). If the member of staff is the exams officer, another person must be there for all administration relating to the exam. Another person must authorise any documents connected with the exam (for example, access arrangements forms) and fill in Entries – Form 1. See section 2.1.5.

You must have two layers of security to make sure your question papers and confidential materials are stored securely.

- First layer: All confidential materials must be stored in a secure container.
- Second layer: The container must be stored in a secure room.

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Level 1 – Secure container

Requirement

Question papers and other confidential material must be stored unopened in their own secure container, ideally a strong safe. If a safe is not available, use a non-portable, lockable, solid metal container.

If what you are using as a secure container can be easily manually moved, it must be bolted to the floor or wall.

Where a metal container is used this must be fitted with sufficient locking bars to prevent the doors/drawers from being forced open. Padlocks used to secure external locking bars must be strong.

The secure container must be locked at all times when exam materials are being stored there.

Extra guidance

Any external fixings that secure the container to the wall or floor must be tamperproof.

One external locking bar across the middle of a tall metal container may not be enough.

Any external fixings that secure the locking bars to the metal container must be tamperproof.

Level 2 – Secure room

Requirement

The secure container must be stored in a locked room in a building. The walls, ceiling and floor of the secure room must be of solid construction. The secure room must be locked at all times when not being used. The walls and ceiling must be made of brick or concrete. Partition or 'stud' walls need extra security measures. Please contact us to discuss your options.

The room used to store the secure container should be a dedicated 'secure room' where only exam materials are stored.

The room the secure container is in should have no internal or external windows. If this is not possible, windows must be securely fitted with metal bars, or the room must be fitted with a dedicated alarm.
Secure room alarms must be on a separate circuit to the main centre alarm. The secure room alarm must be switched on at all times when there are secure materials being stored and the room is unoccupied.

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Level 2 – Secure room (continued)
Extra guidance
If the room has a false ceiling / ceiling tiles, you must make sure there is no access from adjacent rooms. If the secure room is also used for other purposes (e.g. an office) you must make sure that access to the room meets our regulations. There is more information below on who can have a key to the secure room. You must consider extra improvements to make sure that no unauthorised access can be gained to your secure container (for example, by installing a metal cage around the container). If your secure room has windows that require bars, fit these on the inside, rather than the outside, of the windows. Where outside bars are used, you must make sure the bar fixings are tamperproof. Where you have a dedicated secure room alarm you must have a process in place to respond quickly if it is activated.
Requirement
The door to the secure room must be solid, not hollow, and must be fitted with strong tamperproof hinges. Any glass panels in the door must be fitted with metal security bars, or the secure room must be fitted with an alarm system. Please see above for alarm requirements. The secure room door must be fitted with a secure locking mechanism; multiple strong locks are preferable. The secure room must be locked at all times when secure material is being stored and the room is unoccupied.
Extra guidance
If the hinges on your secure room door are on the outside of the room, you must make sure that they are tamperproof.

Requirement
A minimum of two and maximum of three authorised people must be key holders. For example, the Head of Centre, the exams officer and another member of staff. Key holders do not need to be senior members of staff but must have a clear understanding of our question paper regulations. The Head of Centre or exams officer can nominate an appropriate member of staff to be a key holder. Each key holder should be able to access the exam materials independently, in case other key holders are not available for unexpected reasons. The Head of Centre may require the responsibilities for key holding to be temporarily delegated to another suitably trained person. This may be required to cover sickness or other absences and should be appropriately recorded by the centre. Only authorised key holders can access the secure room. Where this is not possible (for example, where an office is used) anyone going into the room must be supervised by an authorised key holder at all times. Access to the secure container must be limited to authorised key holders only. Keys and any access codes to the secure room and secure container must be kept with the key holder at all times. If this is not possible, they must be kept in a separate locked place, ideally another metal key safe.
Extra guidance
Do not label the secure room with any signs that show it is a secure room. Having video surveillance (for example CCTV) on the inside or outside of the secure storage facilities is permitted. However, where you do have video surveillance, this cannot replace or substitute any of the required aspects of secure storage detailed in section 4.4.2 of this handbook. You must make sure that any installation or use of video surveillance complies with local or national laws.

Tell us immediately if the security of the question papers or confidential materials is put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances.

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A Cambridge Associates are responsible for making sure their Associate Centres maintain the security of question papers and confidential materials.

4.4.3 Chk Storing confidential materials for Cambridge Primary Checkpoint and Lower Secondary Checkpoint as part of the Cambridge Primary programme

If your centre is registered and approved to offer Cambridge Primary Checkpoint and/or Lower Secondary Checkpoint only, the minimum requirement is to meet one of the two security layers detailed in section 4.4.2.

Extra guidance

Find support at www.cambridgeinternational.org/beforetheexams

- Our 'How to receive, check and store confidential materials' video explains what you need to do when your question papers arrive. It shows examples of storage facilities so you can check that your secure container and room meet our regulations.
- Our 'Secure storage' video shows examples of storage facilities so you can check that your secure container and room meet our regulations.
- Our Handling Confidential Materials poster explains the security regulations for each type of component. The information on this poster may not reflect local arrangements between Cambridge Associates and their Associate Centres. This poster is available from www.cambridgeinternational.org/forms

If you need advice on security arrangements, please contact us: info@cambridgeinternational.org

A Associate Centres should contact their Cambridge Associate.

4.5 Preparing the exam room

You must follow these regulations when you prepare the exam room. This includes exam rooms for practical exams, e.g. art & design.

4.5.1 Exam venue

All candidates must take the exam at the centre unless you have our permission for them to take the exam somewhere else. See section 2.6.

4.5.2 Exam room

(a) Exam rooms must be suitable for candidates. Think about access, heating, ventilation, lighting and outside noise.

(b) The conditions for practical exams must give all candidates the opportunity to finish their tasks and show their true level of knowledge in the subject.

(c) You must clearly display to all candidates:

- the centre number
- the date
- the start and finish time of each exam
- the syllabus name and number, and component code of each exam.

NEW You must make sure all candidates can read this information. You may need to display this information in multiple places.

(d) You must have a printed copy of sections 4 and 5, and the 'Key Times and Full Centre Supervision' section, of this handbook in each exam room. An electronic copy is not acceptable. We have produced an abridged version of sections 4 and 5 for centres to print out, which is available from www.cambridgeinternational.org/eoguide

4.5.2.1 Clock

All candidates in the exam room must be able to directly see a reliable clock. If you need several clocks in large rooms, they must all show exactly the same time.

All clocks must show the actual time. For candidates using a computer, checks must be made to make sure that the time is correct on each computer.

4.5.2.2 UK Notice to Candidates and Candidate Warning poster

You must display the Notice to Candidates and Candidate Warning poster both inside and outside the exam room for all exams, including speaking & listening tests. We recommend you print the posters as close to 42.0 × 59.4 cm as possible. We will send you copies of each poster in the pre-exam despatch and you can download them from our website at www.cambridgeinternational.org/examday

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4.5.2.3 Display material

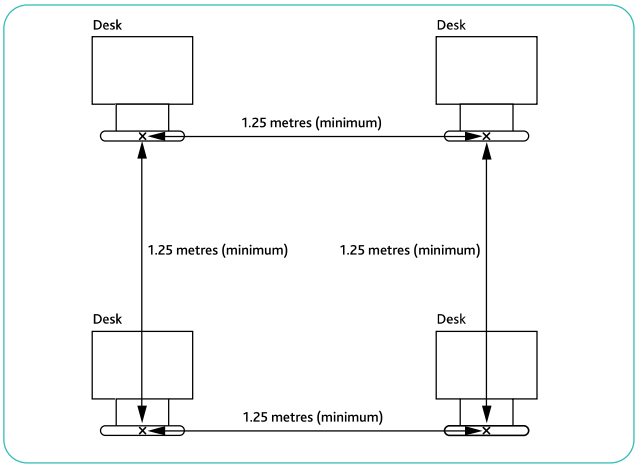
Never display material that might help or distract candidates in the exam room (for example, maps, diagrams, wall charts). You must take extra care with exams in laboratories or libraries.

4.5.3 Seating arrangements

4.5.3.1 Distance between candidates

Maximising the distance between candidates' desks is essential to help prevent malpractice in the exam.

The minimum distance in all directions from the centre of one candidate's chair to the centre of another's must be 1.25 metres (see below). The candidate's chair must be pulled out from under the desk, as though a candidate were sitting in the chair, when this measurement is made.



Use the exam room space to its full potential to achieve greater distances where possible. We recommend a distance of 2 metres in all directions from the centre of one candidate's chair to the centre of another, where it can be achieved. Inspectors will expect to see you using your space in the most effective way.

For multiple-choice papers, if desks are spaced 1.25 metres apart candidates may still be able to see others' work, whether they mean to or not. If this is the case the exams officer could:

- increase the space between desks
- alternate rows of candidates taking different exams
- use extra invigilators.

Where candidates take an exam in a language laboratory, the minimum distance in all directions from the centre of one candidate's chair to the centre of another's must be 1.25 metres. If you cannot do this you must use screened booths instead. These may restrict invigilators' view of candidates so you will need to use more invigilators.

Where candidates sit an exam in a computer laboratory, the minimum distance between the outer edge of one monitor to the other should be 1.25 metres. If you cannot do this, candidates must sit at alternate monitors or in screened booths. These may restrict invigilators' view of candidates so you will need to use more invigilators.

You can contact us or your Cambridge Associate for advice.

4.5.3.2 Written exams

(a) All candidates must face in the same direction.

(b) They must sit in candidate number order, with candidate numbers or index numbers on each desk, except where variation is needed to support candidates with access arrangements.

(c) Each candidate must have their own desk or table large enough for question papers, maps, equipment and materials for practical exams, and answer booklets/paper.

(d) Ideally do not use desks with shelves in exams. Candidates could use these shelves to store notes or other unauthorised items. If no other desks are available, invigilators must check the shelves before the exam, and must make sure candidates do not place anything on them during the exam. You could appoint extra invigilators to monitor this.

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(e) Candidates who are working on a drawing board set on an easel or another non-horizontal surface should sit in an inward-facing circle or similar if possible.

(f) You may hold other exams in the room at the same time, as long as candidates are not disturbed. We will not consider applications for special consideration on the basis that candidates were disturbed by the administration of another exam in the room.

4.5.3.3 Candidates with a contagious disease

(a) If a candidate has a contagious disease, decide whether they are fit to take the exam and whether it is safe to have an invigilator in a separate room with them. If they take the exam, all exam regulations must be followed in the separate room. See sections A4 and A5 of 'Centre and Cambridge Associate responsibilities'.

(b) After the exam you must photocopy the candidate's script and return this photocopy with the other candidates' scripts as normal. Seal the original script in a transparent file with a visible note explaining the situation. Store the original script securely and contact us for advice, or visit www.cambridgeinternational.org/help and type 'soiled scripts' into the search box.

4.5.3.4 Seating plan

You must produce a seating plan **before each exam**. It must show the position of each table and chair, and where each candidate will sit. It must also show the position of the invigilator's desk and the direction the candidates will face.

You must check and, if necessary, update your seating plan during each exam.

You must keep a signed record of each seating plan. We may ask to see your seating plans at any time until you receive certificates. See section 5.1.5 for more information about seating plans and an example of a seating plan.

Extra guidance

Use the first section of our Exam Day Checklist to make sure you are ready for the exams ahead and your preparations meet our regulations. Download the checklist from www.cambridgeinternational.org/examday

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4.6 Invigilator requirements

(a) Invigilators are the people in the exam room responsible for the conduct of an exam. They:
- make sure the exam follows our regulations so that candidates have the opportunity to show what they know and can do
- keep the exam secure before, during and afterwards
- prevent and report suspected malpractice
- prevent administrative errors.

(b) The Head of Centre must use trained and experienced adults as invigilators. The Head of Centre must decide who is suitable.

(c) The Head of Centre **must** make sure that all invigilators know what is expected of them and are fully briefed and trained. You must keep a record of this training until you receive certificates.

(d) You must have a copy of sections 4 and 5, and the 'Key Times and Full Centre Supervision' section, of this handbook in each exam room. We have produced an abridged version of sections 4 and 5 for centres to print out, which is available from www.cambridgeinternational.org/eoguide

(e) Invigilators must:
- understand the regulations in sections 4 and 5 of this Cambridge Handbook
- understand our Key Times and Full Centre Supervision regulations; see the 'Key Times and Full Centre Supervision' section
- be familiar with the Notice to Candidates and Candidate Warning poster
- understand any specific regulations relating to the subjects being examined
- give their full attention to the conduct of the exam and move around the room
- tell the Head of Centre if they suspect malpractice; see section 5.6.

(f) Invigilators must not do any other task not related to the exam (for example, marking) in the exam room.

(g) Apart from one device to ask for help, invigilators must not have access to any other form of communication while in the exam room.

(h) You must keep signed records of the following:
- invigilator training records
- invigilators or supervisors used for each exam or period of Full Centre Supervision
- actual start and finish times of your exams
- start and finish times of any periods of Full Centre Supervision
- any changes to invigilators during each exam or period of Full Centre Supervision.

We may ask to see these records at any time until you receive certificates.

(i) **Invigilator numbers**

(i) You must have at least one invigilator for every 30 candidates. All candidates in the exam room must be visible to one or more invigilators at all times.

(ii) Invigilators must be able to ask for help easily, without leaving the exam room or disturbing candidates. Invigilators can have a mobile phone in the exam room for this purpose only. They must keep the phone on silent mode and away from candidates.

(iii) A teacher who has prepared the candidates for the exam must not be the only invigilator at any time. You must make sure appropriate invigilators are available to take any candidates to the washroom, if needed. Where there is one invigilator, you must make sure they can contact an appropriate member of staff without leaving the exam room or disturbing candidates.

(iv) For practical tests, you must have at least two invigilators in each room at all times. The ratio of invigilators to candidates in the exam room must not drop below 1 to 20 at any point during the exam. At least one invigilator should be a subject specialist.

For practical tests for the following syllabuses, see section 5.7.4:
- Cambridge IGCSE ICT (0417) and (9–1) 0983
- Cambridge International AS & A Level Information Technology (9626)
- Cambridge International AS & A Level Computer Science (9618).

For all our art & design syllabuses, you must have at least one invigilator for every 30 candidates.

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(v) For practical exams where we require a supervisor, the supervisor must not be counted as an invigilator.

(vi) For listening exams, a member of staff who understands the language of the test should be there to deal with any technical problems. Do not count them as an invigilator.

(vii) In exams where questions or passages must be read to candidates, an invigilator must be there as well as the reader.

(viii) You can change invigilators during an exam, as long as the number of invigilators in the room does not fall below the required number. You must keep a record of any invigilator changes during the exam.

(ix) Invigilators can be supervisors for Full Centre Supervision.

(j) **Invigilator suitability**

(i) The Head of Centre cannot let anyone who has an interest in a candidate invigilate an exam by themselves. If the Head of Centre decides to use a candidate's parents/guardians/carers or relatives, they must send us Entries – Form 1 before the exams. See section 2.1.5.

(ii) A reader, scribe or practical assistant cannot also be an invigilator for the same exam.

Extra guidance

You are responsible for training your invigilators before the exam, even if they are experienced. Download our training presentation 'Invigilating Cambridge exams' from www.cambridgeinternational.org/training-invigilators. You can adapt it to train your invigilators or simply read it to refresh your own memory.

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Section 5: Exam day

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5.1 UK At the beginning of the exam

Candidates must take their exams in the correct timetabled session. You must schedule exams within the appropriate timetable session in compliance with the relevant Key Time. See the 'Key Times and Full Centre Supervision' section and section 1.2.2.

If you cannot meet these requirements you must apply for a timetable deviation. See section 1.2.3.

You are responsible for giving candidates their exam times.

Extra guidance

We offer free training to all exams officers which focuses on our regulations and how to administer exams. This is available via the Online Learning Area: www.cambridgeinternational.org/learningarea. See the Cambridge Exams Officer eNewsletter and section 1.1.13 of this handbook for more information. We have a range of support for exams officers before and during exams, including online video tutorials, invigilator training materials and 'how to' guides at:

- www.cambridgeinternational.org/beforetheexams
- www.cambridgeinternational.org/examday

We also have a video to help students understand what to expect on exam day. The video is in the 'Exam administration' section of our website at www.cambridgeinternational.org/what-to-expect-on-exams-day

5.1.1 Identifying candidates

The Head of Centre must make sure invigilators can check each candidate's identity. Identity checks must be respectful of religious customs and comply with relevant local laws.

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Private candidates your centre does not know must prove their identity, for example with an ID photocard or passport. Each time they attend a session you must check that they are the same person who was entered for the exam. Identity checks must not disturb any candidates who are already taking their exam.

5.1.2 Candidate numbers

You must give all candidates their centre number and candidate number before the exam. You must also clearly display each candidate's number or index number on their exam desk.

5.1.3 Attendance registers

The attendance register records all the candidates registered to take each exam. We send you pre-printed attendance registers before the exams.

Use them to record whether the candidates listed are present or absent. If you do not receive the attendance register for an exam, use the supplementary attendance register, which is available to download and print from our website (www.cambridgeinternational.org/forms). Follow the instructions for returning attendance registers in section 5.4.1. If you have candidate(s) taking an exam in a separate exam room at your centre or at a different venue, do not send us a separate attendance register. Mark them as 'present' on the main attendance register and return their scripts in the same packet as the other candidates taking the exam.

If you do not fill in the attendance registers properly this can delay candidates' results.

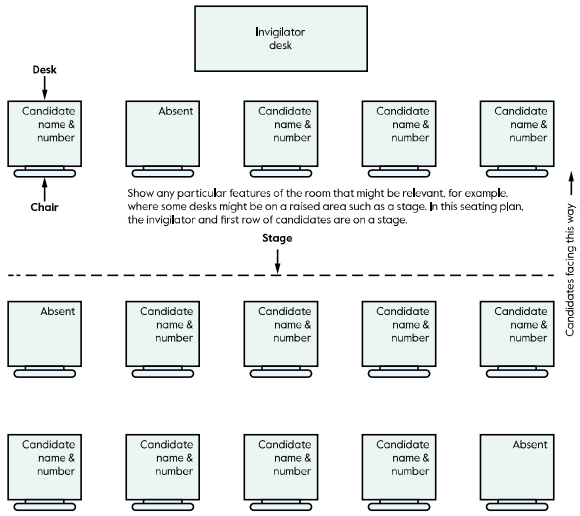
Keep a copy of all completed attendance registers and store them securely. We may ask to see them at any time until you receive certificates.

Extra guidance

Watch our video for guidance on completing attendance registers at www.cambridgeinternational.org/examday

Example seating plan

Show the direction candidates are facing by including position of chairs or an arrow.
Show where candidates are sitting by marking names and candidate numbers on each desk.



5.1.4 Additional exam rooms

If you are unable to fit all the candidates sitting a certain component into one exam room, you can use one or more additional exam rooms. You do not need to tell us. You must set up any additional exam rooms in the same way as your main exam room. See sections 5.1.5, 5.1.9 and 5.3.1(f) for further information.

5.1.5 Seating plan

Before each exam, you must produce a seating plan to show how the exam room is set up. It shows the position of each table and chair, and where each candidate sat.

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It must also show the position of the invigilator's desk and the direction the candidates faced. During each exam, you must check your seating plan is accurate and update it if necessary. Seating plans must not be produced after the exam has finished.

You must keep signed records of the seating plan for each exam session. We may ask to see the seating plan and invigilation records at any time until you receive certificates.

5.1.6 Unauthorised entries

If a candidate arrives for an exam they have not been entered for, they can take the exam as long as:

- they can take all the components needed for the syllabus option. This means you must have enough spare question papers so the candidate can sit all the components at the right time, not just the specific exam. You must not photocopy question papers. If you do not have enough spare question papers, you should not allow the candidate to sit the exam
- you add them to the attendance register for each component they take. Once they have finished all the components for the entry, send Exam Day – Form 12 to us or to your Cambridge Associate straight away
- you can identify the candidate; see section 5.1.1.

We will then mark the candidate's scripts, enter them for the entry option and give a grade. We will charge a very late entry fee. See section 2.4.

See the fees list in the 'My Messages' section of Direct. **NEW** If you are a Cambridge Early Years Centre or Cambridge International School – registered as online, we send the fees list to you.

It may not be possible for us to release results for these entries at the same time as other results.

If we find any candidates who have not been entered for a syllabus but who have enough marks to make up a valid entry option, we will enter the candidates for you. We will charge very late entry fees, as described above.

If the candidate did not take enough syllabus components to make a valid entry option we will not enter them for that syllabus. However, we may send you an invoice to cover the administrative and marking costs.

Administrative forms

Forms available from www.cambridgeinternational.org/forms

- Supplementary Multiple-Choice Answer Sheet: Exam Day – Form 2
- Supplementary Multiple-Choice Answer Sheet for Foreign Languages: Exam Day – Form 2a
- Reporting an Unauthorised Entry: Exam Day – Form 12
- Supplementary Answer Booklet: Exam Day – Form 13

5.1.7 Stationery, materials and other equipment

We update our additional exam materials list before each series. For components where candidates need extra materials, use the list (www.cambridgeinternational.org/database) to check:

- which extra materials you need to provide
- which exam materials we provide
- whether candidates should answer directly on the question paper, on multiple-choice answer sheets or in an answer booklet we provide as an insert in the question paper.

The 'Additional materials' section on the front covers of question papers says: 'You will need:'. This lists what the candidate needs, and includes items we provide such as an answer booklet, an insert or a map. It also includes the **extra** exam materials that you need to provide to the candidate **as well as** the standard materials that candidates need. **NEW** It is your responsibility to make sure all texts and materials you provide to candidates are lawfully acquired and used in accordance with the relevant intellectual property laws.

Calculators are **no longer** listed as extra exam materials for the mathematics components. See section 5.1.7.1 for guidance about using calculators and what types of calculator can be used.

We send continuation booklets in your pre-exam despatch for candidates who run out of space in the answer booklets. You can print a supplementary answer booklet for any candidates who run out of space in the continuation booklet. These are available on our website. Where we have not provided continuation booklets, give your candidates additional sheets of A4 lined paper if needed.

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The invigilator must only give specified items to candidates.

For multiple-choice tests we provide individual pre-printed answer sheets for each candidate. The invigilator must make sure that each answer sheet is given to the correct candidate and that it is for the right subject and component. If you do not receive these in time for the exam, electronic copies of supplementary multiple-choice answer sheets are available to download and print from our website. For modern foreign language exams there are different answer sheets for different syllabuses. See www.cambridgeinternational.org/multiple-choice

Candidates must:

- provide their own pens, pencils, ink, drawing instruments (including rulers) and erasers
- write their answers clearly in permanent, non-erasable black or dark blue ink
- use soft pencils (type B or HB) for multiple-choice tests
- only use pencils or pens in other colours for diagrams and maps if the question paper says they can.

During the exam candidates must not use:

- red or green ink
- correction fluid or correction tape
- highlighter pens on answer sheets, answer booklets or in the answer sections of combined question and answer booklets.

Candidates may use highlighter pens on question papers or question sections of combined question and answer booklets.

5.1.7.1 Calculators

Unless the syllabus or the front of the question paper say candidates cannot use calculators, candidates can use a calculator if they want to.

See page 2 of the additional exam materials list (www.cambridgeinternational.org/database) for a list of mathematics components where calculators are **not** allowed.

Invigilators should check a sample of the candidates' calculators before the start of the exam to make sure they meet the regulations below.

For exams where calculators are allowed, you must tell candidates the following:

(a) The size of the calculator must be suitable for an exam.

(b) The candidate is responsible for the calculator's power supply and it must be built into the calculator. They can bring a spare set of batteries into the exam in transparent packaging.

(c) The candidate is responsible for making sure the calculator works.

(d) The calculator must be silent, with a visual display only.

(e) We will not give the candidate special consideration for a calculator fault.

(f) Candidates must not have calculator cases (unless they cannot be removed), instruction leaflets or any instructions or formulae printed on the lid or cover of a calculator, or similar. An invigilator should check any cover or case that the candidate cannot remove to make sure it does not contain any unauthorised information.

(g) Candidates must not borrow calculators from other candidates during the exam for any reason. However, the invigilator can provide a replacement calculator if the centre has one.

(h) Candidates must clear any information and/or programs stored in the calculator's memory before and after the exam. Retrieving prepared information and/or programs during the exam, or removing question paper content from the exam room, is malpractice.

(i) Candidates can use programmable calculators. However, we do not allow calculators with any of the following facilities, unless the syllabus says otherwise:

- graphic display
- data banks
- dictionaries
- language translators
- retrieval or manipulation of text or formulae
- QWERTY keyboards
- built-in symbolic algebraic functions (output must be numeric not algebraic)

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- symbolic differentiation or integration (output must be numeric not algebraic)
- remote communication.

Using any of these is malpractice. We do not recommend any particular brand of calculator.

5.1.7.2 Dictionaries

We do not allow electronic dictionaries in any exam. This includes tablets and e-readers.

Cambridge O Level and Cambridge International AS & A Level

We do not allow dictionaries unless the syllabus says candidates can use them.

Cambridge IGCSE and Cambridge IGCSE (9–1)

We allow simple translation dictionaries, except in language exams or where the syllabus says candidates cannot use them. 'Simple translation dictionary' means a dictionary that only translates the word and not the meaning or definition of the word.

Cambridge Primary Checkpoint and Lower Secondary Checkpoint

We allow simple translation dictionaries in science and mathematics tests. We do not allow them in English and English as a second language tests.

5.1.7.3 Science papers

(a) Candidates must have the following materials in all science papers:

- ruler (300 mm)
- protractor.

We do not list them on science question papers.

(b) You can give candidates graph paper if they ask for it.

(c) Candidates can use calculators in all science papers.

5.1.7.4 Mathematical tables

Candidates can only use mathematical or statistical tables that the syllabus allows or that are included in the 'Additional materials' section of the question paper. Candidates must have them for the whole exam.

5.1.7.5 Geography papers

Where a map is part of a question paper, candidates can use string and/or a magnifying glass if they want to.

5.1.8 Authorised and unauthorised materials

5.1.8.1 Authorised materials

(a) In addition to stationery, materials and equipment in section 5.1.7, candidates can only take materials into the exam room if the instructions on the question paper, in the additional exam materials list or in the syllabus booklet say they are allowed.

(b) The Head of Centre can decide whether to allow candidates to bring food and drink into the exam room. If they decide to allow this they must make sure candidates follow our regulations on packaging and labelling (see below) and that other candidates are not disturbed.

(c) The Head of Centre can decide whether to allow candidates to bring standard wrist watches into the exam room. If you allow this, invigilators must make sure candidates place the watches on their desk and that invigilators can see them.

5.1.8.2 Unauthorised materials

(a) Unauthorised materials are those that potentially enable or assist candidates to compromise the integrity of the assessment by:

- concealing information that may be relevant to the assessment
- sharing information about the assessment
- accessing information that may be relevant to the assessment.

NEW Unauthorised materials also include those that put the health and safety of others at risk. The following are examples of unauthorised materials:

- electronic devices with data storage and/or communication capabilities by any method. For example, mobile phones, cameras, e-readers, Bluetooth headsets, tablet or laptop computers and 'smart wear' such as smart glasses and smart watches
- revision notes of any kind
- calculator cases
- non-transparent pencil cases

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- any packaging with images or text on it (candidates should put food or drink in plain packaging)
- **NEW** weapons of any kind.

This list does not include every possible item.

Use your judgement by asking yourself whether the item potentially allows a candidate to hide or access information in the exam room or areas accessed by a candidate during an exam, including washrooms.

(b) Candidates must switch off all electronic devices and leave them outside the exam room. They must leave other types of unauthorised material outside the exam room or give them to the invigilator before the exam begins. Invigilators must put the materials where candidates cannot see or reach them.

(c) You and your invigilators must be alert to candidates attempting to bring unauthorised materials into the exam room and must report all instances to us.

(d) Having unauthorised materials in the exam room is a breach of our regulations and you must inform us using the relevant suspected malpractice form. See section 5.6 for further details.

(e) You must contact us if candidates need medical monitoring devices in the exam room.

Important information

The invigilator must report any problems with question paper security or exam conduct to the Head of Centre. The Head of Centre or Cambridge Associate must tell us about this straight away.

5.1.9 Starting the exam

An exam is in progress from the time the candidates enter the room until all the scripts have been collected.

- You must collect the blue question paper packets from the secure storage as close to the start of the exam as possible. Once these have been removed from secure storage they must not be left unattended at any time.
- When the candidates are seated, two members of staff must check they have **the correct blue question paper packet before opening it**.
- Before opening the packet, two staff members must check it is undamaged. They must also check the details on the label are correct. This includes checking the centre number, exam date, session, subject title, syllabus and component number are correct.
- When the blue question paper packet is opened, the front cover of the question paper will be visible through the transparent inner bag. Two members of staff must check again that the subject and component are correct. They should also check to make sure that the inner packet has not been opened and is undamaged before opening it.
- When these checks have been completed, the inner transparent bag can be opened and the question papers handed out to the candidates.
- If you find you do not have enough question papers, you must contact us immediately. If this is due to unauthorised entries and you do not have enough question papers, you should not allow the additional candidates to sit the exam. You must not photocopy, photograph or share any of the contents of the confidential exam material to make copies. This may be considered centre staff malpractice.
- If you have more than one room of candidates or a large number of candidates it may be easier to place the question papers facing upwards on the desks before the candidates enter the room. If you do this, do not leave question papers unattended at any time. You must make sure that candidates do not open the question paper until the invigilator says they can do this (see section 4.6).
- You must read out a set of instructions before candidates are allowed to start working. The instructions are in our What to Say to Candidates in an Exam document. You can download it from www.cambridgeinternational.org/examday. If you use your own script instead you must include the content of our document. You must read out all instructions in English. You can then repeat them in another language as long as the content and meaning are exactly the same.

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- Tell candidates to write their name, candidate number and centre number on any work they want to hand in. For listening tests, make sure candidates are given time to do this before the invigilator plays the audio file.
- You must tell candidates about any erratum notices.
- Unauthorised people who do not have a designated role in running the exam must not enter the exam room and must not have access to confidential materials in the exam room.

5.1.9.1 Opening the wrong question paper packet

If you open the wrong blue question paper packet by mistake, do not open the transparent inner bag and do not give the question papers to the candidates. Tell your Head of Centre and send us Exam Day – Form 11 straight away.

The Head of Centre must watch while you do the following:

- Do not reseal the blue packet. Take photographs of it.
- Put the opened blue packet in a large envelope.
- Write 'question papers', the syllabus and component code, and the date and time of the exam on the envelope.
- Seal the envelope.
- You must both sign over the seal to show you have witnessed the packet being resealed.
- Put a clear piece of tape over your signatures to protect them. Do not use masking tape.
- Take a photograph of the signatures and the new seal.
- Return the sealed envelope to secure storage.

On the form you must explain:

- why and how the packet was opened
- who opened it and when they opened it
- who has had access to the packet since it has been opened
- who has had access to the question paper since it has been opened.

Candidates may need Full Centre Supervision while you do this. You can then start the correct exam.

If you open the wrong blue question paper packet by mistake and then also open the transparent inner bag, you must follow the steps above.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Question Paper Packet Opened in Error: Exam Day – Form 11

5.1.10 Late arrivals

A candidate is a 'late arrival' if they arrive after one or both of the options below:

- after an exam has started
- after a period of Full Centre Supervision has started.

5.1.10.1 Candidate arrives late but before the Key Time

(a) You can decide whether to allow the candidate to take the exam. If they take it allow the full time.

(b) If the exam has already finished and other candidates who have taken the exam are under Full Centre Supervision, do not allow the late candidate to communicate with them.

(c) If you allow the candidate to take the exam you must follow our regulations in this section.

(d) If you do not allow the candidate to take the exam mark them as absent on the attendance register.

(e) You do not need to tell us about this late arrival.

5.1.10.2 Candidate arrives late, after the Key Time but during the exam or a period of Full Centre Supervision

(a) If the exam is still in progress, you can decide whether to allow the candidate to take the exam. If they take it allow the full time.

(b) If a candidate arrives late for a period of Full Centre Supervision before an exam, but it is after the Key Time, you can decide whether to allow them to take the exam. Do not allow them to communicate with candidates already under Full Centre Supervision. You must supervise the late candidate separately in line with our regulations. See the 'Key Times and Full Centre Supervision' section.

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(c) If you allow the candidate to take the exam you must follow our regulations in this section.

(d) If the candidate arrives after the Key Time and you allow them to take the exam you must tell them that:
- you are reporting their late arrival to us (as in section 5.1.10.2(e))
- we will mark their answer script
- we may not accept their script however, and they may get 'NO RESULT' in the syllabus.

If you allow the candidate to take the exam you must report this to us on the same day.

(e) To report the late arrival email Exam Day – Form 3 to info@cambridgeinternational.org. Include your centre number and 'Late Arrival' in the subject line. If you do not do this it may be malpractice. See section 5.6.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Late Arrivals: Exam Day – Form 3

5.1.10.3 Candidate arrives late, after the Key Time, after the exam has finished

(a) Do not allow the candidate to take the exam. Mark the candidate as absent on the attendance register.

(b) You do not need to tell us about this late arrival.

5.1.10.4 Candidate arrives late for a timetabled listening exam

Follow the relevant regulations in sections 5.1.10.1 to 5.1.10.3. If you decide to allow the candidate to sit the exam you must also do one of the following:

- Keep the candidate under Full Centre Supervision until the other candidates have finished the exam and left the room. Do not allow the late candidate to communicate with other candidates who have already taken the exam or who are under Full Centre Supervision. You must supervise the late candidate separately in line with our regulations. Please see the 'Key Times and Full Centre Supervision' section. You can then start the audio file from the beginning for the late candidate.
- If you have a spare audio file for the exam, the candidate can take the exam in a separate room with a separate invigilator. This room must meet our regulations in section 4.5.

5.1.10.5 Candidate arrives late for an assessment where we do not apply Key Time regulations (windowed exams) within the exam window

(a) You do not need to report late arrivals for windowed exams to us.

(b) You can decide whether to allow the late candidate to take the assessment or mark them as absent.

(c) For windowed speaking tests, if you allow the candidate to take the test, you must also follow the regulations in section 3.4.9.

Important information

If a candidate is not present at the start of an exam, you may want to contact their parents/guardians/carers to see if the candidate can attend. If they can, ask the parents/guardians/carers to supervise the candidate at all times. They must not communicate with anyone until a member of centre staff meets them.

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5.2 During the exam

5.2.1 Supervising the candidates

Invigilators must supervise the candidates throughout the whole exam and give full attention to this at all times. They must not read through any question papers. See section 4.6.

5.2.2 Practical exams

During a practical exam, candidates may need to move around and invigilators may need to tell them what to do. **NEW** Invigilators must limit this to what is essential and must not help or assist candidates with answers.

5.2.3 Leaving the room while the exam is in progress

If candidates need to use the washroom during the exam, they must be accompanied by a member of staff. This can be an invigilator as long as the ratio of invigilators to candidates is maintained.

If this happens during a timetabled listening component, you can allow the candidate to listen to the material they have missed after the other candidates have left. The candidate can only hear the material the same number of times as the other candidates.

If a candidate has finished their exam early and wants to leave the exam room and not return, the following regulations apply:

- Before any candidate leaves the exam room, you must collect their answer script and question paper. See section 5.3.1.
- Candidates can be allowed to leave the exam room but must be kept under Full Centre Supervision until the Key Time has passed. See section 5.3.2.
- After the Key Time the candidate can leave the exam room and does not need to be under Full Centre Supervision.

If you prefer you can keep the candidate in the exam room until the end of the exam but you must keep them under exam conditions. See section 5.3.2.

5.2.4 Irregular conduct

(a) Wherever possible, the invigilator must remove and keep any unauthorised materials they find in the exam.

(b) The Head of Centre must tell us as soon as possible if our regulations have not been followed. They can tell a candidate to leave the exam room, but only if it is essential or if the candidate would disrupt others. If you tell a candidate to leave the room you cannot apply for special consideration.

(c) A candidate may be disqualified if our regulations are not followed. Only we can decide this. See section 5.6.

5.2.5 Emergencies

In an emergency the safety of candidates and staff is the most important thing. If it is safe and practical, invigilators should do the following to keep the exam secure:

- If necessary evacuate the exam room.
- Fully supervise candidates so they cannot communicate with anyone or access information.
- Make sure all question papers and answer scripts are left in the exam room and that the room is secured.
- After the candidates have returned to the exam room and before the exam restarts, mark on the candidates' work where the interruption happened, if possible.
- Note the time and length of the interruption.
- Allow candidates the full working time for the exam.
- If there are only a small number of candidates, you could take them to another room to finish the exam. Also take the question papers and scripts.
- Send us a full report of the incident and what you did straight away by emailing info@cambridgeinternational.org with 'Exam Day Emergency – (centre number)' in the subject line.

5.2.6 Five-minute warning

You must tell candidates when there are five minutes of the exam left. The invigilator must read out the 'Five-minute warning' section from our What to Say to Candidates in an Exam document. You can download it from www.cambridgeinternational.org/examday. If you use your own script instead you must include the content of our document. You must read out all instructions in English.

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You can then repeat them in another language as long as the content and meaning are exactly the same.

In listening exams, you should give a five-minute warning if it does not disturb candidates.

Important information

Multiple-choice answer sheets for foreign language and English (as an additional language and as a second language) listening exams

Candidates taking the following syllabuses will submit their answers for the listening component on a multiple-choice answer sheet. They will not submit them on the question paper:

- Cambridge IGCSE:
  - English (as an Additional Language) (0472/01) and (9–1) (0772/01)
  - English as a Second Language (Speaking Endorsement) (0510/02) and (9–1) (0993/02)
  - English as a Second Language (0511/02) and (9–1) (0991/02)
  - French (0520/01) and (9–1) (7156/01)
  - German (0525/01) and (9–1) (7159/01)
  - Spanish (0530/01) and (9–1) (7160/01)
  - Italian (0535/01) and (9–1) (7164/01)
  - Arabic (0544/01)
  - Malay (0546/01)
  - Mandarin Chinese (0547/01).
- Cambridge IGCSE Core:
  - English as a Second Language (0465/02).
- Cambridge O Level:
  - French (5020/01)
  - German (5025/01)
  - Spanish (5030/01).

Important information (continued)

- Cambridge International AS Level:
  - Spanish (8022/01, 02)
  - Chinese Language (8238/01, 02).
- Cambridge International A Level:
  - Spanish Language & Literature (9844/01)
  - Chinese Language & Literature (9868/01).

Important: At the end of the test candidates have six minutes to transfer their answers from the question paper onto the multiple-choice answer sheet.

There is more information about multiple-choice answer sheets on our website, including a sample which you can share with your teaching colleagues, candidates and invigilators so they know what to expect on exam day: www.cambridgeinternational.org/multiple-choice

For candidates taking Cambridge IGCSE Arabic (0544/01), the answer options on the question paper are listed from right to left on the page. However, the answer options on the generic multiple-choice answer sheet are listed from left to right. Make sure your candidates are aware of this before the exam, and that they understand how to complete the multiple-choice answer sheet correctly.

You should not return the question papers to us. The multiple-choice answer sheets must be returned in the script packet envelope provided. See section 5.4 for instructions on packing and sending scripts.

Where component '01' is mentioned, it includes all variants of component '01' where applicable. For example, 11, 12, 13.

For more information and to see a sample multiple-choice answer sheet go to www.cambridgeinternational.org/multiple-choice

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5.3 At the end of the exam

At the end of the exam the invigilator should read out the 'Finishing the examination' section of our What to Say to Candidates in an Exam document. You can download it from www.cambridgeinternational.org/examday

If you want to use your own script instead you must make sure it includes the content of our document.

If candidates arrive late and the invigilator allows the full time to take the exam (see section 5.1.10), they should stop writing after the extra time.

5.3.1 The end of the exam

(a) Candidates must stay under exam conditions and in the exam room until the invigilator says they can leave.

(b) If an exam ends before the Key Time, you must keep candidates under Full Centre Supervision until the Key Time has passed. If a candidate does not attend a period of Full Centre Supervision you must tell us as it may be malpractice.

(c) You must collect all exam materials at the end of the exam. Before you allow candidates to leave the room, you must check that the number of question papers and any other exam material at the end of the exam matches the number handed out at the start.

(d) Use treasury tags or string to fasten together any continuation booklets or sheets of paper candidates want to hand in to be marked. Do not use staples or paper clips.

(e) Invigilators must:

- sort answer scripts into the order on the attendance register (candidate number order). **NEW** Scripts for absent candidates must not be included
- check they have all the answer scripts and that candidates have used correct centre and candidate numbers
- place answer scripts and any relevant access arrangement cover sheets in the script packet straight away and seal it in the exam room. The answer scripts must then immediately be given to the person responsible for sending them to us.

(f) If the same exam is taking place in different rooms, invigilators from the smaller rooms should place the scripts in an envelope. This does not need to be sealed. They should take the scripts to be collated with the scripts from the other rooms. Or, one invigilator can collect the scripts from the different rooms. The answer scripts must be sealed in the script packet in one of the exam rooms.

(g) You must store answer scripts in your secure storage until you send them to us.

(h) Answer scripts are confidential between us and the candidate. Nobody is allowed to read or photocopy them before you send them to us, unless we ask you to do this.

(i) Nobody is allowed to remove scripts from the exam room if they do not have permission. If this happens, you must email info@cambridgeinternational.org straight away. Warn the candidate that we may not accept their script.

5.3.2 The 24-hour security rule

Candidates must not remove any question papers or question paper content from the exam room. This includes writing questions on statements of entry, typing question content into calculators, etc. This is not a complete list. You must apply the 24-hour rule to keep question papers and their contents secure.

All unused question papers, answer booklets and any other confidential exam material must be stored in your approved secure storage until at least 24 hours after the end of the exam or Key Time, whichever is later. After this time you can dispose of the unused question papers or you can return them to candidates/centre staff if you want to.

You must store all empty question paper packets in your approved secure storage until you receive certificates. We may need them to investigate suspected malpractice.

Practical tests for Cambridge International AS & A Level Information Technology (9626) and Cambridge International AS & A Level Computer Science (9618)

You must collect all question papers at the end of the test. Store them securely until 24 hours after the end of the test window. After this time you can dispose of the question papers or you can return them to candidates/centre staff.

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Practical tests for Cambridge IGCSE ICT (0417) and Cambridge IGCSE ICT (9–1) (0983)

You must collect all question papers at the end of the test. Store them securely until 24 hours after the end of the test window. After this time you can dispose of the question papers or you can return them to candidates/centre staff.

Chk **Question papers for Cambridge Primary Checkpoint, Lower Secondary Checkpoint and speaking tests**

You must securely store all unused question papers for these exams until at least 24 hours after the end of the test window. After this time you can dispose of the unused question papers or you can return them to candidates/centre staff if you want to.

5.4 UK Packing and sending scripts

NEW It is essential that you send exam scripts to us as soon as possible after the exam has finished, preferably on the same day. This is to make sure that marking and grading is not delayed, and that we can release results on time.

- If you cannot return scripts on the same day (for example, because of a limited or restricted courier service), you must send them within the next five working days.
- If you do not send scripts back to us on the day of the exam, or within five working days after the exam, we consider them to be late. For late scripts, we cannot guarantee that results will be released on time. We may not accept late scripts and we may issue a 'NO RESULT' (X grade) on candidates' certificates.
- You must pack scripts using the correct packaging and bar-coded labels.
- Do not send any unused question papers, answer scripts or continuation booklets. If a candidate was absent, you must not send the unused script back to us.
- You must return your scripts at your cost using a reputable courier with a tracking facility. Use an express service to return scripts to us. Keep a record of the contents of each consignment you send, and the courier and tracking information. Only use air freight for very large consignments of scripts. If you do this, please contact Customer Services for instructions.
- You must complete our Script Return Form each time you send us scripts. We will email you a link to the form in the Cambridge Exams Officer eNewsletter. You can also find a link in the 'Help' section of our website.

Chk You must make sure Cambridge Primary Checkpoint and Lower Secondary Checkpoint scripts reach us by the deadlines in section 5.4.2.

Keep your scripts in your secure storage before sending them. Remember that candidates' answer scripts are confidential. Nobody should read or photocopy them before you send them to us.

If you have to store scripts before you send them to us, you must seal the packaging and store them under the same secure conditions as other confidential exam materials.

For packing and sending samples you have assessed, see section 3.6. For instructions on submitting Cambridge Global Perspectives work, see section 3.7.

We are changing the script packet return envelopes from plastic bags to brown paper bags. If you have plastic script packets left over from a previous series, you can still use these to return scripts to us. We have carried out rigorous testing with the paper bags to make sure that question papers are still secure in the new packaging. You must also follow the regulations in section 5.4.1.

5.4.1 Packing scripts

We provide materials for packing, labelling and sending scripts: attendance registers, script packets, bar-coded labels and courier labels.

Please follow these steps when packing scripts.

1 Invigilators need to complete and sign the attendance register. Add the details of any candidates not printed on the attendance register to the bottom. If you need a blank copy of an attendance register use Exam Day – Form 1.

2 Check each script against the attendance register to make sure there is a script for every candidate marked as present.

3 If a candidate has used a scribe, word processor, practical assistant or transcript, attach Exam Day – Form 4 to the front of the script using a treasury tag or string, not paper clips or staples. Download the cover sheets from www.cambridgeinternational.org/forms

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4 Place the scripts and the corresponding attendance register in a script packet. Do not put any other material in the script packet, except if you are including a cover sheet for one or more candidates (see point 3, above). To ask for special consideration use either the 'Special consideration' area of Direct or Exam Day – Form 7.

5 Pack the scripts for different components in separate packets so they match the syllabus and component number printed on the label. Seal the script packets and attach the correct bar-coded labels to each packet. These labels identify the contents of each script packet. They are in timetable date order with the labels for non-timetabled components printed first.

Remember:

- You will receive labels which are pre-printed with candidate number ranges. The scripts you include in each packet must match the candidate number range on the label you attach to the outside of each packet. Split the attendance register so it matches the scripts in each packet.
- If one packet is not large enough, you can use two or more. Put the bar-coded label on the first packet and number each of the packets (for example, 1 of 4, 2 of 4). Show the candidate number range on each packet. You do not need to split the attendance register. Place the register for the candidate range on the bar-coded label in the first packet. You can then tape the packets together that relate to the bar-coded label.
- You must never tape script packets together which contain different components.
- If you have lots of entries for an exam, you may receive more than one label. If you do, pack the scripts so they match the candidate number range on the label. Split the attendance register so it matches the candidate number range on the bar-coded label.
- Chk For each component of Cambridge Primary Checkpoint and Lower Secondary Checkpoint, you will receive one label for every 120 candidates. If you have more than 120 scripts, pack the first 120 scripts in one packet with the first label and the remaining scripts in another packet with the second label. Split the attendance register so it matches the scripts in each packet.
- If all the candidates for a component are absent, you still need to complete and enclose the attendance register in the script packet, attach the bar-coded label and return it to us.
- Do not use any bar-coded labels from earlier exam series.
- **Do not write anything on the bar-coded label** or cover it with tape, other labels or anything that would cover or damage the barcode.
- If you do not have a bar-coded label write the following information on the packet: centre number, syllabus number, component number, number of scripts and candidate number range. The script packets do not include a box for the candidate number range but it is helpful for the distribution centre if you include this information. Do not attach a bar-coded label **and** write details on the packet. You should only write on the packet if you **do not** have a bar-coded label. See www.cambridgeinternational.org/barcode-to-script for guidance on attaching bar-coded labels to script packets.

6 Place your packets in strong and suitable outer packaging:

- You can send script packets for a variety of components in the same outer packaging.
- As a precaution **do not send scripts for all the components of the same syllabus in the same outer packaging.**
- Make sure the contents are secure so they do not get lost or damaged.
- Each package must not weigh more than 15 kg.
- If you send several script packets for a variety of components together, please make sure that the packets are separate within the outer packaging and that all packets have the correct labels.

Important information

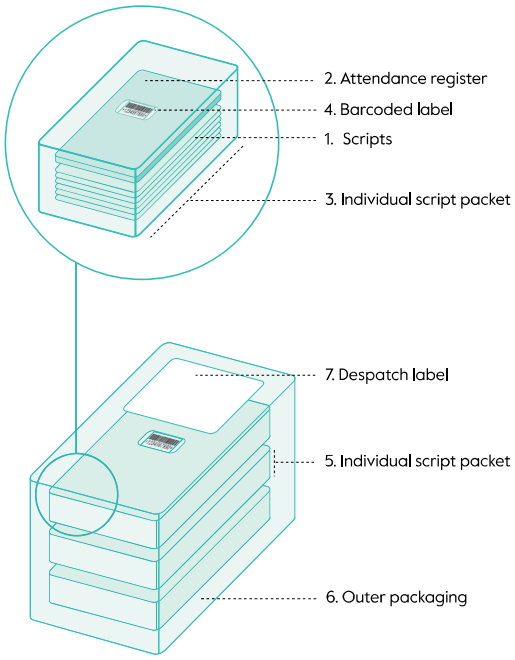
NEW You will submit work for Art & Design (0400, 0989, 6090 and 9479) via Submit for Assessment. You will no longer be able to submit hardcopy work for Art & Design. Return of Art and Design Work: Coursework and Moderation – Form 5 is no longer available to use. Check the samples database for the submission and completion deadlines for Art & Design.

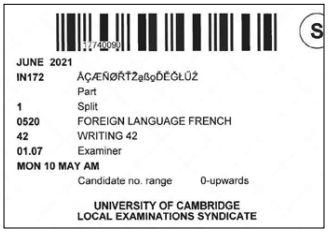
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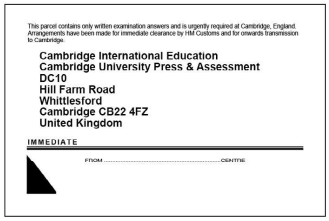
7 Attach the address labels provided in the pre-exam despatch to the outer packaging. You can download extra labels at www.cambridgeinternational.org/forms

If you do not receive labels and you cannot download them from our website, use the following address:

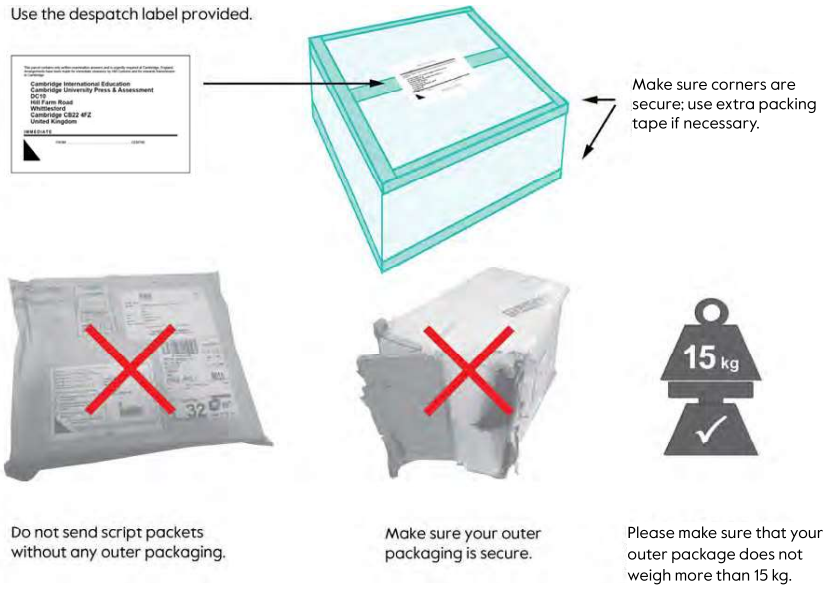
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Forms available from www.cambridgeinternational.org/forms

- Supplementary Attendance Register: Exam Day – Form 1
- Script Despatch Label: Exam Day – Label 1
- Access Arrangements Cover Sheet: Exam Day – Form 4

Form available from Direct

- Special Consideration: Exam Day – Form 7

Extra guidance

- Watch our 'Packing and despatching scripts' video at www.cambridgeinternational.org/examday
- If a candidate is unwell in the exam room or has a potentially contagious disease, go to www.cambridgeinternational.org/help and type 'soiled scripts' into the search box for advice.

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5.4.2 Sending scripts

A Cambridge Associates are responsible for sending scripts from their Associate Centres to us, using a courier. Cambridge Associates should make arrangements with their Associate Centres for receiving their scripts.

Important dates

Chk We must receive your Cambridge Primary Checkpoint and Lower Secondary Checkpoint scripts by the following dates:

- May series: 3 May 2025
- October series: 25 October 2025

5.5 Special consideration

Special consideration is a change we make to a candidate's mark after an exam. This will be because something unexpected and adverse happened to the candidate, for example temporary illness, injury or bereavement that had an impact on their ability to perform in the exam. It can only go some way towards helping a candidate whose exam performance might have been affected.

Special consideration cannot change the circumstances faced by the candidate. There will be situations where you should not enter a candidate for an exam because they are not in a fit state to cope with the assessment. We can only make minor adjustments to the mark awarded. To do more than this would jeopardise the assessment standard.

There are minimum requirements for special consideration:

- the candidate was affected at the time of the assessment
- the circumstances were outside of the candidate's control
- the candidate had been fully prepared for the exam and covered the whole course.

You should not apply for 'Candidate present for the assessment but disadvantaged' or 'Candidate absent for an acceptable reason' until after the exam. At this point you will be able to confirm how the candidate was affected by adverse circumstances, or the reason for their absence.

Our decision whether to award special consideration is based on various factors. These may vary from candidate to candidate and from one assessment to another. Read this section before you apply for special consideration.

Important information

Apply for special consideration no later than seven days after the last exam of the syllabus in the exam series affected.

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5.5.1 Special consideration principles

(a) We assess all candidates according to the same marking criteria so that grades and certificates are equally valid.

(b) We assess all candidates on what they know and can do, not on what they might have achieved if circumstances had been different.

(c) Special consideration must not give the candidate an advantage over other candidates.

(d) Special consideration must not affect the integrity of the assessment, and we will therefore restrict it in certain syllabuses.

(e) Centres are responsible for the conduct and administration of our assessments. Centre error is usually an unacceptable reason for special consideration; this includes, for example, making incorrect entries and providing incorrect exam timetables.

5.5.2 Candidate present for the assessment but disadvantaged

(a) We will normally give special consideration by applying a tariff (a small percentage of additional marks) to an affected component.

(b) The size of the tariff depends on the timing, nature and extent of the circumstances.

(c) We cannot apply special consideration cumulatively.

(d) We will not discuss how much special consideration should be given with centres, candidates or their parents/guardians.

5.5.3 Candidate absent from a timetabled component for acceptable reasons

(a) If a candidate is absent from a component for an acceptable reason, we may calculate and award an assessed mark for the missing component.

(b) In this case the minimum requirements for calculating an assessed grade are that the candidate must:

(i) have covered the whole course

(ii) have completed 50% of the total assessment by component weighting in the relevant exam series. Carry-forward marks do not count towards this.

(c) We cannot calculate an assessed mark for Cambridge International A Levels where a candidate has not completed any A Level components (A2 Level components) in the exam series.

(d) We cannot calculate an assessed mark for any component that does not have a weighting, e.g. some endorsed components.

(e) If a candidate is absent for a non-coursework test and has recovered before the end of the test date window, you must ask us if they can take it at another time within the test date window. Please see section 3.4.10.

(f) Where a candidate has a valid mark for a component that can be used, including carry-forward marks, we prioritise this over calculating an assessed mark based on the performance in other components of the syllabus.

5.5.4 Unacceptable reasons for special consideration

Candidates will not qualify for special consideration in the cases below. This list does not include every reason:

(a) long-term illness or other difficulties during the course that result in loss of teaching and/or revision time, unless the illness or circumstances are apparent at the time of the assessment

(b) bereavement more than six months before the assessment, unless there is an anniversary at the time of the assessment or there are on-going matters such as inquests or court cases

(c) matters at home such as moving house or taking holidays (including school/exchange visits and field trips) at the time of the assessment

(d) minor disturbance in the exam caused by candidates, such as bad behaviour and mobile phones

(e) candidates being disturbed by expected exam noise, e.g. other candidates writing or typing, the administration of another exam in the room

(f) the consequences of committing a crime or being charged with an offence. A retrospective application for special consideration may be considered if the charge is dropped or the candidate is found not guilty

(g) the consequences of taking alcohol or any other non-prescribed drugs

(h) the consequences of disobeying your internal regulations

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(i) not preparing candidates properly for the exam for any reason. See section 5.5.8(c)

(j) staff shortages, building work or lack of facilities

(k) misreading the instructions of the question papers and answering the wrong questions

(l) making personal arrangements that conflict with the exam timetable

(m) submitting no coursework at all, unless coursework is scheduled for a restricted period of time, rather than during the course

(n) not covering the course because the candidate joined part way through

(o) permanent disability, unless a change in condition further affects the candidate at the time of the assessment

(p) unless there is a good reason, not processing access arrangements, alternative venue arrangements and timetable deviations by the deadlines

(q) misreading the timetable and/or not attending at the right time and in the right place

(r) participating in local, national or international events, e.g. sport, conferences

(s) **NEW** failure of equipment where suitable precautions have not been put in place, including word processors/computers not connected to mains electricity and science practical equipment not checked prior to exams.

5.5.5 Shortfall in coursework

(a) Where a candidate has not produced enough coursework due to an unexpected illness or other misfortune, we may be able to accept a reduced amount. It will not be possible in every case, for example, if the candidate has not met the coursework assessment objectives, or the shortfall has been caused by an unacceptable reason. To be eligible for special consideration (shortfall in coursework) the candidate must have completed at least 50% of the coursework.

(b) If a candidate does not complete any coursework they will receive a 'NO RESULT' for that syllabus.

(c) You should contact us as soon as you become aware of the shortfall, so we can give you further guidance.

(d) When you apply, tell us how much of the coursework the candidate has completed overall and give a breakdown of marks across the assessment objectives. Candidates should always try to finish the coursework, and we will look at the remaining time the candidate has left to submit the coursework before we reply. We will not normally agree to accept less coursework beforehand.

(e) We will not give special consideration to allow for your individual teaching arrangements.

(f) **NEW** For PE coursework, adapted activities should be considered before applying for a shortfall. Contact us for guidance.

5.5.6 Lost or damaged coursework

(a) Where a candidate's work has been lost or damaged you must tell us as soon as possible. You must tell us what has happened and how.

(b) You must be able to prove that the work was done and that you monitored it.

(c) If you have recorded marks we will allow you to submit them as normal. If work was lost before you marked it, you must send any existing coursework for the candidates affected.

5.5.7 Coursework extensions

(a) You can apply for an extension to the deadline for submitting coursework marks and samples.

(b) Email info@cambridgeinternational.org along with the relevant evidence before the first coursework deadline.

5.5.8 Other situations where we may consider special consideration

(a) There may be complex cases that need special consideration. We may ask our assessment managers or senior examiner to decide how to award it. This means the results may not show the special consideration straight away.

(b) In cases that you could not predict or plan for, for example, earthquakes, war or epidemics, we may consider, at our discretion, accepting alternative forms of evidence of candidate attainment.

(c) Where a syllabus lists set works (e.g. set texts in a literature syllabus) and you have prepared candidates for the wrong work, special consideration may be given at our discretion. We will only consider cases where:

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- there is evidence candidates have been fully prepared for the assessment objectives in the syllabus
- the incorrect work studied was assessed in the previous year or is listed in the same syllabus booklet.

However, we will consider each application separately and there can be no guarantee that a candidate will receive special consideration where a centre has prepared candidates for the wrong work. The Head of Centre must make sure candidates are taught the correct works.

(d) **NEW** If exceptional and unforeseen circumstances that are beyond a candidate's control make it impossible for them to meet the regulations for their qualification, please contact us for further information.

5.5.9 Applying for special consideration

(a) You should use the 'Special consideration' area of Direct.

(b) You must only apply for special consideration if the Head of Centre fully supports it.

(c) You must be able to provide evidence to support your application if we ask to see it. You must keep this evidence until we publish results.

(d) You must submit applications within seven days of the last exam in the series of the syllabus affected. If you have been made aware of a candidate's circumstances after the seven days, please continue to submit the application for our review.

(e) We may not consider your application if you do not send us the right information.

(f) A friend or relative of the candidate should not produce the evidence to support special consideration applications. Where this is unavoidable, a senior member of centre staff must countersign and authorise the evidence. We can refuse evidence a friend or relative has produced.

(g) The Head of Centre or exams officer may attach a letter with the application to help explain any unusual circumstances.

(h) If you have used Direct you must check your account for the outcome.

(i) If you are unable to submit your application using Direct you can complete Exam Day – Form 7 and email it to info@cambridgeinternational.org. Include your centre number and 'Exam Day – Form 7' in the email subject line. We will tell you if your application is approved or rejected, but please note that it may take longer to get your outcome than using Direct.

(j) You must not submit duplicate applications.

Direct

Go to www.cambridgeinternational.org/direct, log in and go to the 'Special consideration' area.

You can submit applications for:

- candidates who were affected at the time of the assessment
- circumstances that were outside of the candidate's control
- candidates who had been fully prepared for the exam and covered the whole course
- coursework-related special consideration.

Important dates

Applications can be made in Direct from these dates:

- June series: 1 March 2025
- November series: 1 September 2025

Administrative forms

Forms available from the 'Support Materials' section of Direct:

- Special Consideration (Shortfall in Coursework): Coursework and Moderation – Form 2
- Special Consideration (Lost Coursework): Coursework and Moderation – Form 3
- Special Consideration: Exam Day – Form 7

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Extra guidance

Our guide to applying for special consideration online is in the 'Help' section of the 'Special consideration' area of Direct.

Cambridge Associates / Associate Centres

Associate Centres should apply for special consideration using Exam Day – Form 7 rather than Direct. They should download the form from the 'Support Materials' section of Direct and send it to their Cambridge Associate. The Cambridge Associate must check the form and email it to us within seven days of the last exam of the syllabus affected.

5.5.10 Appeals against special consideration decisions

To appeal against an outcome, please see section 7.4.

5.5.11 Cambridge Primary and Lower Secondary Checkpoint

You cannot apply for any special consideration for Cambridge Primary and Lower Secondary Checkpoint candidates because the whole marking process is linked to the curriculum framework.

If a candidate does not sit a paper, the diagnostic feedback we send you will not include this candidate. We will not send their statement of achievement and report to student for this syllabus.

5.5.12 Honorary certificates

You may ask for an honorary certificate if a candidate:

- was entered but died before finishing the minimum amount of assessment
- was entered but is terminally ill and did not complete the minimum amount of assessment.

5.6 Malpractice

Malpractice is any action that breaks our regulations and potentially threatens the integrity of our exams and certificates. Malpractice can happen before, during or after timetabled exams or other assessments.

Malpractice can be:

- intentional and aim to give an unfair advantage in an exam or assessment
- caused by people being careless, forgetful or unaware of our regulations
- beyond anyone's control and be a result of circumstance.

A variety of people could be involved in malpractice, for example:

- candidates
- centre staff, for example, exams officers, teachers, invigilators, management, consultants and people who help with access arrangements
- other people, for example, the candidates' relatives or friends.

The Head of Centre must:

- make sure candidates and centre staff know their individual responsibilities as set out in our regulations
- tell us straight away about any potential malpractice they become aware of or that is reported to them.

5.6.1 Candidate malpractice

The following are examples of malpractice by candidates. This is not a complete list:

- bringing unauthorised materials into the exam room or accessing unauthorised materials during the exam. See section 5.1.8.2
- disruptive behaviour in the exam room (including talking or attempting to talk to other candidates and/or using offensive language)
- copying from another candidate
- collusion
- plagiarism: not giving sources and/or submitting another person's work as if it is their own
- looking for, getting, receiving, exchanging or passing on confidential or fake exam material in any way

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- not following an invigilator's instructions
- not following supervision rules designed to keep the exams secure
- stealing another person's work
- deliberately destroying another person's work
- including threatening, offensive or obscene material in scripts or coursework
- impersonation: pretending to be someone else, or arranging for another person to take their place in an exam
- altering, falsifying or misrepresenting any results information, including certificates
- behaving in a way that undermines the integrity of the exam.

5.6.2 Centre staff malpractice

The following are examples of malpractice by centre staff. This is not a complete list:

- not keeping exam material confidential
- not storing exam material securely
- not keeping candidates under Full Centre Supervision in relation to the Key Time
- not invigilating properly
- helping or prompting candidates with answers
- not keeping candidates' work confidential
- moving the session or date of a timetabled exam without telling us and getting our written permission
- helping candidates with coursework more than the regulations allow. See section 3.2 and individual syllabuses
- allowing candidates unsupervised access to coursework exemplar materials, whether this is the work of former candidates or material we have provided
- not keeping candidate computer files secure
- behaving in a way that undermines the integrity of the exam.

5.6.3 Suspected malpractice you discover

The Head of Centre must report any suspected malpractice to us on the same day or no later than 12:00, local time, the following working day. Use the relevant malpractice forms.

A The Head of Centre in an Associate Centre must report any suspected cases of malpractice to their Cambridge Associate straight away using the relevant malpractice forms. The Cambridge Associate should check the form and then send it to us straight away.

Administrative forms

Forms available from www.cambridgeinternational.org/forms

- Notification of Suspected Centre Staff Malpractice: Exam Day – Form 9a
- Suspected Centre Staff Malpractice Report: Exam Day – Form 9b
- Suspected Candidate Malpractice Report: Exam Day – Form 9c
- **NEW** Suspected Candidate Malpractice Report: Exam Day – Form 9d

The Head of Centre must:

(a) Tell us straight away about suspected malpractice they become aware of or that is reported to them. If they do not do this it might be considered malpractice in itself.

(b) Report suspected malpractice with all relevant information including:

- statements from relevant centre staff, for example, the Head of Centre, exams officer, invigilators or teachers. Statements should include a detailed account of the circumstances and any investigation the Head of Centre has carried out
- statements from all candidates involved in the suspected malpractice, giving their account of events in their own words or confirmation that they do not want to give a statement
- evidence of any unauthorised material the candidate had, e.g. a photograph of the unauthorised material
- seating plans
- any other relevant evidence or information.

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(c) All statements must be in English. If the level of English of the person writing the statement is poor we may accept statements in other languages. You must provide a translation or we may not be able to accept the evidence.

(d) We take all reports of suspected malpractice seriously. We will write to let you know we have received your report. In our response we will do one of the following:
- confirm that you do not need to do anything further
- provide you with guidance
- open a suspected malpractice investigation.

5.6.4 NEW Plagiarism in coursework

We need to be confident that the work we assess is the candidate's own before we can award a grade. You are responsible for supervising candidates when they are completing coursework. You must also authenticate their work before you submit the marks.

If you discover plagiarism in a candidate's work during the course, you should resolve this internally. If you discover plagiarism when you come to submit work to us, you must not submit it. For help on preventing and identifying plagiarism, see www.cambridgeinternational.org/courseworkandmoderation

When submitting coursework, you sign a declaration confirming that the work is the candidate's own original work. This declaration includes confirmation that the candidate has been taught how to correctly reference, that they have appropriately referenced and acknowledged any content taken from another source, and that they understand we may consider it malpractice if they submit work containing plagiarised material. Once you submit coursework to us, we may use plagiarism detection software to screen it.

Our subject experts will review any coursework we suspect may contain plagiarism. If we find plagiarised work, we may consider it candidate malpractice and therefore not accept the work. The candidate may then receive no marks for that component. The declaration you sign when submitting the work is made on behalf of the candidate and their teacher. It confirms that the candidate's work is their own, and that the candidate has used referencing correctly. Therefore, we may not request statements from you before closing the malpractice case and deciding the outcome, which we share with your Head of Centre. You can still appeal the outcome through the appeals process as per section 7.3.

You should contact us if you are unsure whether to submit work or if you have any other queries.

5.6.5 Suspected malpractice investigations

(a) When we open a suspected malpractice investigation, we will write to you with the details, including actions and instructions. We will try to find all relevant information to help us decide whether malpractice has happened or not.

(b) You must complete all actions and cooperate with all instructions in the timescales we give.

(c) We oversee all investigations. We expect the Head of Centre to personally supervise and collect information for us.

(d) If you do not do what we ask in suspected malpractice investigations this might be considered malpractice in itself.

(e) We can withhold results during investigations. We will tell you if we do this.

(f) We can deal directly with the candidate or the candidate's representative. In these cases, we will tell the Head of Centre.

(g) We may extend an investigation if we have further concerns.

(h) We may send representatives to your centre to investigate.

(i) You must treat malpractice cases as confidential between your centre, the individuals involved and us.

(j) You must treat correspondence about suspected malpractice as confidential between your centre and us.

(k) The Head of Centre can share concerns and/or requests for information with the candidate(s) involved and their parents/guardians/carers.

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(l) If the Head of Centre is implicated in the suspected malpractice we may ask someone else to collect information, for example, the chair of governors or director of education.

(m) We may suspend your centre's ability to make entries while an investigation is ongoing.

(n) Candidates involved in a malpractice investigation cannot withdraw from the relevant syllabus.

5.6.6 Rights of individuals suspected of malpractice

If someone is suspected of malpractice the Head of Centre must tell them as soon as possible, preferably in writing.

We may tell the Head of Centre to share relevant evidence with them.

If someone is suspected of malpractice you must:

- tell them what they are accused of
- give them the opportunity to write a statement
- tell them the possible consequences if it is decided that malpractice has occurred
- tell them about our appeals procedure.

5.6.7 Making a decision

(a) We will look at all available information and use a balance of probabilities to decide whether the suspected malpractice has occurred or not.
NEW Available information may include candidate and centre staff statements, seating plans, exam timetables, supporting documents (such as copies of notes), information from our assessment specialists, and evidence from scripts, coursework, and/or multiple-choice answer sheets. This list is not exhaustive.

(b) We may consider mitigating factors supported by suitable evidence.

(c) We only base our decisions on the information we have and make no assumptions about the intended actions.

5.6.8 Outcomes

(a) All outcomes will be justifiable and reasonable.

(b) We may:

- take no further action
- give a warning to candidate(s) and/or the centre staff
- deduct marks or award no marks for a component
- disqualify candidates from the subject (in serious cases this may extend to all subjects taken in the series)
- ban a candidate from entering our exams for up to five years
- ban members of staff from any involvement in administering our exams for a specified period of time
- not allow your centre to make entries for specific exams
- remove your centre status and terminate our Agreement with you; see section A14.

(c) We can apply outcomes not listed above.

(d) If we decide malpractice has occurred but cannot decide who was responsible, we may not accept the work submitted and/or issue the relevant results.

(e) We will write to the Head of Centre with the outcome.

(f) When the Head of Centre has received our outcome they can decide whether to take further action with their candidate(s) and/or staff.

(g) Some outcomes will mean that components do not qualify for enquiries about results. We will confirm this in our outcome letter.

(h) We will do our best to make sure candidates are neither advantaged nor disadvantaged by centre staff malpractice. In some cases we may not be able to issue results.

(i) Centres should keep records of malpractice outcomes for future reference. Where appropriate, redacted versions of these should be shared with new members of staff, including centre leadership and management, and exam teams, such as a new Head of Centre or exams officer.

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5.6.9 Communicating outcomes to members of staff and candidates

The Head of Centre must tell the people concerned about the outcome(s). The Head of Centre is also responsible for telling them that we may share information as described in section 5.6.10.

5.6.10 Exchanging information with other awarding bodies and authorities

We will treat malpractice cases as confidential. However, where serious malpractice may affect the integrity of other awarding bodies' assessments we may exchange information with them or other regulators.

In cases of serious centre staff malpractice we can share information with professional organisations.

We can tell the relevant police authorities if there is suspected criminal activity. For example, cases involving theft, impersonation or falsifying documents.

5.6.11 Appeals

To appeal against a decision we have made in malpractice cases, please see section 7.3.

5.6.12 Allegations

If we receive a report of alleged malpractice we will look at any available information. This may lead to a suspected malpractice investigation.

We will only reveal the identity of the person making the allegation if we have to do this for legal reasons. During an investigation we will try to limit the risk of them being identified.

Extra guidance

For more information on making an allegation go to www.cambridgeinternational.org/whistleblowing

5.7 Special instructions for particular exams

This section gives regulations for specific subjects and qualifications. You should also check the relevant syllabus in case other regulations apply.

5.7.1 Science practical exams

5.7.1.1 Confidential instructions

We send confidential instructions for each syllabus once final entries have been submitted.

The supervisor should use them to prepare for the exam session. You must keep them secure at all times. The Head of Centre is responsible for making sure they remain confidential. Never discuss the instructions with another centre or allow any information to reach candidates.

Contact us or your Cambridge Associate if you have any questions. Never open any question paper packets before the exam.

5.7.1.2 Materials

We may supply some of the materials. Materials we supply will be clearly labelled and we will tell you how to use them in the confidential instructions. You must check materials and specimens we provide against the despatch list as soon as they arrive. Tell us straight away if there are any problems.

Open the packets containing perishable specimens (for example, enzymes for biological practical experiments) as soon as they arrive. Keep them in a refrigerator that only authorised people can access.

The Head of Centre and supervisor are responsible for the safe and confidential handling of all materials until they are used in the exam. No information about these materials must reach candidates.

After the exam, you must return all microscope slides to us, unless we say otherwise. In some cases we may allow you to keep materials and pay replacement costs, using the form enclosed with the materials.

We may charge you for the cost of materials you do not return in good condition.

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5.7.1.3 Seating arrangements

Candidates must be seated so that they cannot see the work of other candidates. The minimum distance that you must seat candidates is 1.25 metres away from each other. This distance is measured from the centre of one candidate's seat to the centre of another's.

If you need to seat candidates so that they are not all facing in the same direction, you must make sure that they cannot see each other's work. You can use screens between candidates to achieve this but may need to use additional invigilators to monitor candidates if their view of candidates will also be obstructed.

5.7.1.4 UK Large numbers of candidates

If you do not have enough equipment for all your candidates to take their practical exam at the same time, you may need to divide the candidates into smaller groups and have the candidates sit the practical exam one after the other. You need to carefully plan how to do this and you must apply for additional sittings by following the instructions in section 1.2.4.

You must also schedule the exams in line with our Key Time and Full Centre Supervision regulations; see our 'Key Times and Full Centre Supervision' section. You must schedule each sitting of the exam so that candidates who are not taking the exam at the Key Time are under Full Centre Supervision. Candidates who have taken the exam, and who are waiting for the Key Time, cannot be in the same Full Centre Supervision group as candidates who are still waiting to take the exam. Candidates who have taken the exam may leave at the Key Time. Candidates from earlier sittings must be under Full Centre Supervision until the Key Time and cannot mix with any group of candidates who are due to sit later sittings. Your supervision arrangements must follow the regulations in section 1.2.3.1.

Scheduling the groups of candidates in this way may cause a morning exam to overlap with the afternoon (PM) exam session. If this happens, do one or more of the following to make sure no candidate needs to be in two exams at the same time:

- Arrange the groups of candidates so that candidates who have an afternoon exam are in the first sitting of the practical exam in the morning.
- Timetable the practical exam so the changeover between groups of candidates is earlier than the Key Time. If you do this, you must keep any candidates who finish their practical exam before the Key Time under Full Centre Supervision.
- Delay the start of the afternoon exam (as long as all candidates taking the afternoon exam are under Full Centre Supervision at the Key Time).

Scheduling two or more groups of candidates to sit their practical exam in an afternoon session may cause the various sittings to overlap with a morning exam. If this happens, do one or more of the following to make sure that no candidate needs to be in two exams at the same time:

- Arrange the groups of candidates so that those who also have a morning exam are in the last sitting of the practical exam in the afternoon.
- Timetable the practical exam so the changeover between groups of candidates is later than the afternoon Key Time (you will need to supervise the second group of candidates before their exam).
- Make the start of the morning exam earlier (as long as all candidates are under Full Centre Supervision at the Key Time).

Please apply for additional sittings at least four weeks before the exam so that we have time to help you carefully plan.

5.7.1.5 Invigilation

In all practical exams, invigilators must make sure candidates do not communicate with each other, especially where they need to move from one part of the room to another.

You must have one invigilator for every 20 candidates and at least two invigilators in each laboratory. The supervisor who set up the room must be there at the start of the exam. They should also be available throughout the exam to deal with any technical problems or safety matters, and to help with invigilation. Ideally one of the invigilators should be a specialist in the subject being examined. This may be the supervisor if they are not performing the experiment at the same time as the candidates.

Where the supervisor needs to perform the experiments from the question paper during the exam, they should do this in a separate room where the candidates cannot see them. You must have enough invigilators while they do this.

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One of the invigilators left with the candidates must be qualified to deal with any technical problems or safety matters.

If the supervisor has been involved in preparing any of the candidates for the exam another invigilator must be there at all times. You must follow all our invigilation regulations.

Where candidates need to change between one set of apparatus and another, the supervisor must reset the equipment back to its original state each time, unless the confidential instructions say otherwise. The changeover time is in addition to the time for the exam. Invigilators must make sure candidates do not communicate with each other during the changeover.

The supervisor and any invigilators should include any forms we ask for in the instructions with the answer scripts.

If there are any problems during the practical that disadvantage the candidates, for example, the equipment is faulty, the supervisor should record it in their report. They should then talk to the exams officer about applying for special consideration.

5.7.2 UK Cambridge IGCSE, Cambridge O Level and Cambridge International AS & A Level listening exams

We supply the audio files for the listening exams. We are no longer providing CDs for these exams. See section 1.1.8 Global Listening for further guidance.

We strongly advise you to hold the listening exam in a room that is suitable for up to 30 candidates. If you have equipment that is very powerful, you may have more candidates in the room without asking us. However, if candidates cannot hear the recording you cannot apply for special consideration. Candidates can use headphones if you conduct the test in a language laboratory. However, they cannot control the recording. A member of staff must always control the recording, and follow the instructions on the recording. An invigilator should listen to the recording while it is played.

For Cambridge International AS & A Level Music (9483/01), candidates need equipment that allows them to control the recording, for example, a laptop with Windows Media Player, or other device for playing audio files. See our Global Listening administrative guide for information about which equipment to use to play audio files and how to play them securely during exams (www.cambridgeinternational.org/global-listening).

5.7.2.1 Checking recorded material

The candidates' subject teacher should not be the person who checks the sound quality of the audio file.

(a) As soon as you receive the audio file, you must listen to a small section to check the sound quality. For listening exams where the recording is controlled centrally, you must check each audio file. For exams where candidates control the recording, randomly check some of the audio files.

(b) You must check the acoustics and sound quality of the audio file at the right volume in the exam room one working day before the exam. You may use curtains or carpets to reduce echoes in the room. This check must not affect the security of the exam. Check that candidates with individual listening equipment can hear clearly.

(c) When doing the above checks do not listen to the exam material in full or remove it from the centre. After each check you must return the material to secure storage.

(d) If there is an issue with the exam material, use a different device to attempt the spot checks again. If the issue continues, end the spot checks and contact us immediately.

5.7.2.2 Conducting listening exams

Ideally, a member of staff who speaks the language of the listening exam should be there to deal with any technical problems. If this teacher prepared the candidates for the subject they must not be the only invigilator.

The invigilator must give candidates time to fill in information on the front cover, including their name and centre number, before playing the audio file.

The invigilator must not stop the audio file once started, unless there is an emergency. Noise from outside the exam room is not an emergency. The invigilator should warn candidates of this before the exam begins.

If the invigilator stops the exam because of an emergency, they should restart the audio file at exactly the same place once they have dealt with the emergency. The invigilator must include a report with the candidates' scripts, saying at which point in the exam the interruption took place, how long it lasted and what happened. If the invigilator is not sure whether all candidates heard certain items, they must say why and identify the items in the report.

Contact us if equipment fails during the exam.

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5.7.2.3 UK Large numbers of candidates

If you have more than 30 candidates sitting a listening exam, you may need to divide the candidates into smaller groups. If you cannot have the smaller groups sit the exam at the same time in different rooms, you must have the candidates sit the listening exam one after the other using additional sittings. You need to carefully plan how to do this and you must apply for additional sittings by following the instructions in section 1.2.4.

In all circumstances you must schedule the exams in line with our Key Time and Full Centre Supervision regulations; see our 'Key Times and Full Centre Supervision' section.

If you are approved to use additional sittings, you must schedule each sitting of the exam so that candidates who are not taking the exam at the Key Time are under Full Centre Supervision. Candidates who have taken the exam, and who are waiting for the Key Time, cannot be in the same Full Centre Supervision group as candidates who are still waiting to take the exam. Candidates who have taken the exam may leave at the Key Time. Candidates from earlier sittings must be under Full Centre Supervision until the Key Time and cannot mix with any group of candidates due to sit later sittings. Your supervision arrangements must follow the regulations in section 1.2.3.1.

Scheduling the groups of candidates in this way may cause a morning exam to overlap with the afternoon (PM) exam session. If this happens, do one or more of the following to make sure no candidate needs to be in two exams at the same time:

- Arrange the groups of candidates so that candidates who have an afternoon exam are in the first sitting of the listening exam in the morning.
- Timetable the listening exam so the changeover between groups of candidates is earlier than the Key Time. If you do this, you must keep any candidates who finish their listening exam before the Key Time in Full Centre Supervision.
- Delay the start of the afternoon exam (as long as all candidates taking the afternoon exam are under Full Centre Supervision at the Key Time).

Scheduling two or more groups of candidates to sit their listening exam in an afternoon session may cause the various sittings to overlap with a morning exam. If this happens, do one or more of the following to make sure that no candidate needs to be in two exams at the same time:

- Arrange the groups of candidates so that those who also have a morning exam are in the last sitting of the listening exam in the afternoon.
- Timetable the listening exam so the changeover between groups of candidates is later than the afternoon Key Time (you will need to supervise the second group of candidates before their exam).
- Make the start of the morning exam earlier (as long as all candidates are under Full Centre Supervision at the Key Time).

Please apply for additional sittings at least four weeks before the exam so that we have time to help you carefully plan.

5.7.2.4 Multiple-choice answer sheets for foreign language and English (as an additional language and as a second language) listening exams

Candidates sitting selected foreign language and English (as an additional language and as a second language) listening exams submit their answers on a multiple-choice answer sheet. They do not submit them on the question paper. At the end of the exam candidates have six minutes to transfer their answers from the question paper onto the multiple-choice answer sheet.

Please do not return the question papers to us. The multiple-choice answer sheets must be returned in the script packet envelope provided.

There is more information and a list of frequently asked questions on our website: www.cambridgeinternational.org/multiple-choice

5.7.3 Cambridge IGCSE 'open book' literature components

Candidates should take their set texts into the exam room for the following components:

- Cambridge IGCSE English Literature (0475 and (9–1) 0992) Paper 3
- Cambridge IGCSE Spanish Literature (0488) Paper 1.

Invigilators must make sure that candidates use original published books only, not photocopies. NEW If you are unable to find a set text that does not contain published on-page or page-facing notes, please contact us. Invigilators must make sure the texts do not contain notes, underlining, highlighting or anything else the candidate has added. Any breach of this regulation must be reported to us.

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5.7.4 Cambridge ICT and IT practical tests

This section applies to practical tests in:

- Cambridge IGCSE ICT (0417) and (9–1) (0983)
- Cambridge International AS & A Level Information Technology (9626)
- Cambridge International AS & A Level Computer Science (9618).

5.7.4.1 Timetabling

The final timetable gives a one-day window to conduct these practical tests. Wherever possible, candidates in your centre should take their test at the same time.

The Cambridge International AS & A Level Computer Science (9618) practical test will show in the final timetable as having a session assigned to it. This practical test can still be sat throughout a one-day window.

If you need more than one sitting they should follow on from each other within the same day. You must apply for additional sittings by following the instructions in section 1.2.4.

Candidates in different sittings should have no contact with each other. Candidates from the first sitting will need to be under Full Centre Supervision until the last group start their exam. Your supervision arrangements must also follow the regulations in section 1.2.3.1.2, including supervising candidates overnight if relevant.

You need to consider the time needed to set up the system and allow time in case anything unexpected happens.

5.7.4.2 Administration instructions

You must download instructions from phase 4 of the 'Exam administration' area of our website: www.cambridgeinternational.org/beforetheexams. We no longer upload the instructions to Digital File Despatch at the Key Time for the exam. They tell you about:

- preparing for the tests
- submitting candidates' work for marking
- handling any technical problems during the test.

You must read, understand and follow these instructions. If you do not have them email info@cambridgeinternational.org

A Cambridge Associates should give the relevant instructions to their Associate Centres.

Before the exam, you must check the date and time settings on all your computers are correct.

5.7.4.3 Supervisor

An experienced supervisor, who may be the candidates' teacher, is responsible for administering the practical tests. They are also responsible for preparing the hardware and software.

5.7.4.4 Invigilation

One invigilator must be present for every 20 candidates. There must always be at least one invigilator who has not been involved in the preparation of any of the candidates for the test.

In addition, a suitably experienced supervisor must be present in each test room to deal with any technical difficulties. The supervisor can have been involved in the preparation of candidates for the test. The supervisor must not be counted as an invigilator.

We encourage you to have an extra technician available, as well as the invigilators and supervisor.

You must follow all the invigilation instructions in this handbook and in the practical test instructions we send you.

Important information

You must report any system errors or problems in the Supervisor Report Folder (SRF).

5.7.4.5 Candidate access to equipment during the test

Candidates must use your equipment to complete the tests.

They must not have access to their own electronic files, personal notes, pre-prepared templates or other files. Candidates are not allowed to refer to textbooks or centre-prepared manuals. During the practical test they can use English or simple translation dictionaries, spellcheckers, software help facilities and manufacturer manuals on the software packages. They may use the original software supplier's wizards.

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Supervisors/invigilators must not give any other help to the candidates during the test, unless the equipment fails or malfunctions. If the supervisor gives any help during the test they must record this on the Supervisor's Report Form and send the form with the candidate's work.

5.7.4.6 Security issues

Candidates must not communicate with each other in any way and you must make sure their files are secure. They must not use a shared folder on your network to store the source files. You must use individual password-protected folders for each candidate for each practical exam. Give each candidate access to the folder at the start of the exam and remove access at the end. Candidates must not have access to portable storage media, for example, memory sticks. Invigilators must be vigilant throughout the test. Candidates must be under the same conditions as in sections 5.1 and 5.2.

You must treat all assessment material as confidential and must only issue it at the time of the test.

For Cambridge IGCSE ICT (0417), (9–1) (0983), Cambridge International AS & A Level Information Technology (9626) and AS & A Level Computer Science (9618) candidates must not have access to the internet and email during the practical test.

You must keep all work stored on a network or hard disk secure.

You must make sure that:

- candidates do not have access to test material, except during their test
- the invigilator collects all assessment material at the end of each session (including candidate-dated practical test papers and completed work). You can download instructions for conducting practical tests for syllabuses 9626, 9618, 0417 and 0983 from phase 4 of the 'Exam administration' area of our website: www.cambridgeinternational.org/beforetheexams
- you securely store a copy of all candidates' work until the end of the enquiry about results period in case we ask for it
- you destroy all draft copies and rough work that is not being submitted for marking
- you do not return the question paper with the candidates' work
- you keep all copies of the question paper under secure conditions until 24 hours after the end of the test window date.

Candidates must not keep any printouts they produce during the test. They must not keep any electronic files that form part of the test or that they have produced during it.

5.7.4.7 Software packages

Candidates can complete the practical sections using any software packages that allow them to show all skills listed in the relevant sections of each syllabus.

5.7.5 Cambridge International AS & A Level Media Studies

(a) You must spot-check the DVD extract as soon as you receive it.

(b) You must spot-check the sound and visual quality of the test material in the exam room one working day before the exam. This check must not affect the security of the exam.

(c) During the checks, do not watch the test material in full or remove it from the centre. After each check you must return the material to secure storage.

(d) If there is an issue with the exam material, use a different device to attempt the spot checks again. If the issue continues, end the spot checks and contact us immediately.

(e) You may transfer the test material from the DVD to a USB stick before the day of the exam, provided that this transfer does not affect the security of the exam. You must then return the material to secure storage. **NEW** Make sure the file is transferred in a secure environment (e.g. a private office) by the Head of Centre, or exams officer, in the presence of another senior member of staff. You should name the file with the date of the exam, the session, the syllabus and the component. You should use a strong password to protect the file, and a separate strong password to protect the USB stick. See section 4.3.1 for guidance about downloading confidential materials.

You should seal the USB stick in a tamperproof envelope or container and store it in secure storage. See section 4.4.2 for guidance about storing confidential materials.

5.7.6 Art & design exams

You should refer to the Guidance on the Administration and Online Submission of Art & Design for more information. See the syllabus pages of our website and the samples database.

5.7.6.1 Question papers

Question papers for art & design will be available from the School Support Hub and from Digital File Despatch. Make sure you download the correct question paper for your series.

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5.7.6.2 Invigilation

You must have one invigilator for every 30 candidates and at least two invigilators in the exam room. The art teacher or technician must not be the sole invigilator but should be available throughout the exam to deal with any technical problems.

You must supervise candidates' work during breaks. However, you do not need to supervise candidates during breaks. Candidates are not permitted to remove work or to bring work into the room once the exam has started.

Important information

NEW You will submit work for Art & Design (0400, 0989, 6090 and 9479) via Submit for Assessment. You will no longer be able to submit hardcopy work for Art & Design. Return of Art and Design Work: Coursework and Moderation – Form 5 is no longer available to use. Check the samples database for the submission and completion deadlines for Art & Design.

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Section 6: Results and certificates

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6.1 Releasing results

We release electronic statements of results online through Direct and shortly after results release we send your results despatch.

You can give candidates their results straight away or when you receive the printed statements of results in your results despatch. It is your responsibility to give candidates their results. This also includes giving them access to the Candidate Results Service or giving them their results another way.

We can still amend results published on electronic and printed statements of results if necessary.

We confirm final results when we send certificates.

A Cambridge Associates are responsible for giving results, statements of results and other results material to their Associate Centres.

PDQ Important dates

- We tell you the exact dates and times we will release results on Direct and in the Cambridge Exams Officer eNewsletter.

June series (all qualifications)

- Results available online: August 2025
- Results despatch: late August 2025

November series (all qualifications)

- Results available online: January 2026
- Results despatch: late January to early February 2026

(Exact dates will be confirmed on our website and in the Cambridge Exams Officer eNewsletter.)

6.1.1 UK Online results

You can access your results from the Direct homepage and from the 'Administer Exams' dashboard. Online results are available in the following formats:

- statements of results for every candidate (PDF)
- results for your centre in broadsheet format (PDF)
- results for your centre in broadsheet format (Microsoft Excel)
- moderation report for teachers: a report on the moderation for each internally assessed component. It also shows where our moderators re-marked coursework because they could not moderate the marks.

6.1.2 Candidate Results Service



Candidates can use the Candidate Results Service to view their results electronically. This may be particularly useful if they have difficulties reading the printed results. You can control who has access to the site and what they can see through the 'Administer Exams' page on Direct.

For more information see section 6.2 and www.cambridgeinternational.org/results

You can generate login details once the previous series has closed:

- June series – late March
- November series – early October.

Important information

We can still amend results published on the electronic and printed statements of results. We confirm final results when we send out your certificates.

Candidates should not print screenshots of their results from the Candidate Results Service to share with educational institutions. If candidates need results to be shared with educational institutions they can use our priority results service; see section 6.2.

6.1.3 UK Results despatch

We usually send this despatch by courier. We do not email results to you or anybody else. A Associate Centres will receive their results according to their local arrangements.

When you receive your despatch check that you have all the documents listed below, in particular statements of results for all candidates, including private candidates.

Statements of results: for candidates

We send you a statement of results for every candidate. It lists all the syllabuses each candidate entered and the syllabus grades we have awarded. It also shows results for group awards, with the exception of candidates who have sat Cambridge IGCSE and/or Cambridge O Levels which have not counted towards the Cambridge ICE award. These results are printed on a separate statement of results.

We print statements of results on full-colour watermarked stationery. Notes explain the qualification and syllabus grades shown.

We do not show centre names on statements of results for private candidates.

We do not issue copies of statements of results if lost by the centre or candidate.

If you would like us to replace a statement of results send us Results and Certificates – Form 12. We charge a replacement fee for this.

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Candidates can view an electronic version of their statement of results using the Candidate Results Service, accessed through Direct.

See section 6.1.2. For more information see www.cambridgeinternational.org/results

UK Regulations

(a) You are responsible for giving all your candidates, including private candidates, their statements of results as soon as they arrive.

(b) Statements of results are not certificates. Universities or other organisations may not accept them.

(c) We can correct the information on any statement of results before we send certificates.

(d) The statement of results belongs to us and we issue it on the following conditions:

(i) If a statement of results is altered or defaced it is invalid.

(ii) The statement of results must be returned to us if we ask for it.

(e) When the statements of results arrive, you must check centre and candidate details on them, including the spelling of names and dates of birth.

(f) Contact us or your Cambridge Associate straight away if:

(i) any of your statements of results have been altered or damaged

(ii) any statements of results are missing.

(g) We do not usually give statements of results directly to candidates. In rare cases we may do this, once we have checked their identity.

Important information

As statements of results are a record of the exam, you must tell us straight away if there are any errors so we can correct the information we hold before we send your certificates. Use Results and Certificates – Form 12.

A Associate Centres must tell their Cambridge Associate about any errors.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Replacement Certificate Application: Results and Certificates – Form 12

PDQ Important dates

Tell us if any changes need to be made to personal information shown on printed statements of results by the following dates:

- June series: 22 September 2025
- November series: 26 February 2026

Results by syllabus, option and component: for teachers

This document shows all your results and component grades by syllabus, option and component. They let teachers compare a candidate's standard across different parts of a syllabus. They will not always exactly match the overall syllabus grade. You can share this information with candidates to help decide whether to retake a syllabus or apply for enquiries about results.

If you do this please tell them they should not share this information with anyone else. You can give component grade information if a university asks for it.

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Results broadsheet: for teachers

The results broadsheet is a summary of all the results for your candidates. It shows the results in a grid, with names listed down the left-hand side and syllabus titles across the top.

Moderation adjustment summary reports: for teachers

We provide a summary of moderation adjustments for every internally assessed component. The summary shows any changes we made to the marks your teachers awarded.

We do not change weighted marks. 'NO ADJUSTMENT' means that we accepted your marks. The information is in syllabus component code order.

If we changed ranges of marks we show them in ascending order. We do not reduce marks below zero or raise them above the maximum mark for the component.

6.1.4 Syllabus grades on results documents

The tables on the following pages show how we report syllabus grades on results documents. The syllabus grade is calculated from the candidate's marks and not directly from the component grades. So candidates with the same component grades will not necessarily receive the same syllabus grade.

'NO RESULT' or 'X' means one of the following:

- You told us the candidate was absent or withdrawn from one or more components of the syllabus. Therefore we cannot award a grade.
- You told us the candidate was absent or withdrawn and there is no record of their mark in one or more components of the syllabus. Therefore we cannot award a grade.
- We disqualified the candidate. If this happened we will have told you why.

'PENDING' or 'Q' means that we cannot issue a result at the moment but will do this soon.

6.1.5 UK Grade changes after results release

If a candidate's grade changes after results are released and the change is not because of an enquiry about results, we will update your statement of results and send you a printed copy. We will not automatically update the following results documents on Direct:

- statements of results for every candidate (PDF)
- results for your centre in broadsheet format (PDF)
- results for your centre in broadsheet format (Microsoft Excel).

If you need updated versions, email info@cambridgeinternational.org confirming which documents you need and the syllabus and series.

Qualification	Grade reporting
Cambridge IGCSE	• A*(a*), A(a), B(b), C(c), D(d), E(e), F(f) or G(g). A*(a*) is the highest grade and G(g) the lowest. • 'UNGRADED' shows that the candidate did not reach the standard required for Grade G(g). • For some Cambridge IGCSE syllabuses we report separate oral endorsement grades on a scale of 1(ONE) to 5(FIVE). 1(ONE) is the highest grade and 5(FIVE) the lowest. • Candidates who do not reach the standard required for Grade 5(FIVE) will have nothing reported on the statements of results.
Cambridge IGCSE (9–1)	• 9(NINE), 8(EIGHT), 7(SEVEN), 6(SIX), 5(FIVE), 4(FOUR), 3(THREE), 2(TWO) or 1(ONE). 9(NINE) is the highest grade and 1(ONE) the lowest. • 'UNGRADED' shows that the candidate did not reach the standard required for Grade 1(ONE).

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Qualification	Grade reporting
Cambridge IGCSE (9–1) First Language English (0990) and Cambridge IGCSE (9–1) English as a Second Language (Speaking Endorsement) (0993)	• For Cambridge IGCSE First Language English Speaking & Listening (0990/04) and Cambridge IGCSE (9–1) English as a Second Language (Speaking Endorsement) (0993/03), we report separate oral endorsement grades as Distinction, Merit or Pass. Distinction is the highest grade and Pass the lowest. They are reported as follows on statements of results: – with Distinction in Speaking & Listening (0990/04), Speaking (0993/03) – with Merit in Speaking & Listening (0990/04), Speaking (0993/03) – with Pass in Speaking & Listening (0990/04), Speaking (0993/03). • Candidates who do not reach the standard required for 'Pass' will have 'Unclassified' reported on their statements of results.

Qualification	Grade reporting
Cambridge ICE group award	• Cambridge ICE statements of results are issued to candidates who have entered for Cambridge ICE. • Distinction, Merit or Pass are awarded to candidates who meet the requirements of Cambridge ICE. • The statement of results shows the Cambridge ICE outcome and the individual syllabus results for Cambridge IGCSE and Cambridge O Level syllabuses. It does not include results for candidates who have sat Cambridge IGCSE and/or Cambridge O Levels which have not counted towards the Cambridge ICE award. These results are printed on a separate statement of results. • Only individual syllabus results for the final series are reported on statements of results. Therefore if a candidate is taking Cambridge ICE over more than one series, not all of the counting syllabuses are shown. • You will find details of the award rules for the Cambridge ICE group award in the Cambridge Guide to Making Entries.
Cambridge O Level (referred to as GCE O Level on statements of results)	• A*(a*), A(a), B(b), C(c), D(d) or E(e). A*(a*) is the highest grade and E(e) the lowest. • 'UNGRADED' shows that the candidate did not reach the standard required for Grade E(e).
Cambridge O Level syllabuses in languages other than English	• Performance in speaking tests (compulsory or optional) is reported on the statements of results below the syllabus grade as: 'with Pass in Oral'. • If a candidate does not achieve a 'Pass' in the speaking test or does not take the speaking test it will not show on their statement of results or certificate.

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Qualification	Grade reporting
Cambridge International AS Level (referred to as GCE AS Level on statements of results)	• a(a), b(b), c(c), d(d) or e(e). a(a) is the highest grade and e(e) the lowest. • 'UNGRADED' shows that the candidate did not reach the standard required for Grade e(e).
Cambridge International A Level (referred to as GCE A Level on statements of results)	• A*(a*), A(a), B(b), C(c), D(d) or E(e). A*(a*) is the highest grade and E(e) the lowest. • 'UNGRADED' shows that the candidate did not reach the standard required for Grade E(e). • In some Advanced Level syllabuses, if a candidate did not reach the standard required for Grade E(e) we will award an AS (Advanced Subsidiary) Level Grade a(a), b(b), c(c), d(d) or e(e), if their performance is good enough in the relevant components. This is called a Compensatory Cambridge International AS Level.
Cambridge International AS & A Level syllabuses in languages other than English	• We report speaking test (compulsory or optional) performance on statements of results under the syllabus grade as either Distinction, Merit or Pass. Distinction is the highest grade and Pass the lowest. They are reported as follows on statements of results: – with Distinction in Speaking – with Merit in Speaking – with Pass in Speaking. • If a candidate does not reach the standard required for 'Pass' in speaking or does not take the speaking test, it will not show on their statement of results or certificate.

Qualification	Grade reporting
Cambridge AICE Diploma group award	• Cambridge AICE Diploma statements of results are issued to candidates who have entered for the Cambridge AICE Diploma. • Distinction, Merit or Pass will be awarded to candidates who meet the requirements of the Cambridge AICE Diploma. The total points scored will also be shown. – Distinction is awarded if a candidate achieves a point score of 360 to 420 points. – Merit is awarded if a candidate achieves a point score of 250 to 359 points. – Pass is awarded if a candidate achieves a point score of 140 to 249 points. • We allocate points to each potential counting syllabus according to the grade achieved. • An asterisk (*) appears next to the syllabuses we have used for the award. • Only individual syllabus results for the final series are reported on statements of results. Therefore if a candidate is taking the Cambridge AICE Diploma over more than one series, not all of the counting syllabuses are shown. • 'Fail' shows that the candidate did not reach the standard required for the Cambridge AICE Diploma. The total points scored will not be shown. • The candidate will also receive a certificate showing the grades achieved in Cambridge International AS & A Level syllabuses. • You will find details of the award rules for the Cambridge AICE Diploma in the Cambridge Guide to Making Entries.

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Qualification	Grade reporting
Cambridge International Project Qualification	• A*(a*), A(a), B(b), C(c), D(d) or E(e). A*(a*) is the highest grade and E(e) the lowest. • UNGRADED shows that the candidate did not reach the standard required for Grade E(e).

6.2 UK PDC Priority results

Many students have deadlines for submitting results to educational institutions around the world. We know that some deadlines are very close to our results release dates. Candidates can ask us to send a priority statement of results directly to their chosen educational institutions or employers on the day results are released. These results will arrive on the same day or shortly after results release.

Candidates who have applied to UK universities via the Universities and Colleges Admissions Service (UCAS) do not need to request priority results if they have taken Cambridge International AS & A Level exams.

We send all Cambridge International AS & A Level results to UCAS in time to meet university deadlines.

Chk We do not offer priority results for Cambridge Primary and Lower Secondary Checkpoint.

6.2.1 Applying for priority results

To apply, the candidate or the centre where they took the exam(s) must send us Results and Certificates – Form 9 by the dates shown on the next page.

This service can be paid for by card payment or invoice. The fees are in our fees list in the 'My Messages' section of Direct. **NEW** If you are a Cambridge International School – registered as online, we send the fees list to you.

Regulations

(a) If we are sending the statement directly to a school or university you do not need to send us a letter of authorisation. However, if the candidate wants us to send a copy of their results to another address you must send a letter of authorisation on headed paper with the form. If a candidate applies to us directly they must also send a letter of authorisation.

(b) Requests to send results to third parties are considered on a case by case basis. We may ask for proof of the third party's identity and address.

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Important dates

We must receive all applications for priority results by:

- June series: 25 July 2025
- November series: 19 December 2025

We can accept late requests until we publish results. However, we may not be able to send the statement of results on the day we publish results.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Priority Results Application: Results and Certificates – Form 9

6.3 UK Enquiries about results

We carry out extensive quality checks before we issue results. However, you can submit enquiries about results if you would like us to check the results for particular candidates.

We offer a range of services depending on the type of check you would like; these are detailed below. For information about fees, see section 6.3.5.

Chi We do not offer enquiries about results services for Cambridge Primary and Lower Secondary Checkpoint.

6.3.1 UK PDQ Enquiries about results services

Service name	Details of service	Availability of service
Clerical re-check: Service 1	This service checks that all parts of the script were marked, and that the marks were totalled and recorded correctly.	Available for components we have assessed.
Clerical re-check with copy of script: Service 1S	The same as 'Service 1' but you also receive a copy of the script.	Available for components we have assessed.

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Service name	Details of service	Availability of service
Review of marking: Service 2	A review of the original marking to check that the mark scheme was applied correctly. Also includes the re-checks in Service 1. In this context, the 'original marking' means the marking used to determine the candidate's provisional result. This is often, but not always, the marking of the first examiner to mark the script.	Available for components we have assessed. Not available for multiple-choice question papers.
Review of marking with copy of script: Service 2S	The same as 'Service 2' but you also receive a copy of the script.	Available for components we have assessed. Not available for multiple-choice question papers.
Re-moderation of internally assessed component with report: Service 5	A re-moderation of a component you have assessed, and a report on how you assessed it. If you have submitted a different enquiry for any of the candidates in the group we will finish that enquiry before we produce the report.	Available for components you have assessed. Not available for individual candidates. We will only re-moderate the work of the candidates in the original sample.

Service name	Details of service	Availability of service
Report on the work of a group of candidates: Service 9	A report on the work of a group of 5 to 15 candidates for a component we have assessed. We do not review any marking. The report is designed to give teachers a better understanding of their candidates' performance in a particular component. You cannot use the reports to decide about retake entries. We process enquiries in the order that we receive them. If you submit a different enquiry for any candidates in the group after the Service 9 submission, the enquiry status will show as 'pending'. Once the Service 9 enquiry is completed and the report uploaded to Direct, we will process the 'pending' enquiries and change their status. We advise you submit all other services first before submitting a Service 9.	Available for components we have assessed. Not available for multiple-choice question papers.

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Group awards

Recalculation of Cambridge ICE or the Cambridge AICE Diploma	A recalculation to make sure the results for Cambridge ICE or the Cambridge AICE Diploma are correct. Email info@cambridgeinternational.org to ask for this. Do not use Direct.

NO RESULT (X Grade) or PENDING (Q Grade)

We usually issue a 'NO RESULT' if we think the candidate has not completed all the components of an assessment. 'PENDING' means we cannot issue a result at the moment but will do this soon.

If the Head of Centre asks us, we can explain 'NO RESULT' or 'PENDING' outcomes free of charge.

We will ask you to send us any evidence that shows our records may be wrong, for example, an attendance register or a coursework mark.

If we say that we cannot issue a result we will:

- confirm which component(s) we have no mark for
- explain again why we cannot award a result, for example, that we did not receive documents, coursework marks or information to confirm that the candidate did or did not take a particular exam.

UK If you are a UK centre, see the Cambridge Handbook (UK Supplement) 2025 for information about access to scripts.

6.3.2 How to submit an enquiry about results

Submit enquiries about results online through Direct. For detailed instructions, read our step-by-step guide and watch our video tutorial at www.cambridgeinternational.org/ear

To submit an enquiry for 'NO RESULT' or 'PENDING' outcomes, visit the 'Administer Exams' section of Direct and click on the 'Enquiries about results' tab. Click on the 'NO RESULT (X Grade)/PENDING (Q Grade)' tab and follow the same process as you would for submitting an enquiry about results.

We will email any further information to you.

A Associate Centres should submit enquiries about results to their Cambridge Associate through Direct. Cambridge Associates can then approve the enquiry and send it to us or reject it.

If you want to make amendments to an enquiry or cancel an enquiry, you must do this within 24 hours of your enquiry being acknowledged. We will charge an administration fee for any changes after this time. If the enquiry has been completed, we will be unable to cancel any changes to the candidate's result.

Important dates

UK PDQ The deadlines for submitting enquiries about results, including enquiries about 'NO RESULT' or 'PENDING' outcomes, are:

- June series: 20 September 2025
- November series: 26 February 2026

We cannot accept requests submitted after the deadlines because we start to dispose of candidate scripts shortly after these dates.

A It is good practice for Cambridge Associates to submit enquiries about results for all their Associate Centres before the closing date. This gives time to check them and resolve any problems before the deadline. Cambridge Associates may set earlier deadlines for their Associate Centres.

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Regulations

(a) The Head of Centre must support all requests.

(b) You must submit enquiries as soon as possible after we have issued results and before the deadlines.

(c) We will not consider:

(i) any telephone requests, including enquiries for 'NO RESULT' or 'PENDING' outcomes. You must submit them through Direct

(ii) some requests involving component(s) where malpractice is confirmed. We will confirm this in your malpractice outcome letter

(iii) any requests from candidates or their parents/guardians/carers

(iv) any requests for a component where we have calculated the component mark.

(d) You can only submit enquiries at component level.

(e) You can submit different services for different candidates in the same syllabus.

(f) You can submit the same or different services for the same candidate in different syllabuses.

(g) You cannot request multiple services for the same candidate for one syllabus.

(h) You must submit all the component enquiries for a candidate at the same time. We cannot accept extra enquiries for the same candidate and syllabus at a later date.

(i) For clerical re-check or review of marking services, you may only select one type of review or re-check service. For example, you cannot ask for a Service 1S for one component and then a Service 2S for another component if they are in the same syllabus.

(j) As well as enquiries for components we have assessed, you may also submit a Service 5 enquiry for any components you have assessed in the same syllabus.

6.3.3 UK How long does it take to process enquiries?

We deal with enquiries in the order we receive them. We normally tell you the outcome of your enquiry within 30 days of receiving it.

If a candidate wants to retake in the next exam series, we cannot guarantee that the outcome will be ready in time to help them prepare for the exam.

If a candidate's grade goes up as a result of an enquiry about results, and you have already entered them to retake the exam, we will credit your centre's account with the entry fee if you want to withdraw them. Please email info@cambridgeinternational.org with details of your candidate and the syllabus. When we have approved your request to credit your centre's account with the entry fee, we will withdraw the candidate and credit your centre's account.

We process Service 9 requests in the order we receive them. If you have submitted a Service 9 enquiry for candidates with other existing enquiries, the status for the Service 9 enquiry will display as 'Pending'. Once the existing enquiries are complete, the status for the Service 9 enquiry will change to 'Submitted'.

The enquiry will not display as 'Completed' on Direct until we upload the report. This may take longer than our normal 30-day turnaround. We cannot say when we will complete Service 9 reports so you cannot use them to decide about retake exams.

6.3.4 Outcomes of enquiries about results

Enquiries about results: Once we have received the enquiry we will upload an acknowledgement letter to the 'Enquiries about results' section of Direct.

We will email you when this letter is available. Please call Customer Services if it is not available 48 hours after you have submitted the enquiry.

We will upload the outcome of your enquiry and any copies of scripts and reports to the 'Enquiries about results' section of Direct. We will email you when they are available.

'NO RESULT' and 'PENDING' enquiries: Once we have received the enquiry we will acknowledge it or email you an outcome within seven working days. Please be aware that the status of your submitted 'NO RESULT' or 'PENDING' enquiry will not update in the 'Enquiries about results' section of Direct.

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Regulations

If a reviewing examiner proposes a change in the candidate's mark at the enquiry about results stage, this may or may not lead to a change in the candidate's mark. Mark changes will be made in line with any pre-established marking tolerance. Find out more about tolerance on our 'Enquiries about results' webpage: www.cambridgeinternational.org/ear

(a) UK If an enquiry leads to a change in the candidate's mark for a component (their mark may go up or down), their syllabus grade will either stay the same or go up and their percentage uniform mark may go up or down.

(b) UK Where an enquiry does not lead to a syllabus grade change, but does lead to a component grade change, we will not reissue any results documents unless you ask us to by emailing info@cambridgeinternational.org

(c) Where an enquiry leads to a candidate's mark going down and that mark is carried forward to a later series, we will use the reduced mark to calculate the candidate's grade in that series.

(d) Where an enquiry leads to a change to a candidate's syllabus grade, we will:

(i) write to you straight away

(ii) issue a revised statement of results

(iii) tell UCAS (the UK organisation that processes applications to higher education), and any other universities that have asked for a similar arrangement (Level 3 qualifications only)

(iv) write to any other university or institution to confirm the grade change if the Head of Centre or Cambridge Associate asks us to

Regulations (continued)

(v) not charge all or part of the fee. See section 6.3.5

(vi) delay sending certificates for any candidate(s) where an enquiry about results outcome is still pending.

(e) You must tell the candidate the outcome.

(f) Very rarely the outcome of an enquiry may mean we need to check the results for other candidates in that syllabus. If this happens we will tell the Head of Centre/Cambridge Associate. We will then carry out the service on any other candidates who may have been affected free of charge. We will tell the Head of Centre/Cambridge Associate the outcome.

6.3.4.1 UK Using photocopied scripts

For Services 1S and 2S, we upload copies of scripts to the 'Enquiries about results' section of Direct.

Regulations

Only teachers at your centre can see the copies of scripts we return. They can decide whether to return them to the relevant candidates. Scripts belong to us. If teachers want to use a script as an example to other students they must ask for the candidate's permission. If they cannot do this they must remove the candidate's name from the script before showing it to other students and make sure the student cannot be identified.

6.3.5 Fees

(a) We charge for enquiries about results. The fees for each service are in our fees list in the 'My Messages' section of Direct. NEW If you are a Cambridge International School – registered as online, we send the fees list to you.

We invoice the Head of Centre for any enquiries about results. We will invoice you six to eight weeks after the deadline for submitting new enquiries.

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(b) We will not charge all or part of the fee if the enquiry leads to a change to the syllabus grade.

(c) For Service 5 requests we will not charge the whole or part of the fee if a syllabus grade changes as a result of an enquiry.

(d) We explain 'NO RESULT' and 'PENDING' outcomes free of charge.

6.3.6 Appeals

To appeal against the outcome of an enquiry about results, see section 7.2.

6.4 Certificates

Subject to regulation 6.4.7, a Cambridge certificate records and confirms a candidate's final results. A certificate is separate from a statement of results. Until certificates are issued, we reserve the right to change a candidate's results.

We send certificates after the deadline for enquiries about results so you have time to query your results.

We send certificates by courier. A We send Associate Centres' certificates to their Cambridge Associate.

The name of the centre is not shown on certificates for private candidates.

Important dates

You will receive your certificates by the following dates. Contact us if you do not receive them.

- June series: end of October 2025
- November series: end of March 2026

If an enquiry about results is still open when we send certificates, the candidate(s) involved will receive their certificates when the enquiry is closed.

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Regulations

(a) Certificates belong to Cambridge University Press & Assessment, of which Cambridge International Education is a part. The following conditions apply:

(i) If the certificate is altered or defaced it is invalid.

(ii) You must return a certificate if we ask you to.

(iii) The certificate should be kept in a safe place.

(iv) We will not issue copies of certificates.

(b) You must check your certificates carefully when they arrive and contact us straight away if any are damaged or missing.

(c) If any information on certificates needs to be changed, for example, the candidate's name is incorrect, follow the instructions in section 6.4.2.

(d) You must store certificates in a secure place until you give them to candidates.

(e) You are responsible for giving all your candidates, including private candidates, their certificates as soon as you can. If you cannot give a certificate to a candidate personally, ask them to let you know when they receive it.

(f) A Cambridge Associates are responsible for sending certificates to their Associate Centres. They must contact us if any are missing or incorrect.

(g) You must keep unclaimed certificates in a safe place for at least 12 months from the date we issue them. After that period, you must return

Regulations (continued)

them to the address below with a list of the certificates you are returning. Keep a copy of this list. Never destroy unclaimed certificates.

Cambridge International Education
Shaftesbury Road
Cambridge
CB2 8EA
United Kingdom

(h) You must not copy Cambridge certificates in any form.

6.4.1 What is reported on certificates?

We report results in individual subjects using the grades in the tables on the following pages.

Qualification	Grades shown on certificate
Cambridge IGCSE	• A*(a*), A(a), B(b), C(c), D(d), E(e), F(f) or G(g). • A*(a*) is the highest grade and G(g) the lowest. • We do not report performances below the standard of Grade G(g) on certificates. • Candidates awarded Grades A*(a*), A(a), B(b), C(c), D(d), E(e), F(f) or G(g) have reached standards at least equivalent to the same grades in the General Certificate of Secondary Education (GCSE). Candidates awarded A*(a*), A(a), B(b), C(c), D(d) or E(e) have reached standards at least equivalent to the same grades in the Cambridge O Level.

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Qualification	Grades shown on certificate
Cambridge IGCSE language syllabuses	• For some language syllabuses we report separate oral endorsement grades on a scale of 1(ONE) to 5(FIVE). 1(ONE) is the highest grade and 5(FIVE) the lowest.
Cambridge IGCSE (9–1)	• 9(NINE), 8(EIGHT), 7(SEVEN), 6(SIX), 5(FIVE), 4(FOUR), 3(THREE), 2(TWO) or 1(ONE). 9(NINE) is the highest grade and 1(ONE) the lowest. • We do not report performances below the standard of Grade 1(ONE) on certificates. • Candidates awarded Grades 9(NINE), 8(EIGHT), 7(SEVEN), 6(SIX), 5(FIVE), 4(FOUR), 3(THREE), 2(TWO) or 1(ONE) have reached standards at least equivalent to the same grades in the General Certificate of Secondary Education (GCSE).
Cambridge IGCSE (9–1) First Language English (0990) and Cambridge IGCSE (9–1) English as a Second Language (Speaking Endorsement) (0993)	• For Cambridge IGCSE First Language English Speaking & Listening (0990/04) and Cambridge IGCSE (9–1) English as a Second Language (Speaking Endorsement) (0993/03), we report separate oral endorsement grades as Distinction, Merit or Pass, Distinction being the highest and Pass being the lowest. They are reported as follows: – with Distinction in Speaking & Listening (0990/04), Speaking (0993/03) – with Merit in Speaking & Listening (0990/04), Speaking (0993/03) – with Pass in Speaking & Listening (0990/04), Speaking (0993/03). • We do not report performances below the standard required for 'Pass' on certificates.

Qualification	Grades shown on certificate
Cambridge International Certificate of Education (Cambridge ICE)	• Distinction is awarded if a candidate achieves a Grade A(a) or above in five syllabuses and Grade C(c) or above in two more syllabuses. • Merit is awarded if a candidate achieves a Grade C(c) or above in five syllabuses and Grade F(f) or above in two more syllabuses. • Pass is awarded if a candidate achieves a Grade G(g) or above in seven syllabuses. • If a candidate does not achieve Cambridge ICE but gets a minimum of at least one Grade G(g) in a syllabus we award a Cambridge IGCSE certificate. • If a candidate achieves Cambridge ICE in one series they will receive separate Cambridge IGCSE and Cambridge ICE certificates. • If a candidate achieves Cambridge ICE over two series they will receive a certificate for the individual syllabuses they take at the end of the first series. They will receive separate Cambridge IGCSE and Cambridge ICE certificates at the end of the second series.
Cambridge O Level (referred to as GCE O Level on certificates)	• A*(a*), A(a), B(b), C(c), D(d) or E(e). • A*(a*) is the highest grade and E(e) the lowest. • We do not report performances below the standard of Grade E(e) on certificates. • The text 'Ordinary Level' before the grade awarded shows the level the grade was awarded at for the subject. • One certificate is awarded for Cambridge O Level, Cambridge International AS Level and Cambridge International A Level.

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Qualification	Grades shown on certificate
Cambridge O Level language syllabuses	• For some language syllabuses we report separate oral endorsement grades on a scale of 1(ONE) to 5(FIVE). 1(ONE) is the highest grade and 5(FIVE) the lowest.
Cambridge International AS Level (referred to as GCE AS Level on certificates)	• a(a), b(b), c(c), d(d) or e(e). • a(a) is the highest grade and e(e) the lowest. • We do not report performances below the standard of Grade e(e) on certificates. • The text 'Advanced Subsidiary' before the grade awarded shows the level the grade was awarded at for the syllabus. • One certificate is awarded for Cambridge O Level, Cambridge International AS Level and Cambridge International A Level.
Cambridge International A Level (referred to as GCE A Level on certificates)	• A*(a*), A(a), B(b), C(c), D(d) or E(e). • A*(a*) is the highest grade and E(e) the lowest. • We do not report performances below the standard of Grade E(e) on certificates. • The text 'Advanced Level' before the grade awarded shows the level the grade was awarded at for the syllabus. • One certificate is awarded for Cambridge O Level, Cambridge International AS Level and Cambridge International A Level.

Qualification	Grades shown on certificate
Cambridge International AS & A Level language syllabuses	• For some language syllabuses we report separate oral grades as Distinction, Merit or Pass, Distinction being the highest and Pass being the lowest. They are reported as follows: – with Distinction in Speaking – with Merit in Speaking – with Pass in Speaking. • We do not report performances below the standard required for 'Pass' on certificates.
Cambridge AICE Diploma	• The Cambridge AICE Diploma certificate is issued to candidates who have entered for the AICE Diploma. • Distinction, Merit or Pass will be awarded to candidates who meet the requirements of the Diploma. The total points scored will also be shown. – Distinction is awarded if a candidate achieves a point score of 360 to 420 points. – Merit is awarded if a candidate achieves a point score of 250 to 359 points. – Pass is awarded if a candidate achieves a point score of 140 to 249 points. • To determine the award, we allocate points to each potential counting syllabus according to the grade achieved. • The candidate will also receive a certificate showing the grades achieved in Cambridge International AS & A Level syllabuses. • Details of the award rules for the Diploma are in the Cambridge Guide to Making Entries.

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Qualification	Grades shown on certificate
Cambridge International Project Qualification	• A*(a*), A(a), B(b), C(c), D(d) or E(e). A*(a*) is the highest grade and E(e) the lowest. • We do not record performances below the standard of Grade E(e).

6.4.2 Incorrect details on certificates

You must check centre and candidate details, including the spelling of names and dates of birth on statements of entry and statements of results. You must tell us straight away about any errors before we send certificates. When you receive your certificates, check centre and candidate details, including the spelling of names. To ask for changes send us Results and Certificates – Form 12 with the incorrect certificate and the documents listed on the form.

We do not charge for replacing certificates where grades have changed. You must first send us the incorrect certificate with the form to receive a replacement certificate showing the final grades. We can only make small changes to certificates, for example errors in spellings of candidate names or centre details.

A Associate Centres should tell their Cambridge Associate about any errors on certificates.

Important dates

We charge for changes to certificates after the following dates. We also charge a courier fee.

- June series: 22 September 2025
- November series: 26 February 2026

Unless they have been lost by the candidate or centre, we will replace certificates until the following dates. After these dates we will send certifying statements.

- June series: 30 April 2027
- November series: 30 September 2027

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Replacement Certificate Application: Results and Certificates – Form 12

6.4.3 Name changes

A certificate is a permanent record of the candidate's achievement. It is in their name, as you entered it, at the time we make the award. We cannot provide replacement certificates to:

- show any changes that take place after the exam, for example a candidate changing their name because they get married or adopt a parent's name
- include part of a name that was not previously entered.

6.4.4 Combining grades on a single certificate

We send a separate certificate each series. We cannot combine grades achieved in different series or at different centres onto one certificate. If candidates took assessments at two different centres they will get two certificates. Each will show the grades they achieved at that centre.

We cannot delete any grades or syllabuses from a certificate.

6.4.5 Lost certificates

We will not replace certificates that have been lost. When you receive certificates from us, keep them in a safe place. If you lose a candidate's certificate, you may apply for a certifying statement on the candidate's behalf. If a candidate loses their certificate, they can apply for a certifying statement (see section 6.5).

6.4.6 Damaged certificates

We can agree to replace damaged certificates as long as we have satisfactory proof of the candidate's identity. See the instructions and deadlines in section 6.4.2. You must return the damaged certificate before we can replace it. We charge a fee per certificate and costs to send the certificate by courier.

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6.4.7 Cambridge changes

In rare cases, as a result of appeals or our quality checks we may need to change statements of results or certificates. We can do this at any time, and without liability to you or your candidates.

6.5 Certifying statements

A certifying statement is an official document that shows a candidate's grades in a particular series. It shows the grades as they appear on the certificate rather than the statement of results.

Certifying statements are fully endorsed by the Vice Chancellor of the University of Cambridge. Educational institutions and employers accept them as a legitimate record of results.

We can only send certifying statements once we have issued the certificate for that series. They show all grades, except for 'UNGRADED', 'NO RESULT' or 'PENDING' outcomes.

We produce a certifying statement for each series and for each qualification. If you need a certifying statement for a candidate who took different Cambridge qualifications in the same exam series, you need to apply for separate certifying statements for each qualification. If you need a certifying statement for a candidate who took the same Cambridge qualifications in different exam series, you need to apply for separate certifying statements for each series.

We can also send a certifying statement to an educational institution or employer as proof of the applicant's results.

For security reasons, we cannot give results by telephone or email.

6.5.1 Applying for a certifying statement

Candidates can ask us for a certifying statement at any time after we send certificates. Or, you can apply for them. You can ask for several at the same time.

There are two ways to apply:

- If you are paying by credit or debit card, apply online at www.cambridgeinternational.org/certstat
- If you are paying by invoice, download Results and Certificates – Form 7 from www.cambridgeinternational.org/forms

We will process requests within four weeks of receiving a correctly completed application.

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6.5.2 UK Applying for a certifying statement for Common European Framework of Reference (CEFR)

Candidates who need to prove their English language skills can apply for a certifying statement for CEFR. This is primarily (but not only) for candidates who have achieved a Cambridge IGCSE in either First Language English or English as a Second Language and who need a student visa to study in the UK.

There are two ways to apply:

- If you are paying by credit or debit card, apply online at www.cambridgeinternational.org/certstat
- If you are paying by invoice, download Results and Certificates – Form 11 from www.cambridgeinternational.org/forms

We process requests within four weeks of receiving a correctly completed application.

6.5.3 Fees

We charge the following fees for certifying statements:

- a search fee for each qualification
- a fee for extra copies, for example if you want us to send the same statement to several addresses. We charge a lower fee if you ask for extra copies at the same time
- a delivery fee for each address if we send the statement by courier or special delivery.

These fees are shown in our fees list in the 'My Messages' section of Direct. **NEW** If you are a Cambridge International School – registered as online, we send the fees list to you.

If we cannot find a result for a candidate and series, we will credit your centre's account with the delivery fee and the cost of any extra copies, but we cannot credit your centre's account with the search fee.

Administrative forms

Forms available from www.cambridgeinternational.org/forms

- Certifying Statement Application: Results and Certificates – Form 7
- UK Certifying Statement Application for Common European Framework of Reference (CEFR): Results and Certificates – Form 11

6.6 Verifying results

A third party, such as an employer or an educational institution, can ask us to verify a candidate's results at any time. To do this, they must send us Results and Certificates – Form 8 with a copy of the certificate they want us to verify and the supporting information we ask for.

Our certificates have extra security features that can be checked using UV light. Contact us straight away if you think a certificate is not authentic. We can tell you how to check it.

We charge a fee per certificate per candidate to verify results. The fee is in our fees list in the 'My Messages' section of Direct. **NEW** If you are a Cambridge International School – registered as online, we send the fees list to you.

Administrative forms

Form available from www.cambridgeinternational.org/forms

- Third Party Verification of Results Application: Results and Certificates – Form 8

6.7 UK Applying to university

Students should contact the relevant university if they have any questions about admissions.

To find out which universities and institutions recognise Cambridge exams and qualifications, see the recognition policy search database www.cambridgeinternational.org/recognition-search

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6.8 Chk Cambridge Primary Checkpoint and Lower Secondary Checkpoint results

6.8.1 Chk Cambridge Primary Checkpoint and Lower Secondary Checkpoint diagnostic feedback and statements of achievement

Cambridge Primary Checkpoint tests are for the final year of primary education. The diagnostic feedback gives you an international benchmark of how your candidates performed in English, English as a Second Language, Mathematics and Science. This helps you and your teachers to recognise and address the learning needs of your candidates. We mark the tests.

Cambridge Lower Secondary Checkpoint tests are for candidates beginning courses in Cambridge IGCSE or O Level English, English as a Second Language, Mathematics and Science. We mark the tests.

NEW You will receive electronic and printed copies of statements of achievement (PDF). You will receive electronic copies only of diagnostic feedback reports (PDF) and breakdown of marks (Microsoft Excel).

A Cambridge Associates are responsible for sending diagnostic feedback to their Associate Centres according to their local arrangements.

You can give the statements of achievement and reports to students to your candidates as soon as you receive them.

We are unable to issue results for candidates who have not completed the full assessment in a Cambridge Checkpoint subject.

Extra guidance

For guidance on how to use the diagnostic feedback reports, see the following:

- Cambridge Primary Checkpoint Feedback Guide on the Cambridge Primary website at https://primary.cambridgeinternational.org/checkpoint
- Cambridge Lower Secondary Checkpoint Feedback Guide on the Cambridge Lower Secondary website at https://lowersecondary.cambridgeinternational.org/checkpoint

For more information about Cambridge Primary and Lower Secondary support sites, see section 1.1.11.

6.8.1.1 Chk Electronic and printed diagnostic feedback

We provide the following diagnostic feedback.

In PDF:

- centre report
- report on teaching group
- individual statements of achievement
- individual reports to students.

In Microsoft Excel:

- syllabus summary report
- component report.

We upload Cambridge Primary Checkpoint and Lower Secondary Checkpoint end of series reports to the Cambridge Primary and Lower Secondary websites at a later date.

Diagnostic feedback is not available under the 'Results' tab in Direct. Instead we send diagnostic feedback through the 'My Messages' section of Direct. We do not send results directly to anyone.

A Associate Centres will receive their results according to their local arrangements.

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NEW To download your diagnostic feedback reports and breakdown of marks, go to the 'My Messages' section of Direct.

When you receive your feedback, check that you have all the documents listed above. In particular, check you have a statement of achievement and a report to student for each candidate. If any documents are missing, email info@cambridgeinternational.org straight away. You are responsible for giving your candidates their statements of achievement and reports. A If you work in an Associate Centre, contact your Cambridge Associate if any documents are missing.

Programme	Performance band and Checkpoint score reporting
Cambridge Primary Checkpoint English, English as a Second Language, Mathematics, Science	Basic, Aspiring, Good, High, Outstanding Checkpoint standardised scores on a scale between 0 and 50
Cambridge Lower Secondary Checkpoint English, English as a Second Language, Mathematics, Science	Basic, Aspiring, Good, High, Outstanding Checkpoint standardised scores on a scale between 0 and 50

Qualification	Grade reporting
Cambridge Primary Checkpoint Global Perspectives	Gold(Gold), Sil(Silver), Brz(Bronze) U(Ungraded) shows that the candidate did not reach the standard required for Grade Brz(Bronze).
Cambridge Lower Secondary Checkpoint Global Perspectives	Gold(Gold), Sil(Silver), Brz(Bronze) U(Ungraded) shows that the candidate did not reach the standard required for Grade Brz(Bronze).

6.8.2 Chk Cambridge Primary Checkpoint and Lower Secondary Checkpoint Global Perspectives results

We send electronic results for Cambridge Primary Checkpoint and Lower Secondary Checkpoint Global Perspectives through Direct. We also send printed copies of candidate statements of achievement.

We provide the following electronic results files:

- centre results information (Microsoft Excel)
- individual statements of achievement (PDF)
- moderation report (PDF).

You can give the statements of achievement to your candidates as soon as you receive them.

We report syllabus grades on the centre results information sheet as in the table below left.

'NO RESULT' or 'X' means one of the following:

- You told us the candidate was absent or withdrawn and there is no record of their mark. Therefore we cannot award a grade.
- You did not tell us the candidate was absent or withdrawn and there is no record of their mark. Therefore we cannot award a grade.
- We disqualified the candidate. If this happened we will have told you why.

'PENDING' or 'Q' means that we cannot issue a result at the moment but will do this soon.

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Important dates

Chk Your Cambridge Primary Checkpoint and Lower Secondary Checkpoint diagnostic feedback for English, English as a Second Language, Mathematics and Science will be available to download from the 'My Messages' section of Direct on the following dates:

- May series: 19 June 2025
- October series: 18 December 2025

Your **end of series reports** will be available to download from the Cambridge Primary and Lower Secondary support sites on the following dates:

- May series: early July 2025
- October series: late December 2025

We do not send printed copies of your diagnostic feedback or end of series reports.

Chk Cambridge Primary Checkpoint and Lower Secondary Checkpoint Global Perspectives results will be available to download from the 'My Messages' section of Direct on the following dates:

- May series: 19 June 2025

We send you printed statements of achievement by the end of June 2025.

- October series: 18 December 2025

We send you printed statements of achievement by early January 2026.

6.8.3 Chk Incorrect details on results

You must check centre and candidate details, including the spelling of names and dates of birth on statements of entry. You must tell us about any errors straight away, before we send results. Check centre and candidate details when you receive your results. If anything is incorrect, email info@cambridgeinternational.org as soon as possible. We can only make small changes, for example to candidate names, dates of birth or centre details. We upload electronic replacement statements of achievement to the 'My Messages' section of Direct free of charge.

A If you work in an Associate Centre, please tell your Cambridge Associate about any errors.

Important information

Replacement statements of achievement after results release will be sent electronically only.

6.8.4 Chk Name changes

A statement of achievement is in the candidate's name, as you entered it, at the time we issue the statement. We cannot provide replacement statements of achievement to:

- reflect any changes that take place after the test, for example a candidate changing their name because they adopt a parent's name
- include part of a name that was not previously entered.

6.8.5 Chk Combining results on a single statement of achievement

We send a separate statement of achievement each series. We cannot combine scores or grades achieved in different series onto one statement of achievement, or delete any scores or grades from a statement of achievement.

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Section 7: Appeals: Regulations and guidance

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7.1 Introduction

7.1.1 Purpose

This section tells you how to appeal against some kinds of decisions we have made in relation to our general qualifications (where we issue certificates). This includes Cambridge IGCSE, Cambridge IGCSE (9–1), Cambridge IGCSE (Core), Cambridge O Level, Cambridge International AS & A Level and Cambridge IPQ.

A Associate Centres must make appeals through their Cambridge Associate. Private candidates can only appeal through the Cambridge International School or Cambridge Associate they are registered with.

7.1.2 Scope

We accept appeals against five kinds of decision:

1 Outcomes of enquiries about results (see section 7.2).
2 Malpractice decisions (see section 7.3).
3 Access arrangement decisions (see section 7.4).
4 Special consideration decisions (see section 7.4).
5 Late arrival decisions (see section 7.4).

We can only address these through the appeals process, not in any other way, including our complaints process.

Contact Customer Services (info@cambridgeinternational.org) about any other matters.

7.1.3 About the appeals process

You can appeal under the five circumstances in section 7.1.2 as part of the services we provide. These appeals are not a judicial or quasi-judicial proceeding.

7.1.4 Fees

We charge a fee for each Stage 1 and Stage 2 appeal about enquiries about results. The charge is per appeal, not per candidate. See the fees list in the 'My Messages' section of Direct. NEW If you are a Cambridge International School – registered as online, we send the fees list to you.

If your appeal is successful we will not charge you.

7.1.5 More information

You can find more information as follows:

- access arrangements (section 1.3 of this handbook)
- late arrivals (section 5.1.10 of this handbook)
- special consideration (section 5.5 of this handbook)
- malpractice (section 5.6 of this handbook)
- results and enquiries about results (sections 6.1 and 6.3 of this handbook).

Our processes may differ from those of other exam boards. Read this material carefully to make sure you appeal correctly.

If you have any questions contact us at info@cambridgeinternational.org or on +44 1223 553554.

Administrative forms

Forms available from the 'Support Materials' section of Direct:

- Application for an Appeal: Access Arrangements, Malpractice, Special Consideration and Late Arrivals: Appeals – Form 1
- Application for an Appeal Following an Enquiry About Results: Appeals – Form 2

7.2 Appeals against the outcome of enquiries about results

If you have an enquiry about results outcome and wish to appeal, you must follow the procedures in this section. A two-stage appeals process is available.

If you do not follow these procedures, you may lose your opportunity to make an appeal.

The appeals process is not a way of getting another opinion about the candidate's or candidates' work. It is a way to challenge us if you believe we have not followed our procedures.

7.2.1 Making a Stage 1 appeal against the outcome of an enquiry about results

7.2.1.1 Who can make a Stage 1 appeal

You must make a Stage 1 appeal in writing. The Head of Centre must sign and support it.

All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents/guardians or candidates.
A Associate Centres must make appeals through their Cambridge Associate.

You may only make a Stage 1 appeal for candidates who have already received an enquiry about results outcome. You may not make an appeal for a candidate who has received a copy of a script without receiving the outcome of an enquiry about results.

Example 1: You have made enquiries about results for two candidates. One has already received an outcome. You may appeal for the candidate who has already received their outcome. You must wait until the second candidate has received their outcome to make a Stage 1 appeal. If you do not have the outcome for the second candidate by the appeal deadline and you wish to appeal for the first candidate, you will need to submit two separate appeals to meet the deadline for each candidate.

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Example 2: You have made enquiries about results for some, but not all, candidates entered for a syllabus component. You can only appeal against the outcomes of candidates you have made enquiries about results for. You may not include the other candidates. You may only appeal for a whole group if you have made enquiries about results for all candidates in the group.

7.2.1.2 How to make a Stage 1 appeal

To make a Stage 1 appeal you must show you have a permitted reason for appeal. The reasons we consider are that either:

1 We did not comply with the commitments made in our Code of Practice; or

2 We did not apply our procedures properly and fairly in arriving at our judgements.

We will not consider appeals for any other reasons. For example, the following do not, on their own, constitute evidence that we have not complied with the Code of Practice or that we have not followed our procedures properly and fairly:

1 You disagree with our markers' or moderators' judgements, either originally or as part of an enquiry about results.

2 You disagree with our judgements on grade thresholds at either a component or syllabus level.

3 Candidates' results and their results in other assessments are different.

To make a Stage 1 appeal send us Appeals – Form 2, available from the 'Support Materials' section of Direct. You must fully explain the reason for the appeal, otherwise we will reject it.

Submit the form through the 'Enquiries about results' section of Direct within the time frame in section 7.2.1.3. If you are unable to submit the form through Direct you may email it to info@cambridgeinternational.org with 'Stage 1 Appeal – EAR' in the subject line, within the time frame in section 7.2.1.3. Once you have made an appeal, you can only contact us about it in writing. We will not communicate with candidates or parents/guardians involved in the appeal.

7.2.1.3 When to make a Stage 1 appeal

You must send us Appeals – Form 2 within 28 days of the date when we uploaded the outcome letter to Direct. If the enquiry included a request for a copy of the script, you must send the appeal within 28 days of the date we uploaded the outcome letter or the copy of the script – whichever is later. If your appeal is late we will not accept it.

You can make a Stage 1 appeal for more than one candidate, as long as it meets the requirements in section 7.2.1.1. The appeal must be for the same syllabus and component for all candidates. It must be within the 28-day deadline for each candidate. You do not need to appeal for all candidates at one time.

Example 1: You receive the outcome of an enquiry about results for one candidate, which we upload to Direct on 1 January. You have until 29 January to make your Stage 1 appeal following the instructions in section 7.2.1.2.

Example 2: You have made enquiries about results, with return of copies of scripts, for five candidates for the same syllabus and component. We upload the copies of the scripts on 1, 2, 3, 4 and 5 January respectively. To make a Stage 1 appeal for all five candidates in a single group, you would need to submit it by 29 January – the deadline for the earliest script you received. To submit the appeals separately, you must keep within the 28-day limit for each appeal.

Example 3: You have made enquiries about results, at different times, for five candidates for the same syllabus and component. We upload the first outcome letter on 1 January. By 29 January, we have uploaded three of the outcome letters.

To make a Stage 1 appeal you would need to submit it for the first three candidates by 29 January, the deadline for the earliest outcome you received. You may then decide whether to submit appeals for the other two candidates separately.

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7.2.1.4 Stage 1 appeal consideration

We will email you to acknowledge your appeal within three working days of receiving it. If you have not received an email within that time, please contact us to check we have received your appeal.

One or more members of Cambridge staff, none of whom were involved in the original decision, will review your appeal request and any relevant evidence, and will consider whether we:

1 Complied with the commitments made in our Code of Practice; and

2 Applied our procedures properly and fairly in arriving at our judgements.

We will write to you within 21 days of receiving the appeal to let you know whether it was fully successful, partly successful or unsuccessful.

You must tell candidates and parents/guardians the outcome as soon as you receive it.

7.3 Appeals against malpractice decisions

7.3.1 Making a Stage 1 appeal against a malpractice decision

7.3.1.1 Who can make a Stage 1 appeal

You must make a Stage 1 appeal in writing. The Head of Centre must sign and support it.

All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents/guardians or candidates. **NEW** It is your responsibility to make sure that candidates and their parents/guardians are aware of the appeals process. We encourage you to explain the process to them and the approach you are taking in appealing on the candidates' behalf.

A Associate Centres must make appeals through their Cambridge Associate.

7.3.1.2 How to make a Stage 1 appeal

To make a Stage 1 appeal send us Appeals – Form 1 available from the 'Support Materials' section of Direct. You must explain your reasons for appealing against the decision. **NEW** These reasons should include why you believe that we did not comply with the commitments made in our Code of Practice and/or that we did not apply our published regulations properly and fairly in arriving at our judgement. You must give us any extra information or evidence that you want us to consider. We will not accept an appeal based on the following reasons:

1 The individual did not mean to commit malpractice.

2 The individual has a good academic record.

3 The individual could lose a university place.

4 The individual regrets what they did.

Email Appeals – Form 1 to info@cambridgeinternational.org with 'Stage 1 Appeal – MALPRACTICE' in the subject line within the time frame specified in section 7.3.1.3.

Once you have made an appeal, you can only contact us about it in writing. We will not communicate with candidates or parents/guardians involved in the appeal.

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7.3.1.3 When to make a Stage 1 appeal

You must make your Stage 1 appeal within 28 days of the date of the letter telling you of the outcome of the malpractice investigation. If your appeal is late we will not accept it.

Example: You receive a letter, dated 1 January, telling you the outcome of a malpractice case. You have until 29 January to make your Stage 1 appeal following the instructions in section 7.3.1.2.

7.3.1.4 Stage 1 appeal consideration

One or more members of Cambridge staff, none of whom were involved in the original decision, will review your appeal request, including any relevant evidence that you submit, and will consider whether we:

1 Did not comply with the commitments made in our Code of Practice; and

2 Did not apply our published regulations properly and fairly in arriving at our judgements.

We will write to you within 28 days of receiving the appeal to let you know whether it was fully successful, partly successful or unsuccessful.

You must tell candidates and parents/guardians the outcome as soon as you receive it.

For information about the Stage 2 appeals process, see section 7.5.

7.4 Appeals against access arrangement, special consideration and late arrival decisions

If you are dissatisfied with the outcome of an access arrangement application, a request for special consideration or a late arrival outcome, the Head of Centre may appeal. A two-stage appeals process is available.

The outcome of a special consideration request is our decision to accept or not accept an application and does not refer to how much special consideration should be given.

NEW You may request a second review of the tariff awarded in your approved 'Special consideration – present but disadvantaged' application. A second person will review your application and the tariff awarded to confirm its accuracy. To request this, please email info@cambridgeinternational.org and include 'Special consideration – second review' in the subject line.

Important information

If you are submitting an access arrangement or special consideration appeal and you submit new evidence that was not considered as part of the original decision, this may be reviewed and the appeal may not be needed.

7.4.1 Making a Stage 1 appeal against an access arrangement, special consideration or late arrival decision

7.4.1.1 Who can make a Stage 1 appeal

You must make a Stage 1 appeal in writing. The Head of Centre must sign and support it.

All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents/guardians or candidates. NEW It is your responsibility to make sure that candidates and their parents/guardians are aware of the appeals process. We encourage you to explain the process to them and the approach you are taking in appealing on the candidates' behalf.

A Associate Centres must make appeals through their Cambridge Associate.

7.4.1.2 How to make a Stage 1 appeal

To make a Stage 1 appeal send us Appeals – Form 1, available from the 'Support Materials' section of Direct. You must explain your reasons for appealing against the decision. NEW These reasons should include why you believe that we did not comply with the commitments made in our Code of Practice and/or that we did not apply our published regulations properly and fairly in arriving at our judgement. You must give us any extra information or evidence that you want us to consider.

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Email Appeals – Form 1 to info@cambridgeinternational.org with 'Stage 1 Appeal – compliance' in the subject line within the time frame in section 7.4.1.3. Once you have made an appeal, you can only contact us about it in writing. We will not communicate with candidates or parents/guardians involved in the appeal.

7.4.1.3 When to make a Stage 1 appeal

You must appeal within 28 days of the date when we told you about our decision. If your appeal is late we will not accept it.

Example: You receive a letter, dated 1 January, with our decision about the late arrival of a candidate, or your application for access arrangements or special consideration. You have until 29 January to make your Stage 1 appeal following the instructions in section 7.4.1.2.

NEW An appeal can only be made in cases where your application has been rejected.

You may request a second review of the tariff awarded in your approved 'Special consideration – present but disadvantaged' application. A second person will review your application and the tariff awarded to confirm its accuracy. To request this, please email info@cambridgeinternational.org and include 'Special consideration – second review' in the subject line.

7.4.1.4 Stage 1 appeal consideration

Three members of Cambridge staff, none of whom were involved in the original decision, will review your appeal request and evidence (including any new evidence you have submitted). We will consider whether we:

1 Did not comply with the commitments made in our Code of Practice; and

2 Did not apply our published regulations properly and fairly in arriving at our judgements.

We will write to you within 28 days of receiving the appeal to let you know whether it was successful.

You must tell candidates and parents/guardians the outcome as soon as you receive it.

For information about the Stage 2 appeals process, see section 7.5.

7.5 Stage 2 appeals

If you are not satisfied with the outcome of a Stage 1 appeal, you can ask for a Stage 2 appeal. Instructions, including the deadlines, are in:

- section 7.5.1 for appeals against the outcome of enquiries about results
- section 7.5.2 for appeals against malpractice decisions
- section 7.5.3 for appeals against access arrangement, special consideration or late arrival decisions.

The instructions vary depending on the kind of decision you would like to appeal, so it is important to refer to the correct section.

Each Stage 2 appeal is heard by an independent panel who will decide the outcome.

All Stage 2 appeals are dealt with by a team which does not have any involvement in cases before they reach a Stage 2 appeal.

Email all correspondence related to Stage 2 appeals to info@cambridgeinternational.org with 'Stage 2 Appeal' in the subject line. Send a copy to cistage2appeals@cambridgeinternational.org

7.5.1 Making a Stage 2 appeal against the outcome of enquiries about results

If the appeal is not fully successful at Stage 1, you may choose to proceed to Stage 2.

7.5.1.1 Who can make a Stage 2 appeal

You must make a Stage 2 appeal in writing. The Head of Centre must sign and support it.

You may make a Stage 2 appeal for a candidate if they have received an enquiry about results outcome and a Stage 1 appeal outcome. All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents/guardians or candidates. (A) Associate Centres must make appeals through their Cambridge Associate.

Example: You made a Stage 1 appeal against the outcome of an enquiry about results for candidate A and have received an outcome. Candidate B had an enquiry about results outcome, but you did not make a Stage 1 appeal. You may make a Stage 2 appeal for candidate A but not candidate B.

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7.5.1.2 How to make a Stage 2 appeal

To make a Stage 2 appeal send us Appeals – Form 2, available from the 'Support Materials' section of Direct. We will not accept an appeal that is not based on either of the two permitted reasons – either that:

1 We did not comply with the commitments made in our Code of Practice; or

2 We did not apply our procedures properly and fairly in arriving at our judgements.

You must include all your arguments and any evidence you wish to provide. You may give evidence that you did not give at Stage 1.

Email the form to info@cambridgeinternational.org with 'Stage 2 Appeal' in the subject line. Send a copy to cistage2appeals@cambridgeinternational.org within the time frame specified in section 7.5.1.3.

7.5.1.3 When to make a Stage 2 appeal

You must make your Stage 2 appeal within 14 days of the date of the Stage 1 outcome letter. If your appeal is late we will not accept it.

You can make a Stage 2 appeal for more than one candidate, as long as it meets the requirements in sections 7.5.1.1 and 7.5.1.2 You must do this within 14 days of the date of each Stage 1 appeal outcome letter.

Example 1: You receive the outcome of a Stage 1 appeal, dated 1 January, for one candidate. You have until 15 January to make your Stage 2 appeal.

Example 2: You made Stage 1 appeals for two groups of candidates for the same syllabus and component. The Stage 1 outcome letters are dated 1 January and 5 January. If you wish to make a Stage 2 appeal for both groups together, you would need to submit it by 15 January, the deadline for the earliest outcome you received.

7.5.2 Making a Stage 2 appeal against a malpractice decision

If the appeal is not fully successful at Stage 1, you may choose to proceed to Stage 2.

7.5.2.1 Who can make a Stage 2 appeal

You must make a Stage 2 appeal in writing. The Head of Centre must sign and support it.

All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents/guardians or candidates.
A Associate Centres must make appeals through their Cambridge Associate.

7.5.2.2 How to make a Stage 2 appeal

To make a Stage 2 appeal send us Appeals – Form 1 available from the 'Support Materials' section of Direct. You must explain your reasons for making a Stage 2 appeal against the decision. We will not accept an appeal that is not based on either of the two permitted reasons – either that:

1 We did not comply with the commitments made in our Code of Practice; or

2 We did not apply our published regulations properly and fairly in arriving at our judgements.

You must also provide any extra information or evidence that you would like the panel to consider.

Email Appeals – Form 1 to info@cambridgeinternational.org with 'Stage 2 Appeal' in the subject line, copying in cistage2appeals@cambridgeinternational.org within the time frame specified in section 7.5.2.3.

7.5.2.3 When to make a Stage 2 appeal

You must make your Stage 2 appeal within 14 days of the date of the Stage 1 outcome letter. If your appeal is late we will not accept it.

7.5.3 Making a Stage 2 appeal against an access arrangement, special consideration or late arrival decision

If the appeal is not fully successful at Stage 1, you may choose to proceed to Stage 2.

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7.5.3.1 Who can make a Stage 2 appeal

You must make a Stage 2 appeal in writing. The Head of Centre must sign and support it.

All appeals must be made by the centre the candidate was registered with. We do not accept appeals directly from parents/guardians or candidates.

A Associate Centres must make appeals through their Cambridge Associate.

7.5.3.2 How to make a Stage 2 appeal

Send us Appeals – Form 1, available from the 'Support Materials' section of Direct. You must explain your arguments against the decision. We will not accept an appeal that is not based on either of the two permitted reasons – either that:

1 We did not comply with the commitments made in our Code of Practice; or

2 We did not apply our published regulations properly and fairly in arriving at our judgements.

Give us any extra information or evidence that you would like the panel to consider alongside what you provided at Stage 1.

Email Appeals – Form 1 to info@cambridgeinternational.org with 'Stage 2 Appeal' in the subject line, copying in cistage2appeals@cambridgeinternational.org within the time frame specified in section 7.5.3.3.

7.5.3.3 When to make a Stage 2 appeal

You must make your Stage 2 appeal within 14 days of the date of the Stage 1 outcome letter. If your appeal is late we will not accept it.

7.5.4 Before the Stage 2 appeal meeting

7.5.4.1 Scheduling the meeting

When you make your Stage 2 appeal, we will tell you we have received it within three working days. We will usually confirm the date and time of the meeting within 14 days. If you have not received an email within that time, please contact us to check we have received your appeal.

All Stage 2 appeal meetings take place at our offices in Cambridge or remotely. We will inform you of the meeting location, which you cannot change.

If you have told us you wish to attend the meeting, we will also ask you to name representatives from your centre who will attend and provide their email addresses. We will not be able to reschedule meetings to suit your representatives. You may name alternative representatives if those you originally named cannot attend, in line with section 7.5.5.3.

7.5.4.2 Submitting materials for consideration

If you want us to consider evidence or arguments you did not include in your Stage 1 appeal, you must include these in writing when you make your Stage 2 appeal. You must normally submit them electronically.

If you want to include evidence or arguments you could not reasonably have been aware of at the time you submitted the Stage 2 appeal, you may ask the chair for permission. You must send it to us at least five working days before the meeting. You must also explain why the material was not reasonably available at the time you made the Stage 2 appeal. The panel will not accept them if they were available to you when you submitted your Stage 2 appeal.

We strongly encourage you to submit all materials electronically as this is the most secure and reliable method. If you need to send us printed copies, you must send them when you request your Stage 2 appeal. You must provide six copies in the following format:

1 A4 size.

2 No staples, spiral binding or other permanent binding (hole-punched paper bound with tags or in arch-lever files is acceptable).

3 Consecutively numbered.

Contact us if you wish to submit materials that are not easily reproduced.

7.5.4.3 The Appeal Pack

We will send an 'Appeal Pack', normally by email, to everyone attending the meeting (see section 7.5.5) no later than five working days before the meeting. This will contain:

1 All relevant outcome/decision letters and Stage 1 appeal outcome letters.

2 All appeal forms.

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3 All relevant material you sent us as evidence in the Stage 1 appeal and, in the case of malpractice, special consideration, late arrivals and access arrangements, when we first considered the matter.

4 All material you sent us as evidence when you made the Stage 2 appeal.

5 All our evidence.

We may make some sensitive materials available to the panel at the meeting but these will not be distributed. They will be clearly identified on the cover sheet of the 'Appeal Pack'.

If you are attending the hearing and are not able to access the 'Appeal Pack' or any of its contents, please contact us on cistage2appeals@cambridgeinternational.org as soon as possible.

7.5.5 Stage 2 appeal meeting participants

7.5.5.1 The panel of the Cambridge Appeals Committee

At the Stage 2 appeal meeting, a panel of the Cambridge Appeals Committee will consider the appeal.

The panel will consist of an independent chair and two panel members. At least one panel member will be independent. This means they are not, and have not been, members of our board or committees or an employee or examiner with Cambridge University Press & Assessment at any time during the five years before we appointed them. Neither the chair, nor either member of the panel (whether independent or not), will have any personal interest in the decision being appealed.

A Cambridge employee will be appointed to act as servicing officer on behalf of the panel. They will take notes of the meeting, communicate the outcome and prepare a summary record of the meeting (see section 7.5.7.2). The servicing officer will be present for the panel's deliberation after the meeting but will not take part in it. The servicing officer acts for the panel and not for Cambridge.

Other people may also be present to make sure the meeting runs fairly and efficiently.

7.5.5.2 Cambridge representatives

Cambridge will be represented by a member of either the Compliance team (in malpractice, access arrangement, special consideration or late arrival cases) or the Assessment Standards and Quality team (in the case of appeals against the outcome of enquiries about results). Other subject, assessment or specialist staff may also represent Cambridge. There may be up to a total of three Cambridge representatives.

7.5.5.3 Centre representatives

The meetings are designed to be equally fair, whether or not centre representatives attend remotely or in person, and the panel always considers all written submissions.

The usual format of meetings is remote via Microsoft Teams. Please make sure your representatives have a stable internet connection and have joined the meeting via the Teams link no later than five minutes before the hearing is due to start. The chair is able to start the meeting on time even if all representatives are not present, and is entitled to refuse entry to any representatives who arrive late. The meeting will not be delayed, paused, repeated, rescheduled or cancelled due to any problems your representatives may have in their attendance.

Up to three members of your staff can attend. You must tell us if anyone from your centre would like to attend on the Stage 2 appeal form when you request a Stage 2 appeal. If you attend remotely, your Head of Centre must sign a declaration of continued adherence to the terms of the Cambridge Handbook relating to attending the Stage 2 appeal meeting online. We send the declaration once we accept an appeal.

Candidates and their parents/guardians cannot normally attend as representatives. As the Stage 2 appeal is not a judicial or quasi-judicial process, legal representatives cannot attend.

7.5.5.4 Observers

The panel and servicing officer can decide to allow observers to attend. Observers must be:

1 Over the age of 18.

2 Not attending in any capacity as a legal representative or legal advisor.

If observers attend they will count towards the limit of three representatives.

Observers must not try to take part in the meeting in any way. If they do this the chair will give them a warning. After that warning, if an observer tries to take part again, the chair may ask them to leave.

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7.5.5.5 Conduct of participants

All representatives and observers attending the meeting are expected to behave with courtesy to the panel, the servicing officer, and all other participants and observers. The panel will not tolerate rudeness, shouting, attempted intimidation or other inappropriate behaviour. The chair may ask any participant or observer who behaves in such a way to leave. The chair's decision is final. The meeting will then carry on as normal and shall not be prejudiced by the removal. If we need to we may take further steps to make sure the panel, Cambridge staff and centre representatives are safe. We can ban participants or observers from visiting our premises or contacting staff in future.

7.5.6 The meeting

7.5.6.1 Centre not attending

When centre representatives do not attend the meeting, the order will be as follows.

7.5.6.1.1 Introduction

Cambridge representatives will be invited to join the panel in the meeting. The chair will introduce the panel members and ask everyone to introduce themselves. The chair will then describe the procedures that will be followed.

7.5.6.1.2 The centre's position

The chair will summarise the centre's position based on its written submissions.

7.5.6.1.3 Cambridge's presentation

- The Cambridge representatives will be asked to put forward their arguments.
- The panel will be able to ask questions.

7.5.6.1.4 Final summaries

The chair will then invite the Cambridge representatives to summarise their arguments.

7.5.6.1.5 Deliberation

Cambridge representatives will be asked to leave while the panel considers whether there are any questions. The chair may also ask observers to leave. If the panel has more questions, Cambridge representatives will be asked back into the room.

If the panel has no more questions, the representatives will be allowed to leave.

The panel will discuss the matter in private. They will consider:

1 Whether Cambridge's procedures were consistent with the commitments made in our Code of Practice; and

2 Whether Cambridge applied those procedures properly and fairly in arriving at those judgements.

The panel may, after deliberation:

(i) find the appeal successful, in full or in part

(ii) find the appeal unsuccessful; or

(iii) require Cambridge to carry out further work in accordance with instructions from the panel.

7.5.6.2 Centre attending

When centre representatives are attending, the order will be as follows.

7.5.6.2.1 Introduction

Your representatives and Cambridge representatives, along with any observers, will be invited to join the panel in the meeting room. The chair will introduce the panel members and ask everyone to introduce themselves. The chair will then describe the procedures that will be followed.

7.5.6.2.2 The centre's presentation

- The chair will ask centre representatives to put forward their arguments.
- The chair will invite Cambridge representatives to ask the centre representatives questions.
- The panel will be able to ask the centre representatives questions.

7.5.6.2.3 Cambridge's presentation

- The chair will ask Cambridge representatives to put forward their arguments.
- The chair will invite centre representatives to ask the Cambridge representatives questions.
- The panel will be able to ask the Cambridge representatives questions.

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7.5.6.2.4 Final summaries

- Centre representatives and Cambridge representatives will be given a final opportunity to make any comments.
- The chair will then invite first the Cambridge representatives and then the centre representatives to summarise their arguments. To make sure all involved are treated fairly, summaries should include only matters already discussed in the meeting and not introduce any new material or arguments. The chair will tell the panel to ignore any arguments or evidence not included in the Stage 2 Appeal Request Form or allowed under section 7.5.4.2.

7.5.6.2.5 Deliberation

The Cambridge and centre representatives will be asked to leave while the panel considers whether there are any more questions. The chair may also ask observers to leave. If the panel has more questions, both the Cambridge representatives and the centre representatives will be asked back into the room.

If the panel has no more questions, the representatives will be allowed to leave.

The panel will discuss the matter in private. They will consider:

1 Whether Cambridge's procedures were consistent with the commitments made in our Code of Practice; and

2 Whether Cambridge applied those procedures properly and fairly in arriving at those judgements.

The panel may, after deliberation:

(i) find the appeal successful, in full or in part

(ii) find the appeal unsuccessful; or

(iii) require Cambridge to carry out further work in accordance with instructions from the panel.

7.5.6.3 Length of the meeting

The chair may set a time limit on the meeting or on specific parts of it (e.g. presentations). Their decision is final.

When making their presentations, the Cambridge and centre representatives should assume that the panel has thoroughly reviewed the 'Appeal Pack' and focus on explaining their key arguments. The centre should not introduce any new arguments or evidence. They can only do this if extra evidence was allowed in line with section 7.5.4.2. The chair may ask the panel to ignore any extra evidence. Their decision is final.

7.5.7 After the meeting

7.5.7.1 The outcome

After the panel has agreed the outcome, the servicing officer for the appeal will tell the centre. This is usually within two working days of the Stage 2 appeal meeting. In all cases, you will receive the outcome within 28 days of Cambridge receiving the Stage 2 appeal.

The outcome is final. Nobody may discuss the appeal or the issues underlying it with the centre, the candidate or anyone representing the centre or the candidate.

You must tell candidates and parents/guardians the outcome as soon as you receive it. You must also tell them that the outcome is final.

7.5.7.2 Summary meeting record

After the meeting, the servicing officer will prepare a summary. This is not a verbatim account or a transcript. It is a summary of the key points made at the meeting and states the outcome. Once the chair has approved the draft, if you attended the meeting you will be able to suggest any corrections.

You will normally receive a letter containing the final summary within six weeks of the meeting.

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Access arrangements	Access arrangements are the principal way in which Cambridge complies with its duty, as guided by the UK Equality Act (2010), to make 'reasonable adjustments' for candidates with special educational needs, disability, illness, or injury. Where a candidate would otherwise be at a substantial disadvantage in comparison to a candidate with no special educational needs, disability, illness, or injury, we may be able to agree pre-exam access arrangements. These arrangements help a candidate by minimising accessibility barriers and maximising their opportunity to demonstrate their knowledge, skills and understanding in an assessment.
ADIP	The entry code for the Advanced International Certificate of Education Diploma.
Administrative zone	An administrative zone is a part of the world where the clocks read similar times. We have six administrative zones and allocate every school to one depending on their country and location. We publish a different version of the timetable and Cambridge Guide to Making Entries for each administrative zone for each series. Using Key Times and administrative zones together helps us make sure countries in similar time zones have their candidates under exam or supervisory conditions at the same time to maintain the security of question paper content. You can check your administrative zone and Key Times at www.cambridgeinternational.org/preparation
Agreement	The Agreement between Cambridge and a centre or Cambridge Associate for providing programmes and qualifications. The Cambridge Handbook forms part of the Agreement.

Appeals	Under certain circumstances, we provide a formal process for requesting a review of our decision. This process is called an 'appeal'. Cambridge accepts appeals in relation to five kinds of decision: 1 Outcomes of enquiries about results. 2 Malpractice decisions. 3 Access arrangement decisions. 4 Special consideration decisions. 5 Late arrival decisions. For further information about appeals, please refer to section 7 of this handbook.
NEW Apply for Access Arrangements	A service to allow centres to apply for access arrangements for candidates via My Cambridge. We are launching Apply for Access Arrangements in phases throughout 2025 to better support you. When it is available for you to use, we will contact you by email.
Assessment	The method used to evaluate a candidate's performance, for example, a written exam or coursework.
A Associate Agreement	The Agreement between Cambridge and the Cambridge Associate setting out the Cambridge Associate's legal responsibilities for Associate Centres. The Cambridge Handbook forms part of the Associate Agreement.
A Associate Centre	In our operational communications we use the term 'Associate Centre' for an organisation which is affiliated with a Cambridge Associate, whose premises have been inspected and approved, and for whom the Cambridge Associate is responsible under the Agreement. We give the external brand status 'Cambridge International School' to Associate Centres.

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Attendance register	Forms used in the exam room to record the presence or absence of each candidate.
UK **A2C**	If you are a UK centre, see the Cambridge Handbook (UK Supplement) 2025.
Cambridge AICE Diploma	Advanced International Certificate of Education Diploma.
A **Cambridge Associate**	An organisation such as a ministry, exams council, distributor, department of education or other agency, which has responsibility for Associate Centres through an Associate Agreement with Cambridge.
NEW **Cambridge Early Years**	Our Cambridge Early Years programme is for learners aged 3 to 6. It is the first stage in our Cambridge Pathway, which gives students a clear path for educational success from age 3 to 19. Organisations approved to offer Cambridge Early Years are called Cambridge Early Years Centres.
Cambridge Guide to Making Entries	The Cambridge Guide to Making Entries is available before each series from the 'Support Materials' section of Direct. It includes entry option codes and instructions for submitting entries. Entry option codes are specific to each series so make sure you are using the correct guide for your administrative zone.
Cambridge Handbook	This document. The Cambridge Handbook sets out the regulations for running Cambridge assessments, and provides guidance on the administrative tasks exams officers need to carry out during each exam series. It details the responsibilities of centres and Cambridge Associates, and forms part of the legal contract between Cambridge and the centre / Cambridge Associate. Our regulations exist to make sure that Cambridge candidates all over the world have the same exam experience and are treated equally and fairly. The Cambridge Handbook is updated annually, and includes any supplementary documents issued throughout the year. A reference to the Cambridge Handbook means the most recent issue available on Cambridge's websites.
Cambridge ICE	Cambridge International Certificate of Education.
UK **Cambridge IGCSE**	Cambridge International General Certificate of Secondary Education. The international version of the GCSE – GCSEs are national qualifications usually taken by students at around the age of 16 in England.
UK **Cambridge IGCSE (9–1)**	As above but this qualification is available only in zone 3.
Cambridge International AS & A Level	The international version of the AS/A Level. The AS/A Level is a national qualification usually taken at age 16 to 18 in England. For details of assessment approaches for Cambridge International AS & A Level, see section 2.5.2.

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Cambridge International Education	Cambridge International Education is the name of our awarding body and a part of Cambridge University Press & Assessment, which is a department of the University of Cambridge.
Cambridge International School	The external brand status we give to schools that meet our registration quality standards and criteria to successfully register with us and offer our programmes and qualifications. A Cambridge International School can either work with us directly or through a Cambridge Associate.
Cambridge International School – also approved to offer Cambridge programmes online	A centre that delivers Cambridge programmes to some students at its physical premises and to others fully or mainly online. All students, whether studying in person or remotely, are registered with the school and sit their exams at the centre's physical premises.
Cambridge International School – registered as online	A centre that delivers Cambridge programmes for students remotely. A fully online centre has no traditional school campus but may have physical premises where students occasionally meet for extra-curricular or sporting activities. Most of the teaching and learning takes place online. Candidates register to sit their exams as private candidates at a Cambridge exam venue local to them.
Cambridge International School – registered as online (with exam venues)	A centre that delivers Cambridge programmes for students remotely. A fully online centre has no traditional school campus but may have physical premises where students occasionally meet for extra-curricular or sporting activities. Most of the teaching and learning takes place online. The centre is approved to run its own exam venues. Candidates can either be entered for exams directly and sit exams as regular candidates, or alternatively as private candidates at other Cambridge exam venues not connected to the online school.
Cambridge Lower Secondary Checkpoint	Assessments available in English, English as a Second Language, Mathematics, Science and Global Perspectives, specially designed for candidates who are beginning courses leading to Cambridge IGCSE or Cambridge O Level exams in these subjects. They are designed for candidates of approximately 14 years of age. Cambridge Lower Secondary Checkpoint assesses skills at the end of stages 7 to 9 of the curriculum for English and English as a Second Language, and the curriculum content of stage 9 of the curriculum for Mathematics and Science.
Cambridge O Level	GCE Ordinary Level. Cambridge O Level is an internationally recognised qualification equivalent to the General Certificate of Secondary Education (GCSE) in England.

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Cambridge Primary Checkpoint	Assessments available in English, English as a Second Language, Mathematics, Science and Global Perspectives that provide assessment based on the learning objectives within the Cambridge Primary curriculum frameworks. They are designed for candidates of approximately 11 years of age and cover all major areas of learning in the first years of an international secondary education. Cambridge Primary Checkpoint assesses skills at the end of stages 4 to 6 of the curriculum for English and English as a Second Language, and the curriculum content of stage 6 of the curriculum for Mathematics and Science.
Cambridge University Press & Assessment	Cambridge University Press & Assessment is a non-teaching department of the University of Cambridge. They exist to further the University's mission 'to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence'. Cambridge International Education is part of Cambridge University Press & Assessment.
Candidate	A person who has been entered for an assessment.
Candidate Data	Candidate Data means personal data and, in some cases, special category (sensitive) personal data, as defined in the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 which relates to a candidate.
Candidate Results Service	A service that gives your candidates access to their results directly via a secure website. Centres can control which of their candidates have access to the site and what they can view through the 'Administer Exams' page on Direct.
Centre	In our operational communications, such as the Cambridge Handbook, we use 'centre' as an overarching term to refer to any type of organisation that has met our registration quality standards and criteria to successfully register with us to offer our programmes and qualifications and make entries for our exams. This includes Cambridge International Schools, Cambridge Associates and Associate centres.
Centre name	The name of a centre, Cambridge Associate or Associate Centre.
Centre number	The five-character code given to a centre, Cambridge Associate or Associate Centre.
Centre status	Centre status is awarded to a school, institution or organisation once it has been approved by and registered with Cambridge as a centre. Cambridge can withdraw this status in line with the conditions of this handbook and the centre's Agreement with Cambridge.
Certificate	A Cambridge certificate records and confirms a candidate's final results.
Certifying statement	An official document issued by Cambridge to show the grades achieved by a candidate in a particular series. Cambridge can send certifying statements at any time to any address, including educational institutions, as long as the original certificate has been issued. Candidates can apply for certifying statements or centres can apply on their behalf.

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Component	A component is part of or a section of the subject exam. An individual syllabus usually has several components. A component is sometimes referred to as a paper.
Component number	The two-digit number allocated to each component of a syllabus.
Coursework Assessment Summary Form **Oral Examination Summary Form** **Speaking Examination Summary Form** **Working Mark Sheet**	These forms should be used when assessing candidates' work in coursework and speaking test components. Depending on the component, you need to complete a Coursework Assessment Summary Form, Working Mark Sheet, Speaking Examination Summary Form, or Oral Examination Summary Form. The forms must show the marks of all candidates entered for the component and must be sent with the samples. For some components you also need to complete an Individual Candidate Record Card for each candidate. Visit the samples database (www.cambridgeinternational.org/samples) to check which forms are required for specific components and to access interactive copies of the forms.
Coursework (Examined)	A component for which the candidate produces work over the course which is assessed by us.
Coursework (Moderated)	A component for which the candidate produces work over the course which is assessed in the centre and moderated by us.

Diagnostic feedback	Comprehensive feedback on a learner's strengths and weaknesses in the key curriculum areas of Cambridge Primary Checkpoint and Lower Secondary Checkpoint – English, English as a Second Language, Mathematics and Science. The feedback helps candidates understand more about their strengths and weaknesses in these subjects.
Digital File Despatch	Digital File Despatch is where we upload confidential materials, pre-release materials and early question papers as digital files, instead of sending printed copies, once centres have made their final entries.
Direct	Direct is a secure website for the direct submission and transfer of data and other information between centres and Cambridge. It is used by Cambridge exams officers to manage exam entries, download results and carry out other key administrative tasks. www.cambridgeinternational.org/direct
Direct online entries	A secure, quick and easy online system for making and submitting entries and amendments.
Enquiries about results	Services available to centres after the release of results if they want to have a candidate's script reviewed or their candidates' coursework re-moderated. See section 6.3 for details.
Entries	The candidates a centre has entered for a Cambridge qualification in a particular series.
Equalities laws	The UK Equality Act 2010 or any statutory successor and/or equivalent legislation in an applicable jurisdiction.

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Estimated entries	An approximation of the number of candidates a centre will enter for assessments.
Exams officer	The person appointed by the Head of Centre to act on behalf of the centre, with specific responsibility for the administration of Cambridge exams. The Head of Centre may also be the exams officer.
Fees	Sums payable by the centre or by the Cambridge Associate to Cambridge, the amounts of which are specified in the relevant fees list, and any fees specified in the Associate Agreement.
Fees list	The official listings published from time to time by Cambridge, detailing its fees.
Forecast grade	The grade a teacher expects a candidate to achieve for a syllabus.
Full Centre Supervision	A specific type of supervision for candidates. For a full definition see the 'Key Times and Full Centre Supervision' section.
NEW Global Listening	A service to allow centres to access and download audio files for listening exams via My Cambridge.
GMT	Greenwich Mean Time – an absolute time reference that does not change with the seasons.
Group award	An award given to a candidate who has studied and passed assessments from a specified number of subject groups. Examples are Cambridge ICE, a group award for Cambridge IGCSE, and the Cambridge AICE Diploma, a group award for Cambridge International A Level.
Head of Centre	The Head of Centre is the person who has been appointed by the Responsible Person as the head or principal of the centre.
Intellectual property rights	All intellectual property rights throughout the world for the full term of the rights concerned, whether or not registered and whether or not registrable, including copyright, database rights, patents, rights in inventions, know-how and technical information, design rights, design patents, registered designs, trade marks (including business and brand names, domain names, devices and logos) and the right to apply for any of the foregoing anywhere in the world.
Internally assessed mark	A mark awarded by the centre for an internally assessed coursework or speaking test component.
Invigilator	A suitably qualified person, sometimes referred to as a supervisor, who is appointed by the Head of Centre to be responsible for the proper conduct of a particular exam in line with Cambridge regulations. Invigilators work closely with and often report to the exams officer.
UK Key Time	A time, defined by the location and country of a centre, specified by Cambridge, when all candidates taking timetabled exams must either be in an exam or under Full Centre Supervision. The Key Time will always be expressed as GMT/UTC. You can find your Key Times at www.cambridgeinternational.org/keytimes
Malpractice	Malpractice is any action that breaks our regulations and potentially threatens the integrity of our exams and certification.

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Marks	The total score or individual points given by an examiner.
Moderation	The process to bring the marking of an internally assessed component to an agreed standard in all participating Cambridge centres.
Multiple-Choice Answer Sheet	Form used by candidates to answer multiple-choice questions.
My Cambridge	A 'single sign-on' service which allows you to access services provided by Cambridge using one set of login details.
Non-coursework test	A component which is administered by teachers or examiners at the centre as an exam within a time period specified by us. This component is internally assessed by teachers at the centre and then externally moderated by us.
Online Learning Area	The Online Learning Area (www.cambridgeinternational.org/learningarea) is where you can access all professional development training for teachers and exams officers.
Option code	A code that indicates the combination of components a candidate is taking. Option codes are specific to each syllabus, series and administrative zone. Option codes are shown in the Cambridge Guide to Making Entries.
Premises	Places which are available to a centre, Cambridge Associate or Associate Centre, and which are used for the purposes of exam administration.
Priority results	A statement of results we send directly to a candidate's chosen educational institutions or employers on the day results are released. The candidate applies for this using Results and Certificates – Form 9.
Private candidate	A candidate taking Cambridge exams who is not a registered student with your centre.
Qualification	A certificated award made by Cambridge to students to demonstrate their achievement.
Responsible Person	The Responsible Person is the person legally responsible for an institution to offer Cambridge assessments and exams. They are responsible for carrying out their duties in line with the Agreement and this handbook, whether or not they have delegated the duties to the Head of Centre or to any other person.
Results	The outcome issued to a candidate after they have completed a component and/or combination of components which together form a valid syllabus qualification.
School Support coordinator	The designated person at a centre who is responsible for creating and maintaining users of the School Support Hub. They also manage access to the Cambridge Primary and Lower Secondary support sites (if required).
Script	A candidate's response to a whole question paper or component.
Secure Exchange	Secure Exchange is available for some syllabuses that require internally assessed samples to be digitally transferred to us.

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Series	A group of exams in the same range, for example, Cambridge IGCSE and Cambridge International AS & A Level, with the same closing date for entries and timetable period. A series is identified by a month and year, for example June 2025.
Session	A period in a day in which an exam takes place, which is either in the morning, afternoon or evening. The evening session only applies to centres in administrative zones 4 and 5.
Special consideration	A post-exam adjustment made to a candidate's mark, by Cambridge, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.
Special educational needs	This term refers to candidates who have significantly greater difficulty in learning and accessing assessments than the majority of candidates of the same age. It includes candidates who have sensory impairments, physical needs or medical conditions who require additional/specialist support and/or adjustments in order to access learning and assessments.
Statement of entry	A document showing a candidate's details and the entry options the candidate has been entered for.
Statement of results	A document showing a candidate's details and the syllabus grades they have been awarded.
Submit for Assessment	Submit for Assessment is available for some syllabuses that require marks, samples and forms for some internally assessed and examined components to be sent to us digitally.

Syllabus	A complete description of the content, assessment arrangements and performance requirements for a qualification. A course leading to an award or certificate is based on a subject syllabus.
Syllabus number	The four-digit number allocated to each syllabus.
Teacher-examiner	A teacher-examiner is someone selected by the centre to administer and assess speaking tests. The teacher-examiner should normally be a teacher at your centre. Where this is not possible and it is necessary to look for someone outside the centre, select someone who is fluent in the target language, preferably with recent and relevant teaching experience and with experience of conducting other speaking tests. The person appointed must be given the opportunity to familiarise themselves with the requirements of the speaking tests before conducting any tests.
Timetable deviation	Arrangements proposed by the Head of Centre to resolve any timetable clashes.
UCAS	University and Colleges Admissions Service.
UTC	Coordinated Universal Time – the primary standard by which the world regulates clocks and time.
Venue	A location where assessments are taken.
Verification of results	A service offered by Cambridge if a third party, such as an employer or university, wants to verify results we have issued. The third party or candidate applies for this service using Results and Certificates – Form 8.

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Administrative forms

The majority of our administrative forms are available from the 'Exam administration' area of the Cambridge website: www.cambridgeinternational.org/forms. The name of the form tells you which phase of the Cambridge Exams Cycle it relates to.

You can access special consideration forms from the 'Support Materials' section of Direct. The forms you need to send with your coursework and speaking test samples are in the samples database (www.cambridgeinternational.org/samples).

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If you need this document in a different format, contact us and supply your name, email address and requirements and we will respond within 15 working days.

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Appendix 3 Cambridge Standard Terms of Registration

1 Length of Agreement

1.1 These Standard Terms of School Registration (the **"Standard Terms**") supplement and are a part of the agreement between The School Board of Broward County, Florida ("**SBBC**") dated [DATE] (the "**Agreement**"). It is understood that any rights or privileges granted under the Agreement are granted to SBBC solely with respect to the School approved by Cambridge, and not with respect to any other schools or facilities administered, controlled or owned by SBBC.

1.2 Intentionally Omitted.

1.3 Intentionally Omitted.

1.4 For the avoidance of doubt, if a School fails to meet the registration quality standards for a School, as may be defined by Cambridge from time to time, Cambridge may at its discretion choose either (a) withdraw registration from the School not meeting quality standards, while continuing registration for any other School within SBBC that continues to meet quality standards, all without terminating the Agreement (b) not to renew the Agreement at the inception of each renewal or (c) to terminate the Agreement earlier in accordance with Clause 12.

1.5 Intentionally Omitted.

1.5.1 Intentionally Omitted.

1.5.2 Intentionally Omitted.

1.5.3 Intentionally Omitted.

1.5.4 Intentionally Omitted.

1.6 Intentionally Omitted.

1.7 Intentionally Omitted.

1.8 These standard terms will be interpreted in accordance with Clause 18.

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2 Obligations of SBBC

2.1 Intentionally Omitted.

2.2 SBBC represents and warrants to Cambridge that (a) it has provided to Cambridge all available written materials and guidance regarding procurement policies applicable to SBBC, and (b) it has complied with requirements and procedures to be complied with or performed by SBBC related to procurement and in particular related to competitive bidding and exemptions thereto.

2.3 SBBC will:

2.3.1 carry out its obligations as set out in the Agreement, and in particular will carry out the duties of a Centre, with respect to the School, as set out in the Handbook;

2.3.2 hold and administer the Syllabuses and Assessments at the School's Premises in accordance with the Agreement and in particular, the Handbook;

2.3.3 obey Cambridge's reasonable instruction in particular in relation to security arrangements relating to Assessments and the administration of Assessments generally;

2.3.4 not engage in any conduct which, in the opinion of Cambridge is or could be prejudicial to the business or marketing of Cambridge's products and services;

2.3.5 obtain and keep in place the relevant licenses and permissions necessary in the country and region in which SBBC or School is located in order to perform its obligations under the Agreement; and,

2.3.6 comply with all laws, statutes, and regulations of a governmental nature applicable in the country and region in which SBBC or School is located relating to the operation of the School and the administration of the Assessments; and

2.3.7 comply with all policies as issued by Cambridge from time to time, including without limitation any policies on data protection, child protection, health and safety and fire safety.

2.4 SBBC is not entitled to offer the Syllabuses or the Assessments to any school or facility administered, controlled or owned by SBBC, other than the School, nor to any third party directly or through any sales agent, school, sub-licensee or third party.

2.5 In the event of a breach of Clause 2.3, Cambridge will have, without prejudice to any other right or remedy available to it in law or in equity, the right to treat this as a material breach incapable of remedy for the purposes of Clause 12.2.

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2.6 SBBC will provide Cambridge with a full list of all the School's Premises within fourteen (14) days of the Commencement Date and will not be entitled to offer the Syllabuses or the Assessments at any other location without Cambridge's prior written permission.

2.7 SBBC acknowledges that Cambridge shall list the School and the approved School's Premises as a Cambridge International School on Cambridge's external website, to enable prospective parents to view all approved Cambridge Schools.

2.8 SBBC will supply Cambridge and its Representatives with such information and support as may be reasonably required by Cambridge, and without cost to Cambridge, and allow Cambridge and its Representatives to audit and inspect extracts of the records and files of SBBC in relation to the School in such manner as Cambridge sees fit for the purpose of ensuring SBBC is complying with its obligations under the Agreement.

2.9 SBBC will permit Cambridge and its Representatives to enter and conduct inspections in accordance with the Handbook.

2.10 In the event that SBBC withdraws from its role in delivering an Assessment, SBBC shall take all reasonable steps to protect the interests of Learners.

3 Rights and Obligations of Cambridge

3.1 Cambridge will provide the Services for the duration of the Agreement in accordance with the terms of the Agreement. Cambridge warrants that the Services will conform to this Agreement and the Handbook.

3.2 Cambridge may list details of the School (including the School's full name and the physical address at all of the School's Premises) on Cambridge's external website. The list shall contain details of all Cambridge International Schools registered with Cambridge from time to time.

3.3 Cambridge will be entitled at its absolute discretion, and without liability to SBBC, to alter the form, style, content or substance of the Syllabuses, Assessments, Qualifications and Certificates.

3.4 Intentionally Omitted.

3.5 Cambridge shall benefit from the rights set out in this Standard Terms, and in particular those rights set out in the Handbook.

4 Payment

4.1 SBBC will pay the Fees to Cambridge in accordance with this Clause 4.

4.2 SBBC shall:

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4.2.1 pay all fees as stated on the Fees List;

4.2.2 pay for any additional services purchased through any password-protected Cambridge website; and

4.2.3 pay any fees in respect of any invoices that Cambridge issues to SBBC from time to time, in accordance with the terms of the invoice.

4.3 SBBC agrees to pay all invoices from Cambridge by the due date identified on the invoice unless no such date is stated on the invoice, in which case, SBBC shall pay the invoice within thirty (30) days of the invoice date.

4.4 The Fees List may be published by Cambridge on CIE Direct, emailed to SBBC or provided in hard copy. In all cases, this will be deemed sufficient notice to SBBC of the Fees contained in the Fees List.

4.5 If SBBC fails to pay any sum due by the due date then Cambridge will be entitled, without prejudice to any other right or remedy it may have, to:

4.5.1 cancel or suspend the delivery of the Services, provided Cambridge will have given fourteen (14) days written notice thereof; and,

4.5.2 terminate the Agreement.

4.6 SBBC will make all payments in such manner as may be agreed in writing by Cambridge and SBBC from time to time or if no such agreement is stated, then by electronic transfer to such bank account as may be notified by Cambridge to SBBC from time to time.

4.7 The parties agree that SBBC will bear all costs that are due or payable to any national, provincial or municipal authority in relation to the Standard Terms.

4.8 Each payment payable to Cambridge hereunder will be paid by SBBC without any right of set-off or deduction for any Taxes.

4.9 In the event that SBBC is obliged to withhold for US Federal or state income tax purposes any part of the sums due to Cambridge, the amount of the payment due to Cambridge will be increased such that the sum received by Cambridge will be that which it would have received had there been no such withholding.

4.10 Notwithstanding Clauses 4.8 and 4.9, SBBC will:

4.10.1 remit to the appropriate tax authorities, in a timely manner, all Taxes required to be withheld from payment to Cambridge; and,

4.10.2 provide Cambridge with an official receipt issued by such authorities for payment of such Taxes within thirty (30) days of such payment.

4.11 For the avoidance of doubt, any delay by Cambridge in issuing any invoice

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to SBBC will not limit or extinguish Cambridge's right against SBBC to recover any unpaid Fees or other charges due to Cambridge.

5 Data Protection

5.1 Intentionally Omitted.

5.2 SBBC is the controller of the Educational Records processed by Cambridge for the purposes of providing the Services as a School Official under this Agreement, and, as controller of such data, the District is responsible for providing any documents, data, or information required for the performance of the Services in a manner that complies with applicable data protection laws. In addition to the above, each Party undertakes that it will comply with all applicable federal and local student data privacy laws in the processing of Learner Data or Educational Records as may be required for the performance of its obligations under this Agreement, including the Family Educational Rights and Privacy Act.

5.3 Cambridge will comply with the United Kingdom Data Protection Act, 2018 and the General Data Protection Regulations (EU) 2016/679 (together, the "**Data Protection Legislation**") in the processing of Personal Information, as well as "**Personal Data**" and "**Sensitive Personal Data**" each as defined in the Data Protection Legislation, insofar as such processing is subject to the Data Protection Legislation and is necessary in order for Cambridge to fulfil its obligations under the Standard Terms. Further, Cambridge will comply with the provisions regarding data protection contained within the Handbook.

5.4 Intentionally Omitted.

5.5 Cambridge will notify SBBC of any third party requests for access to Learner Data or Educational records, and will refer any such third party requests to SBBC. SBBC will fully co-operate and provide all assistance reasonably requested by Cambridge in order to enable Cambridge to respond to any third party request for access to Learner Data or Educational Records, including requests made under the Data Protection Legislation.

5.6 Cambridge may use or disclose de-identified or anonymous data for the purposes of research, development, and improvement of the Services. In such case, Cambridge agrees that it (a) will not attempt to re-identify any de-identified or anonymous data, and (b) will not disclose any de-identified or anonymous data to any third party unless that third party has agreed in writing not to attempt to re-identify the de-identified or anonymous data.

5.7 Each Party will use commercially reasonable efforts to secure all Learner Data and Educational Records in its possession or control, including ensuring that persons handling such data have sufficient skills, training, and authorization to do so. Further, each Party will (a) promptly notify the other if it becomes aware of or suspects any unauthorized use or

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disclosure of the Learner Data or Educational Records in either Party's possession or control, and (b) will assist the other Party in any efforts to investigate and respond to any such unauthorized access or use as is reasonably necessary.

5.8 Intentionally Omitted.

5.9 The provisions of this Clause survive termination or expiry of the Agreement.

6 Marketing of the Syllabuses and Assessments

6.1 SBBC may promote and market the Syllabuses and the Assessments within the geographical boundaries of such District according to the terms set out in the Handbook as amended from time to time or in such manner as Cambridge may reasonably agree.

6.2 In connection with the promotion and marketing of the Syllabuses and the Assessments, SBBC will:

6.2.1 make clear, in all its dealings, and in particular with parents, Learners and prospective Learners, its relationship with Cambridge, including that SBBC is not acting as an agent for Cambridge;

6.2.2 provide Cambridge with copies of updates to any promotional materials containing reference to Cambridge or the Assessments (with accompanying English translation where the materials are created in any other language) prior to use;

6.2.3 limit any promotional material containing reference to Cambridge or the Assessments to those Qualifications specified and authorised by Cambridge for SBBC to offer; and

6.2.4 ensure that all such promotion and marketing complies with this Clause 6.

7 Publicity and Branding

7.1 SBBC and its Staff shall not, other than in accordance with the Handbook or otherwise without the prior written consent of Cambridge, use Cambridge's name or brand in any promotion or marketing or announcement or the endorsement of the Services.

7.2 In the event of a breach of this Clause 7, Cambridge will have, without prejudice to any other right or remedy available to it in law or in equity, the right to treat this as a material breach incapable of remedy for the purposes of Clause 12.2.1

8 Intellectual Property

8.1 SBBC acknowledges and agrees that all Intellectual Property Rights in the name Cambridge Assessment, Cambridge Assessment International

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Education, Cambridge English Language Assessment, University of Cambridge, and all associated symbols, markings and logos, and in the Syllabuses, Assessments, Certificates, Courses, Qualifications, Materials and any other data or other documents or information produced or owned by Cambridge are and will remain vested in Cambridge.

8.2 SBBC may not reproduce the Assessments, Syllabuses or Materials except as specifically authorised by Cambridge.

8.3 SBBC acknowledges and agrees that the licence to use Cambridge Intellectual Property Rights as set out in the Handbook is limited to the programmes and Qualifications specified in the Letter of Approval and for no other purpose.

8.4 SBBC acknowledges and agrees that the word "Cambridge" in the context of education is synonymous and associated with Cambridge Assessment International Education and its parent undertaking, namely University of Cambridge Local Examination Syndicate, a division of the University of Cambridge, and that by entering into the Agreement, SBBC expressly and specifically assigns any interest it has or may have in the word or use of "Cambridge" to Cambridge.

8.5 SBBC will not use Cambridge's Intellectual Property Rights or the Cambridge Marks generally, other than as expressly provided in the Handbook.

8.6 In the event that SBBC fails to comply with this Clause 8, Cambridge may terminate the Agreement by notice in writing with immediate effect and may at its option, seek injunctive relief or damages.

9 Confidentiality

9.1 All Confidential Information will remain the property of Cambridge, and all Educational Records will remain the property of SBBC. At the expiration or termination of the Agreement, SBBC shall return all Confidential Information to Cambridge, together with all copies and translations thereof, and Cambridge will return all Educational Records and Learner Data to SBBC, except that Cambridge may retain certain copies thereof for the purposes of assessment validation as well as providing such Educational Records or Learner Data, at the direction of SBBC, to third parties including but not limited to colleges, universities, or other institutions for admissions purposes.

9.2 SBBC will not during the duration of the Agreement nor thereafter disclose or use any Confidential Information save to the extent as may be reasonably necessary for the fulfilment of its duties and obligations under the Agreement or as may be required by law.

9.3 Except as it may be directed to do so by SBBC, and in accordance with Clause 5, above, during the duration of this Standard Terms and

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continuing thereafter, Cambridge will not disclose any Learner Data or Educational Records publicly or to any third party except where such disclosure is reasonably necessary for Cambridge to fulfil its duties and obligations under this Standard Terms, or as may be required by law.

9.4 SBBC will not, either from the date of the Agreement and any time thereafter, divulge or communicate or permit to be disclosed or communicated to any unauthorised person, company, business entity, the media/social media or any other organisation or person, any aspect of any complaint, investigation or corrective action involving or taken by Cambridge or any other Confidential Information.

10 Freedom of Information

10.1 The parties acknowledge that Cambridge is subject to the requirements of the UK Freedom of Information Act 2000 as amended from time to time (the "FOIA") and SBBC agrees that it shall provide all necessary assistance as may be reasonably requested by Cambridge at its own expense to enable Cambridge to comply with its obligations under the FOIA.

10.2 Notwithstanding the generality of Clause 10.1, SBBC shall provide Cambridge within 5 Business Days of receipt of a request for assistance with such information in its possession or power as may be reasonably requested in order to assist Cambridge to comply with its obligations under the FOIA.

11 Indemnity and Liability

11.1 Intentionally Omitted.

11.2 Intentionally Omitted.

11.3 Intentionally Omitted.

11.4 Intentionally Omitted.

11.5 CAMBRIDGE AND SBBC SHALL NOT BE LIABLE for:

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11.5.1 Intentionally Omitted.

11.5.2 LOSS OF PROFIT;

11.5.3 Intentionally Omitted.

11.5.4 LOSS OR REDUCTION OF ANTICIPATED SAVINGS;

11.5.5 LOSS OF OR DAMAGE TO GOODWILL;

11.5.6 LOSS OF OR DAMAGE TO REPUTATION; OR

11.5.7 LOSS OR RESTRICTION OF OPPORTUNITY; OR

11.5.8 ANY CONSEQUENTIAL OR INDIRECT LOSS OR DAMAGE, COSTS OR EXPENSES WHATSOEVER, HOWSOEVER ARISING OUT OF OR IN CONNECTION WITH THE AGREEMENT, WHICH IS SUFFERED OR INCURRED BY A PARTY AS A RESULT OF ANY BREACH BY THE OTHER PARTY OF THE TERMS OF THIS AGREEMENT.

11.6 Nothing in the Agreement shall limit or exclude either party's liability for circumstances where liability may not be so limited by law.

11.7 Intentionally Omitted.

11.8 Intentionally Omitted.

11.9 EXCEPT AS EXPRESSLY SET OUT IN SECTION 3.1 OF THIS STANDARD TERMS, ALL WARRANTIES, CONDITIONS, TERMS AND UNDERTAKINGS, EXPRESS OR IMPLIED, WHETHER BY STATUTE, COMMON LAW, CUSTOM, TRADE OR USAGE, COURSE OF DEALINGS OR OTHERWISE, INCLUDING AS TO QUALITY, PERFORMANCE OR FITNESS OR SUITABILITY FOR PURPOSE, IN RESPECT OF ANY SERVICE TO BE PROVIDED BY CAMBRIDGE UNDER THIS STANDARD TERMS ARE EXCLUDED TO THE FULLEST EXTENT PERMITTED BY LAW.

12 Termination

12.1 Either party is entitled to terminate the Agreement immediately by written notice to the other if:

12.1.1 an event occurs that is expressed to be a terminable event under the Agreement, including but not limited to a Force Majeure event;

12.1.2 an encumbrancer takes possession or a receiver is appointed over any of the property or assets of the other party;

12.1.3 the other party makes any voluntary arrangement with its creditors or

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becomes subject to an administration order, voluntarily files or acquiesces in the filing of a petition for bankruptcy or an involuntary petition is filed against the other party which is not dismissed within 60 days thereafter;

12.1.4 the other party goes into liquidation (except for the purposes of an amalgamation or reconstruction and in such manner that the institution resulting therefrom effectively agrees to be bound by or assume the obligations imposed on the other party under the Agreement);

12.1.5 anything analogous to any of the foregoing under the law of any jurisdiction occurs in relation to either of the parties; or,

12.1.6 the other party ceases, or threatens to cease, to carry on business.

12.2 Cambridge will be entitled to terminate the Agreement immediately by written notice to SBBC if:

12.2.1 SBBC commits a material breach of the Agreement, which Cambridge in its reasonable opinion deems incapable of remedy, or in the case of a breach capable of remedy, SBBC fails to remedy the same within thirty (30) days after receipt of a written notice giving full particulars of the breach and requiring it to be remedied;

12.2.2 SBBC is subject to any governmental authority intervention or permission that is subsequently withdrawn or revoked during the duration of the Agreement;

12.2.3 SBBC or its Staff in any way bring into disrepute, or act in any way that Cambridge reasonably feels might bring into disrepute, the name, reputation and interests of Cambridge, its employees, directors, officers, other people associated with Cambridge, or its products or services;

12.2.4 SBBC fails to administer the Assessments or examinations in accordance with Cambridge's regulations or suffers a serious security breach compromising the integrity of Cambridge's examinations, or otherwise fails to act in accordance with the Handbook;

12.2.5 SBBC fails to pay any bill from Cambridge within thirty (30) days of the invoice date;

12.2.6 SBBC at any time challenges the validity of the Intellectual Property Rights of Cambridge or the University of Cambridge; or,

12.2.7 at any time there is a material change in the membership of the School or District which in the reasonable view of Cambridge materially affects the ability of SBBC to perform its obligations under the Agreement or where the change in membership is as a result of a competitor of Cambridge obtaining an interest in the School.

12.3 Either party may terminate the Agreement for convenience at any time by giving six (6) months' prior notice in writing.

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12.4 Any waiver by either party of breach of any provision of the Agreement will not be considered as a waiver of any subsequent breach of the same or any other provision thereof.

12.5 The rights to terminate the Agreement given by this Clause 12 will be without prejudice to any right or remedy of either party in respect of the breach concerned (if any) or any other breach.

13 Consequences of Termination

13.1 Upon termination of the Agreement for any reason:

13.1.1 outstanding monies due by one of the parties to the other will become immediately payable by the other;

13.1.2 each party will honour any outstanding services due to the other at the date of termination;

13.1.3 any Clauses which expressly or by implication have effect after termination will continue in full force and effect, including Clauses 6, 7, 8, 9, 10, 11 and 13;

13.1.4 all licences granted hereunder will terminate and SBBC shall immediately remove all reference to Cambridge or Cambridge Marks from its literature and cease to refer to itself as a Cambridge International School;

13.1.5 SBBC shall return all property and equipment belonging to Cambridge, including but not limited to any plaques and certificates of registration and all Confidential Information; and,

13.1.6 subject as otherwise provided herein and to any rights or obligations which may have accrued prior to termination, neither party will have any further obligation to the other under the Agreement.

13.2 SBBC will not make any attempt to register Entries after either party has given written notice of termination of the Agreement, including for the avoidance of doubt, notice of termination under Clause 12.3.

14 Changes to the Agreement

14.1 Intentionally Omitted.

15 General

15.1 SBBC shall:

15.1.1 comply with all applicable laws, statutes, regulations, and codes relating to anti-bribery and anti-corruption ("**Relevant Requirements**");

15.1.2 not engage in any activity, practice or conduct which would violate the

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Relevant Requirements;

15.1.3 have and shall maintain in place throughout the term of this Agreement its own policies and procedures, including but not limited to adequate procedures, to ensure compliance with the Relevant Requirements and will enforce them where appropriate; and

15.1.4 promptly report to Cambridge any request or demand for any undue financial or other advantage of any kind received by SBBC in connection with the performance of this Agreement, and breach of this Clause 15.1 shall be deemed a material breach incapable of remedy under Clause 12.2.1.

15.2 SBBC will not be entitled to perform any of its obligations through any other company or entity or to assign, mortgage, charge or dispose of any of its rights hereunder, or sub-contract or otherwise delegate any of its obligations hereunder.

15.3 SBBC will ensure that that it does not hold itself out in any way as acting as an agent or representative of Cambridge, including in any agreements or communications with third parties.

15.4 If either party is affected by Force Majeure it will notify the other party immediately of the nature and extent of the Force Majeure and neither party will be deemed to be in breach of the Agreement by reason of any delay in performance, or non-performance, of any of its obligations hereunder to the extent that such delay or non-performance is due to any Force Majeure notified the other party, and the time for performance of that obligations will be extended accordingly. Should the Force Majeure event continue in excess of thirty (30) consecutive or cumulative days, either party may terminate with immediate effect.

15.5 The Agreement supersedes all previous agreements and understandings between the parties with respect to its subject and may not be modified except by an instrument in writing signed by the duly authorised representatives of the parties.

15.6 Each party acknowledges that in entering into the Agreement, it does not do so on the basis of, and does not rely on, any representation or warranty or other provision except as expressly provided herein. However, nothing in the Agreement purports to exclude liability for any fraudulent statement or act.

15.7 Nothing contained in the Agreement will be construed to imply a partnership, or employer and employee or principal and agent relationship between the parties and neither party will have any right, power or authority to create any obligations, express or implied on behalf of the other.

15.8 No person who is not party to the Agreement will have any right enforce any terms of the Agreement, except for parties entitled hereunder to

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indemnity.

15.9 Each party warrants to the other party that it has full power and authority to enter into the Agreement.

15.10 A party's failure to exercise or delay in exercising a right or remedy provided by the Agreement or by law does not constitute a waiver of the right or remedy or a waiver of other rights or remedies; a waiver of a breach of any of the terms of the Agreement or of a default under the Agreement does not constitute a waiver of any other breach or default and will not affect the other terms of the Agreement and a waiver of a breach of any of the terms of the Agreement or of a default under the Agreement will not prevent a party from subsequently requiring compliance with the waived obligation.

15.11 If any provision of the Agreement will be held to be unlawful, invalid or unenforceable, in whole or in part, under any enactment or rule of law, such provision or part will to that extent be severed from the Agreement and rendered ineffective as far as possible without modifying or affecting the legality, validity or enforceability of the remaining provisions of the Agreement which will remain in full force and effect.

16 Law and Jurisdiction

16.1 Intentionally Omitted.

16.2 Intentionally Omitted.

17 Notices

17.1 Any notices to be given or served under this Agreement shall be in writing and shall be deemed to have been given (a) when received by the respective party if sent by a nationally recognized overnight courier (receipt requested); or (b) on the date sent by email (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient. Notices must be sent to the respective parties at the following addresses:

Cambridge

The Chief Executive,
Cambridge Assessment International Education,
The Triangle Building,

Shaftesbury Road,
Cambridge,
CB2 8EA
United Kingdom
info@cambridgeinternational.org

SBBC

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At the address listed on the Letter of Approval or at the email address of the person who signs the Letter of Approval on behalf of SBBC or any replacement advised to Cambridge in accordance with Clause 17.2.

17.2 SBBC will notify Cambridge within fourteen (14) days of any replacement of the person who signed the Letter of Approval by SBBC or any subsequent replacements.

18 Definitions

18.1 In these standard terms the following words and phrases will have the meanings given below:

"**£" or "$**"	means UK pounds Sterling or United States Dollars, respectively;
"**Assessments**"	means the method used to evaluate a learner's performance in relation to a Qualification;
"**Cambridge**"	means the Chancellor, Masters and Scholars of the University of Cambridge, acting through its department University of Cambridge Local Examinations Syndicate, d/b/a Cambridge Assessment International Education;
"**Cambridge Marks**"	means any trademark, registered mark or design or any other identifier that is identified with Cambridge, University of Cambridge, University of Cambridge Local Examination Syndicate or Cambridge Assessment including "Cambridge international", "CAIE", "Cambridge Assessment International Education", "CIE", "Cambridge International Examinations", "University of Cambridge Local Examinations Syndicate", "UCLES", the "University of Cambridge" and "Cambridge";
"**Centre**"	will be read as meaning the same as "School" when reading any documents that are produced by Cambridge, including those that form part of the Agreement;
"**Certificate**"	means the document produced by Cambridge recording the achievement by a Learner of having successfully completed the respective Assessments for a Qualification;
"**Commencement Date**"	means the date that Cambridge receives cleared funds in its bank account for the payment of the registration programme fee from SBBC;

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"**Confidential Information**"	means any information which has been designated as confidential by Cambridge or that ought to be considered confidential (however it is conveyed or on whatever media it is stored) including information that relates to the business, affairs, properties, assets, trading practices, services, developments, trade secrets, Intellectual Property Rights, know-how, personnel, contractors and suppliers of Cambridge and all personal data and sensitive personal data within the meaning of the Data Protection Legislation; such information shall not include public records pursuant to Section 119, Florida Statutes;
"**District**" **or "SBBC"**	means the school district party to this Agreement, acting through its school board or other duly constituted governing authority;
"**Entry**"	means a Learner submitted for a Qualification;
"**Extended Term**"	means each separate period following the Initial Term that runs from 1 October to 30 September each year and for the entirety of the year unless terminated earlier in accordance with these terms;
"**Fees**"	means sums payable by SBBC to Cambridge for the provision of the Services and that will be described in the Fees List;
"**Fees List**"	means the list of Fees applicable to SBBC as provided by Cambridge and amended from time to time;
"**Force Majeure**"	means, in relation to either party, any circumstance beyond the reasonable control of that party including (insofar as beyond such control but without prejudice to the generality of the foregoing expression), without limitation any strike, lock-out or other form of industrial action, war, riot, civil commotion, malicious damage, compliance with law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or Act of God;
"**Handbook**"	means the Cambridge publication entitled "Cambridge Handbook", which sets out the rules for administering Cambridge Qualifications and Assessments and the obligations between Cambridge and schools, as amended by Cambridge from time to time;
"**Intellectual Property Rights**"	means all intellectual property rights throughout the world for the full term of the rights concerned, including, in the case of Cambridge, the Cambridge

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	Marks, whether or not registered and whether or not registrable, including without limitation copyright, database rights, patents, rights in inventions, know-how and technical information, design rights, design patents, registered designs, trade marks (including business and brand names, domain names, devices and logos) and the right to apply for any of the foregoing anywhere in the world;
"**Learner**"	means a candidate for a qualification entered through a District;
"**Learner Data**"	means any data created, collected, or provided, by SBBC, Cambridge, a Learner, or a Learner's parent(s) or guardian(s), that is descriptive of or could otherwise be used to identify a Learner, except that anonymous or de-identified data does not constitute Learner Data;
"**Letter of Approval**"	means the School Approval letter identified on its face as such which is sent by Cambridge to SBBC confirming which Schools are deemed registered;
"**Materials**"	means any administrative materials produced by Cambridge in printed or electronic form, relating to the Syllabuses, Modules or Assessments;
"**Module**"	means a component part of a Qualification;
"**Personal Information**"	means any information which relates to a living individual who can be identified from that information directly, or from that information in combination with other information in the possession of SBBC or Cambridge;
"**Qualification**"	means a qualification offered by Cambridge to SBBC so that SBBC may offer them to Learners at the School;
"**Representative**"	means any agent, officer, employee (whether full- or part-time, permanent, temporary or casual), professional advisor or sub-contractor;
"**School**"	refers to the school or schools that have signed the Letter of Approval, or have otherwise been recognized by Cambridge as approved to offer one or more Qualifications, and will be read as meaning the same as Centre when reading any documents produced by Cambridge that refer to a Centre;
"**School's Premises**"	means premises available to the School, and which are used for the purposes of examination administration;

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"**Series**"	means a group of examinations in the same range with the same closing date for entries;
"**Services**"	means those services provided by Cambridge to Districts or to Schools as described in the Cambridge Handbook and made available to SBBC on a Cambridge password-protected website;
"**Staff**"	means all employees, officers, agents, advisors or contractors of SBBC;
"**Syllabuses**"	means the curriculum content prepared by Cambridge which comprise the Qualifications;
"**Taxes**"	means withholding or other taxes, duties or other amounts.

18.2 The interpretation and construction of the Agreement will be subject to the following provisions:

18.2.1 a reference to the core Agreement between the parties, any statute, enactment, order, regulation or other similar instrument will be construed as a reference to the statute, enactment, order, regulation or instrument as subsequently amended or re-enacted;

18.2.2 as far as is possible, any Schedule or Appendix to the Agreement will be interpreted consistently with the main body of the Agreement. If there is a conflict between them, the main body of the Agreement will take precedence over any Schedule or Appendix;

18.2.3 the headings to Clauses are for ease of reference only and will not affect the interpretation or construction of the Clauses;

18.2.4 reference to "days" mean ordinary calendar days unless otherwise specified; and,

18.2.5 where the context allows, references to the singular include the plural and vice versa.

18.3 The use of the word 'including', the phrase 'in particular', and similar expressions only illustrate specific examples and are not intended to limit in any way whatsoever the interpretation or construction of the Agreement or any other words in the Agreement.

19 Language

19.1 The Agreement is made only in the English language. If the Agreement is translated into any other language, the English language version shall prevail.

19.2 Any notice, instrument, certificate or other communication given under or

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in connection with the Agreement will be in the English language, or accompanied by a certified English translation. If such notice, instrument, certificate or other communication is translated into any other language, the English language version shall prevail.

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CAMBRIDGE
International Education

Fees list: USA

October 2024 to September 2025

Introduction

Our registration year runs from 1 October to 30 September every year. In this fees list, we refer to 'Cambridge schools' – these are schools, colleges or any other organisation registered to offer our programmes and qualifications. For the Cambridge Early Years programme we refer to 'centres'.

In this list you will find our:

- application fees
- Cambridge Pathway programme and qualification entry fees for:
    - Cambridge Early Years
    - Cambridge Primary
    - Cambridge Lower Secondary
    - Cambridge Upper Secondary
    - Cambridge Advanced
- Cambridge Professional Development Qualification (PDQ) fees
- Per learner registration fees for online schools
- administration fees.

Customer notice: As you may be aware we have been undertaking customer research to review our pricing structures to best support schools and learners. This research will help inform work on improvements to our offer from October 2025. We plan to share further updates with customers over the coming year.

Registering as a Cambridge International School or Cambridge Early Years Centre

Before you can offer our programmes and qualifications you must go through our approval process. This includes an approval visit, where a Cambridge representative will visit your school or centre to understand your plans and help you to register. The following application fee will apply to cover this process. The visit may be conducted remotely or in person.
We will refund a portion of the application fee if a school or a centre does not meet our standards. We keep the remainder of the fee to cover the cost of the application process.
If we need to conduct a visit to assess a school or centre's ability to extend the programmes they offer, or if a school is extending to offer our programmes online, a programme extension application fee will apply.

	US DOLLAR ($)
Application fee	3,710.00
Refund following an unsuccessful approval visit	1,240.00
Programme extension application fee	1,855.00

Programme fees

Following a successful application, schools and centres pay a yearly programme fee to access a programme. Additional programmes may be included subject to another approval process. The table below shows what programme can be included at no extra cost. For example, if a school pays the Cambridge Primary programme fee, they could offer the Cambridge Lower Secondary programme without paying an additional programme fee.

What can be included (subject to successful application)

	Cambridge Early Years programme fee	Cambridge Primary programme fee	Cambridge Lower Secondary programme fee	Cambridge Upper Secondary & Advanced programme fee	Cambridge Professional Development Qualifications programme fee
Cambridge Early Years	•				
Cambridge Primary		•	•		
Cambridge Lower Secondary		•	•	•	
Cambridge Upper Secondary				•	
Cambridge Advanced				•	
Cambridge PDQ	•	•	•	•	•

Cambridge Early Years

Programme fee	US DOLLAR ($)
Centres that do not offer other programmes of the Cambridge Pathway will pay:	
Centres renewing their registration, or registering for the first time before 31 Dec	3,177.00
Centres registering for the first time part way through the registration year:	
from 1 Jan to 31 Mar	2,383.00
from 1 Apr to 30 Jun	1,589.00
from 1 Jul to 30 Sep	795.00
Centres that offer other programmes of the Cambridge Pathway will pay:	
Centres renewing their registration, or registering for the first time before 31 Dec	1,907.00
Centres registering for the first time part way through the registration year:	
from 1 Jan to 31 Mar	1,430.00
from 1 Apr to 30 Jun	954.00
from 1 Jul to 30 Sep	477.00

Cambridge Primary and Cambridge Lower Secondary

	US DOLLAR ($)
Programme fee	
Schools renewing their registration, or registering for the first time before 31 Dec	5,354.00
Schools registering for the first time part way through the registration year:	
from 1 Jan to 31 Mar	4,015.00
from 1 Apr to 30 Jun	2,677.00
from 1 Jul to 30 Sep	1,339.00
Qualification fees (per exam entry)	
Cambridge Primary Checkpoint (per candidate, per subject)	29.10
Cambridge Lower Secondary Checkpoint (per candidate, per subject)	43.65

Cambridge Upper Secondary and Advanced

	US DOLLAR ($)
Programme fee	
Schools renewing their registration, or registering for the first time before 31 Dec	10,972.00
Schools registering for the first time part way through the registration year:	
from 1 Jan to 31 Mar	8,229.00
from 1 Apr to 30 Jun	5,486.00
from 1 Jul to 30 Sep	2,743.00
Qualification fees (per exam entry)	
Cambridge IGCSE™	80.30 per subject
Cambridge IGCSE Double Award	160.60 per subject
Cambridge ICE entry fee	88.05 per certificate
Cambridge International AS Level component or A2 Level component (except AS Level Global Perspectives)	121.15 per subject
Cambridge International A Level (except A Level Global Perspectives)	195.95 per subject
Cambridge International AS Level Global Perspectives component	212.45
Cambridge International A2 Level Global Perspectives component	164.50
Cambridge International A Level Global Perspectives	267.30
Cambridge IPQ	164.50 per subject
Cambridge AICE Diploma entry fee	139.55 per diploma

Cambridge Professional Development Qualifications (Cambridge PDQs)

Registered Cambridge schools: access to the Cambridge PDQ programme is included in the Cambridge Primary, Cambridge Lower Secondary, and the Cambridge Upper Secondary and Advanced programme fees following a successful approval application.

	US DOLLAR ($)
Programme fee	
Schools renewing their registration, or registering for the first time before 31 Dec	10,972.00
Schools registering for the first time part way through the registration year:	
from 1 Jan to 31 Mar	8,229.00
from 1 Apr to 30 Jun	5,486.00
from 1 Jul to 30 Sep	2,743.00
Induction fees (per Programme Leader)	
Online Programme Leader Induction course (10 weeks)	434.60
Online Programme Leader Extension course (5 weeks)	239.05
Resubmission of the programme plan and rationale for Online Programme Leader courses	117.35 per module
Qualification fees (per exam entry)	
PDQ Certificate (Module 1)	408.70
PDQ Diploma (Module 2) – Syllabuses starting in 6	245.20
PDQ Diploma (Module 3) – Syllabuses starting in 6	245.20
PDQ Diploma (Module 2 + 3) – Syllabuses starting in 5 from 2024	490.40

Please note the Annual Waiver threshold that relates to programme fees charged in October 2025 is being reviewed. The Annual Waiver threshold that relates to programme fees charged in October 2024 remains unchanged and can be found in our 2023/24 fees lists. Please see the customer notice in the Introduction section of this document for more details on the customer research and review we are undertaking.

Per learner registration fees for online schools

Cambridge schools registered as online or approved to offer Cambridge Primary, Lower Secondary or Upper Secondary and Advanced programmes online must pay a learner registration fee per student. We will invoice you for this fee based on the data you provide to us. If you do not submit your learner numbers by the due date, we will charge a 30 per cent increase on the learner registration fee. The amount you must pay at this increased rate will be based on student numbers you submitted the previous year. We cannot adjust your invoice once we have issued it. If you do not submit your learner numbers for two years in a row, we may withdraw your centre status and terminate our Agreement with you.

	US DOLLAR ($)
Schools renewing their registration, or registering for the first time before 31 Dec	44.70 per learner
Schools registering for the first time part way through the registration year:	
from 1 Jan to 31 Mar	33.55 per learner
from 1 Apr to 30 Jun	22.35 per learner
from 1 Jul to 30 Sep	11.20 per learner

Administration fees

You can find fees for results services, post-results services and late entries below. After the final entry closing date, we will charge late fees for any new entries you make, as well as for any entry amendments or syllabus changes. For more information about these services please see the *Cambridge Handbook*.

	US DOLLAR ($)
Late entries (in addition to the normal syllabus fee)	71.40 per entry, per subject
Very late entries (in addition to the normal syllabus fee)	178.45 per entry, per subject
Results services	
Duplicate results – whole school	98.15
Duplicate results – broadsheet only	65.60
Duplicate results – additional fee for despatch by courier	85.30
Priority results information	94.40
Priority results information – additional fee for extra copy	26.25
Priority results information – additional fee for despatch by courier	85.30
Post-results services	
Certifying statement search fee	94.40
Certifying statement – additional fee for extra copy	26.25
Certifying statement – additional fee for despatch by courier	85.25
Certifying statement – additional fee for authentication per statement	335.15
Replacement certificate – candidate/centre details change requested after the issue of certificates	94.40
Replacement certificate – additional fee for despatch by courier	85.25
Replacement statement of results – candidate/centre details change requested after the issue of statements of results	94.40
Replacement statement of results – additional fee for despatch by courier	85.25
Verification of results	41.90
Recalculation of Cambridge ICE or the Cambridge AICE Diploma (non-refundable fee)	
For the first five candidates	227.35
For each additional candidate	22.85
Appeals against enquiries about exam results outcomes Stage 1	327.35
Appeals against enquiries about exam results outcomes Stage 2	392.50

Enquiries about results (EARs)					US Dollar ($)
Service number	Description	Cambridge IGCSE™	Cambridge International AS & A Level	Cambridge Professional Development	
		Component fee	Component fee	Timetabled module	On-demand module
1	Clerical re-check (fee per candidate)	35.55	39.40	35.55	---
1S	Clerical re-check with a copy of the script (fee per candidate)	77.50	78.55	---	---
2	Review of marking and clerical re-check (fee per candidate)	82.65	98.15	82.65	82.65
2S	Review of marking and clerical re-check with a copy of the script (fee per candidate)	124.55	141.60	---	---
3	Review of marking and clerical re-check, with detailed report on assignment module (fee per candidate)	---			131.10
4	Review of marking for one assignment module and report on a group of candidates All candidates in the group must have taken the same combination of components For the first five candidates: For each additional candidate up to maximum 30:	---			575.65 105.20
5	Re-moderation of the school's coursework marks for a component, together with a report on the assessment of the coursework of the candidates (fee per cohort)	471.70	546.15	---	---
9	Report on the work of a group of candidates Note: The report is for the information of teachers only and does not involve any review of marking For the first five candidates: For each additional candidate up to maximum 15:	431.30 60.05	483.70 78.65	431.30 60.05	--- ---
10	Review of selection of evidence – for portfolio of evidence route A review of the choice of the pieces of evidence included in the candidate's portfolio to check that the pieces of evidence chosen meet the criteria for selection in our published portfolio of evidence guidance (fee per candidate)	165.30	196.25	---	---

Return of art & design work		US Dollar ($)
Cambridge qualification	**Per component**	**November**
IGCSE	0400/01	134.05
IGCSE	0400/02	134.05
AS & A Level	9479/01	134.05
AS & A Level	9479/02	134.05
AS & A Level	9479/03	134.05

Please note, November 2024 is the last series the Return of Art & Design work service is available. Please refer to the Cambridge Handbook for further guidance.

The costs to return art & design work are based on items being returned by courier and on work being a maximum size of A2. We may charge additional postage if the maximum size is exceeded. For more information and details of restrictions see Coursework and Moderation – Form 5 available to download at www.cambridgeinternational.org/forms

Other fees

Fees for publications, merchandise, consultancy on curriculum, assessment design and school improvement are available on request.

Refund of fees

We only refund fees if you let us know about the withdrawal of a candidate before the published entry closing date. We issue refunds after the end of the exam series. More information is in the *Cambridge Handbook* at www.cambridgeinternational.org/examsofficersguide

If a school applying to become a Cambridge International School or a Cambridge Early Years Centre does not meet our standards, we will refund the amount stated for a failed application in the 'Registering as a Cambridge International School or Cambridge Early Years Centre' section above.

Taxation

Fees are net of local taxation. All fees are payable without deduction for any taxes; all sums payable to us shall be increased to the extent necessary to provide us with the same net amount we would have received if no such taxes had been applicable to those fees.

Invoicing and payment

We email invoices to your designated Finance contact at your school or centre. To update or change this information, please contact us at info@cambridgeinternational.org.

Learn more

You can find out more about the stages of the Cambridge Pathway on our website.
Our fees: Learn more at www.cambridgeinternational.org/why-choose-us/join-cambridge/our-fees
Cambridge Early Years: Learn more at www.cambridgeinternational.org/earlyyears
Cambridge Primary: Learn more at www.cambridgeinternational.org/cambridgeprimary
Cambridge Lower Secondary: Learn more at www.cambridgeinternational.org/lowersecondary
Cambridge Upper Secondary: Learn more at www.cambridgeinternational.org/uppersecondary
Cambridge Advanced: Learn more at www.cambridgeinternational.org/cambridgeadvanced
Cambridge Professional Development: Learn more at www.cambridgeinternational.org/pdq
Professional development training courses (subject and skills based): Learn more at www.cambridgeinternational.org/professionaldevelopment
Fees for teacher training depend on the type of delivery method and are available on request. Contact info@cambridgeinternational.org for more information.

If you have any questions

Contact us at info@cambridgeinternational.org. Our Customer Services team is available 24 hours a day, 6 days a week. Our hours are Sunday 00:01 UTC to Friday 23:59 UTC, all year round. We are closed on Saturdays 00:01 UTC to 23:59 UTC. For help, go to www.cambridgeinternational.org/help.

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Cambridge International Education

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Cambridge
CB2 8EA
United Kingdom

www.cambridgeinternational.org

+44 1223 553554
info@cambridgeinternational.org

Guy Barmoha, Director, Secondary Learning Department

Broward County Public Schools

600 SE Third Avenue

Fort Lauderdale, Florida 33301

[INSERT DATE]

Dear Director Barmoha,

Working together with Cambridge

Cambridge values its relationship with Broward County Public Schools, and we are delighted that a number of schools in your district are planning to join our community of Cambridge International Schools. Our Cambridge Pathway helps students develop the knowledge, understanding and skills they need to achieve success at school, university and beyond.

We would now like to develop our relationship with you further. After our discussions, we are delighted to offer the following terms new to all of the schools in your district:

- Reduce school application fees by 50%.
- Reduce the annual Cambridge Primary programme fee by 25%
- Reduce the annual Cambridge Secondary & Advanced programme fee by 25%
- Apply a group waiver. This means the number of Secondary & Advanced programme fees to be paid by the group is calculated using a group level waiver limit. This allows larger schools that exceed the individual waiver limit to contribute towards a waiver for smaller schools that do not.

This offer is valid until and including 30 September 2027 (expiry date). Full details of this offer and related terms and conditions can be found in Annex 1 of this letter.

Please sign and return a copy of this letter to confirm your acceptance of this offer and the related terms and conditions.

Signed for and on behalf of	Signed for and on behalf of
Cambridge University Press & Assessment	
Adrian Cockell	[Adrian Cockell]
Director, International Network	
Date	10[February 2025]
Signed for and on behalf of	Signed for and on behalf of
The District	
Insert name	[ ]
Insert title	
Date	[ ]

Annex 1: Terms and Conditions of the offer

School Application fee

All schools within your group applying to become Cambridge International Schools after the date of this letter and before the expiry date listed in the letter will be charged 50% of the School Application fee, as listed in the Fees List, should the following circumstances occur:

If a reduced application fee is applied, no refund will be offered should one or more school fail to reach Cambridge International registration standards.

Cambridge Primary programme fee

The schools in your group shall be liable to pay an amount equivalent to 75% of the Cambridge Primary programme fee only, as listed in the Fees List, until the expiry date listed in this letter.

Cambridge Secondary & Advanced programme fee

The schools in your group shall be liable to pay an amount equivalent to 75% of the Cambridge Secondary & Advanced programme fee only, as listed in the Fees List, until the expiry date listed in this letter.

Group Waiver

Any schools within the group wishing to offer Cambridge IGCSEs, or Cambridge International AS or A Levels must pay an annual Cambridge Secondary & Advanced programme fee. This fee is waived when the applicable fees paid by that school in the period published in the relevant Fees List are greater than the waiver limit that is also published in the same Fees List.

In addition, schools in your group that did not achieve the individual waiver will benefit from a “Group Waiver” until the expiry date listed in the letter. This means that the fees paid in the published period by all the schools in your group will be added together, and used to assess how many Cambridge Secondary & Advanced programme fees will be waived across the group. Only schools fulfilling the below criteria will be assessed for the purposes of this Group Waiver.

Schools count towards the Group Waiver calculation when they have successfully registered as a Cambridge International School.

The Group Waiver is calculated as follows:

District schools offering Cambridge Secondary & Advanced programmes and qualifications that meet their own respective waiver limits will continue to have their Secondary and Advanced programme fees waived. Any additional spend from these District schools (over and above their respective waiver limits) will be added to the relevant annual spend (see relevant Fees Lists for eligible fees) from all other District schools.

This figure is divided by the average waiver limit across all District schools, and then rounded down to the nearest whole number. This represents the number of additional waivers achieved by the District schools. The number of additional waivers is divided by the number of schools in the District school group who have not had their Secondary and Advanced programme fees waived and applied evenly as a percentage discount that will be applied to the Secondary and Advanced programme fees charged to these schools.

Any discretionary fees offered to the District Schools, above what any one Cambridge International School may earn for itself under its own contract with Cambridge, shall be offered at the sole discretion of Cambridge. Cambridge shall be under no obligation to offer these discretionary fees at any time.

CAMBRIDGE
International Education

Cambridge IGCSE
Cambridge O Level
Cambridge International AS & A Level
Cambridge IPQ

Cambridge Guide to Making Entries

Including syllabus and option codes for June 2025 series



China (administrative zone 5)

For advice on how to submit entries for Cambridge examinations please contact Customer Services on **+44 1223 553554**.

Send any correspondence about submitting entries to:

Address: **Cambridge University Press & Assessment, The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA, United Kingdom**
Email: **info@cambridgeinternational.org**
Fax: **+44 1223 553558**

Please quote your centre number in all communications.

PLEASE DESTROY ALL PREVIOUS COPIES OF THE GUIDE TO MAKING ENTRIES FOR THE JUNE SERIES.

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Introduction

This guide is for new and experienced exams officers who need to submit entry information for Cambridge exams. It provides a high-level view of the entry submission process and a detailed description of the procedures that you need to follow. The guide also provides an index of all syllabus and option codes for entry in the June 2025 exam series.

The qualifications covered in this document are:

- Cambridge International General Certificate of Secondary Education (IGCSE)
- Cambridge Ordinary Level (O Level)
- Cambridge International Advanced Subsidiary Level (AS Level)
- Cambridge International Advanced Level (A Level)
- Cambridge International Project Qualification (CIPQ)
- Cambridge International Certificate of Education (ICE Diploma)
- Cambridge Advanced International Certificate of Education (AICE Diploma)

Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint are part of the May 2025 series. You can find information relating to these qualifications in the *Cambridge Guide to Making Entries for Primary Checkpoint and Lower Secondary Checkpoint Syllabuses May 2025.*

You should read this guide in conjunction with the *Cambridge Handbook 2025*. This sets out the regulations that govern all Cambridge exams and the administrative tasks exams officers need to carry out during the series. You should also refer to the June 2025 exam timetable to make sure that any timetable clashes are detected as early as possible.

The guide is divided into the following sections:

- Part 1 provides information on the different methods available for submitting your entries and gives detailed instructions on how to use these.
- Part 2 provides information on what happens after we have received your entries and what materials you will receive once we have processed them.
- Part 3 provides an index of the syllabus and option codes available in the June 2025 exam series.
- Part 4 provides entry instructions for the Cambridge ICE and AICE Diploma group awards.

The *Cambridge Guide to Making Entries* describes the process for submitting entries from the perspective of an exams officer from a Cambridge International School. If you work in an Associate Centre you will also have to comply with any extra local arrangements required by your Cambridge Associate.

Final date for receiving entries

The entry deadlines for the June 2025 exam series are shown below:

	Final entry deadline	**Late entry period**	**Late entry deadline**	**Very late entry period**
June Cambridge IGCSE Cambridge O Level Cambridge International AS & A Level Cambridge International Project Qualification Cambridge ICE/AICE Diploma	21 February	22 February – 17 April	17 April	18 April onwards

We recommend that you submit your entries at least two weeks before the final entry deadline. This will give you time to check your entries online using Cambridge International Direct ('Direct' for short) and submit any changes before late fees are charged.

For any entries or amendments we receive after the final entry deadline, we will charge:

- A late entry fee for entries or changes to entry options we receive during the late entry period.
- A very late entry fee for entries or changes to entry options we accept during the very late entry period. This includes unauthorised entries or any exceptional cases where we agree to send extra question papers after the late entry deadline.

Check that all your entries are correct before the late entry closing date. We may not be able to accept any changes you submit after this date.

Part 1: Instructions for submitting entries

1.1 Preparing your entries using Cambridge International Direct

We recommend that all centres submit their entries using the online Exams Dashboard available on Direct (**https://direct.cie.org.uk**). This tool will allow you to manage your exam entries for the current series and to carry out other administrative tasks like submitting marks and forecast grades.

Free online training for using the dashboard is available as part of the 'Getting to know the Cambridge Exams Cycle' course – if you are interested in taking this course, please contact Customer Services. A series of video tutorials are also available on our website. Go to: **https://help.cambridgeinternational.org** > 'Administering exams' > 'Cambridge International Direct Entries – Video Tutorials'.

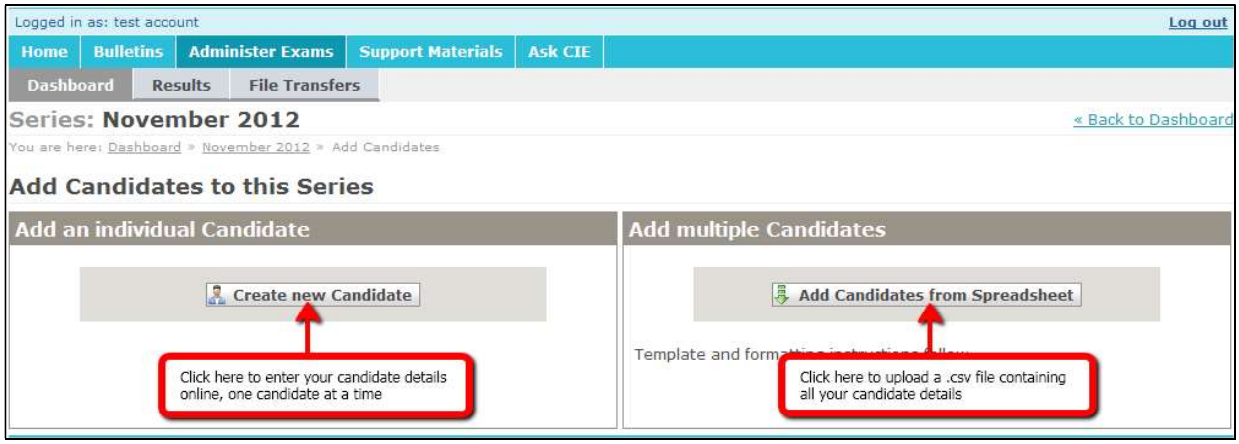
If your centre is attached to a Cambridge Associate and they have asked you to use a different system to make your entries, you should follow their instructions. If you cannot use the Exams Dashboard download the 2025 Final Entry Form from the 'Support Materials' section of Direct. (Please note that we will not accept outdated versions of the form.) Do not use multiple entry methods as this can lead to errors or missing information on your final entries.

Please make sure the entry data you submit is accurate. Materials such as question papers, mark sheets and attendance registers are dependent on the entry information we receive. Additional fees may also apply for correcting any errors after the entry deadline.

1.2 Adding your candidate details

When you first log onto the dashboard, you will need to load your candidate information to the 'June 2025' exam series – this is used for all Cambridge IGCSE, Cambridge O Level, Cambridge International AS & A Level and Cambridge IPQ exams.

Click the 'Add Candidates' button next to the relevant series and the screen below will appear. You can choose to enter your candidate data either one candidate at a time using the 'Create new Candidate' option or by importing a .csv file on the 'Add Candidates from Spreadsheet' screen.



- **Create new candidate**
  This button will open a form allowing you to manually input the information for a single candidate. Once you have entered the candidate details, click the 'Save Candidate Details' button to add the new candidate to your entries. The fields on this screen are as follows:
  - **Candidate Number:**
    You must allocate a unique number to each candidate, in the range 0001 to 9999. Do not enter candidates under more than one number. Candidate numbers cannot be changed after you have submitted the entry.
  - **Name:**
    The name of the candidate, in the format you would like it to appear on your statements of entry and results documents. The maximum number of characters for a candidate name is 60, which includes any spaces – you will need to abbreviate any names longer than this. Do not use commas to separate a candidate's first name from their surname.
  - **Date of Birth:**
    Enter candidates' dates of birth in the standard UK date format, which is dd/mm/yyyy.

- **Gender:**
  Select the gender of the candidate, either 'Male' or 'Female'.
- **English First Language?:**
  Select whether English is the candidate's first language.
- **CID (Unique Candidate Identifier):**
  This allows you to enter a candidate UCI number, which is not needed for general qualifications.
- **NID (National Identity Number):**
  This allows you to enter a National Identity Number, which can be up to 20 characters long.
- **ULN (Unique Learner Number):**
  This allows you to enter a candidate ULN, which should be 10 characters long. ULN information is only required for candidates in the UK.
- **Status:**
  Indicate whether the candidate is a 'School' or 'Private' entry. Candidates who do not take classes at your centre and are only using your centre as an exam venue should be entered as 'Private'.
- **Previous Centre Number & Previous Candidate Number:**
  If the candidate is carrying forward any marks or results from a previous series, enter the centre and candidate number they used for their most recent set of exams. Please note that we still need this information if the candidate is using the same candidate number in the current series.

- **Add candidates from spreadsheet**
- This screen will allow you to upload a .csv file containing your candidate data. The required format for this file is shown below. You can download a template file from Direct.

Candidate Number	CID UCI	National ID	ULN	Name	Gender	Date of Birth	Previous Centre Number	Previous Candidate Number	First Language English?	School/ Private Indicator
0005	XX123098765X	001234	6789012345	JOHN KEATS	M	05/08/1996	XX123	7	Y	P

Only the Name, Gender and School/Private Indicator are required – all other fields are optional. However, please note that unused headings in the .csv file cannot be removed (i.e. a 'National ID' column must still be included in the file, even if no candidates have provided a National ID Number).

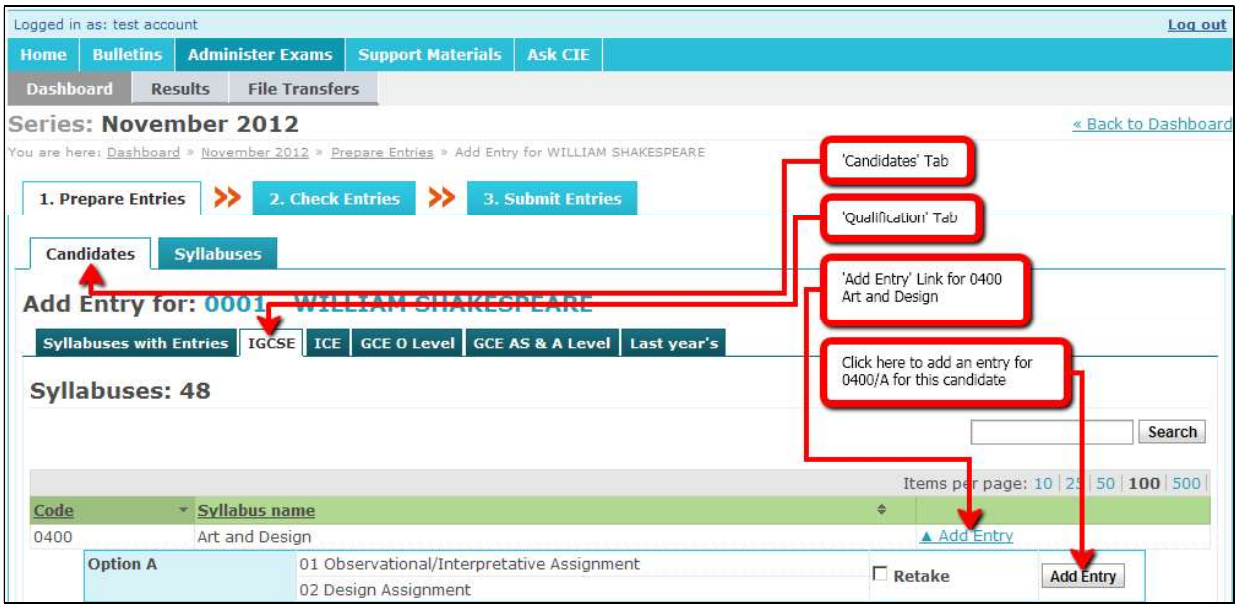
IMPORTANT: Do not include syllabus information in your .csv file when you upload it to Direct. You must add syllabus entries after you have imported your candidate data.

1.3 Adding your syllabus entries

Once you are ready to add your syllabus entries, go to the 'Prepare Entries' section to add the relevant syllabus information for each candidate. You can either add individual syllabus entries for a particular candidate or enter a group of candidates for the same syllabus option.

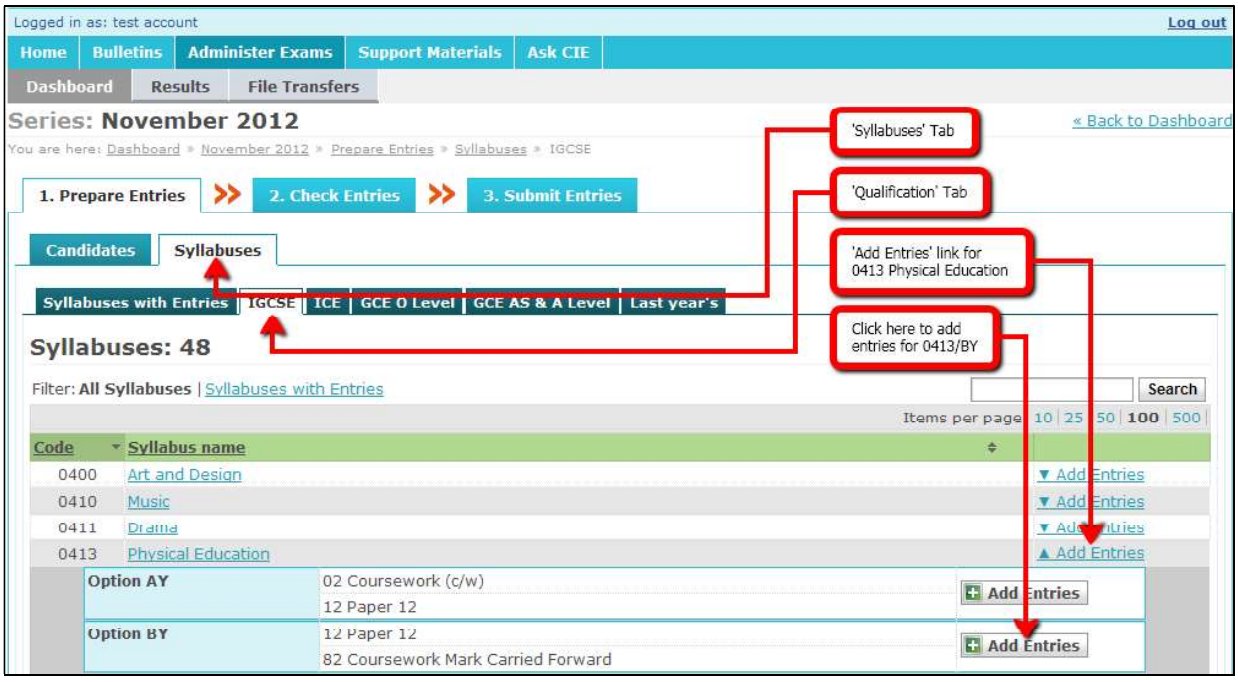
- **By candidate**
  If you wish to make a syllabus entry for an individual candidate, click on the 'Candidates' tab to display a list of candidates you have entered in this series. Click on the name of the candidate you wish to make an entry for and then click the 'Add Entry' button at the bottom of the page.

  The page below will be displayed, which will show all qualifications your centre is eligible to offer, divided into a separate tab for each qualification. Select the relevant tab and then click the 'Add Entry' link next to the relevant subject to see a list of the entry options available in that subject.



- **By syllabus**
  If you intend to enter a number of candidates for the same syllabus option(s), it may be quicker to use the 'Syllabus' tab. Use the qualification tabs at the top of the screen to locate the relevant subject. Then click on the 'Add Entries' link to the right of the syllabus name to produce a list of the entry options available.

  Once you have clicked this button, a list of all candidates entered in the current series will be produced. Place a tick beside the name of every candidate you wish to enter for that syllabus/option. Then click the 'Enter Selected Candidates' button to enter the candidates for this entry option. A 'Group' tick box in the column header also allows you to enter all candidates on the screen for the subject at once.



Whichever method you use to add your subject entries, the dashboard will not allow you to enter a candidate for the same syllabus code twice, or allow you to make syllabus entries for a disallowed combination of subjects. For example, if you enter a candidate for 0500 First Language English, the site will not allow you to enter the same candidate for another option in this subject, or to make an additional entry for 0510 English as a Second Language.

If you need to switch an entry from 0500 to 0510, you would need to withdraw the entry for 0500 First Language English, submit the change and then enter the candidate for 0510 English as a Second Language once the withdrawal has been processed.

For more information on disallowed combinations, please see the specific syllabus information included in this guide.

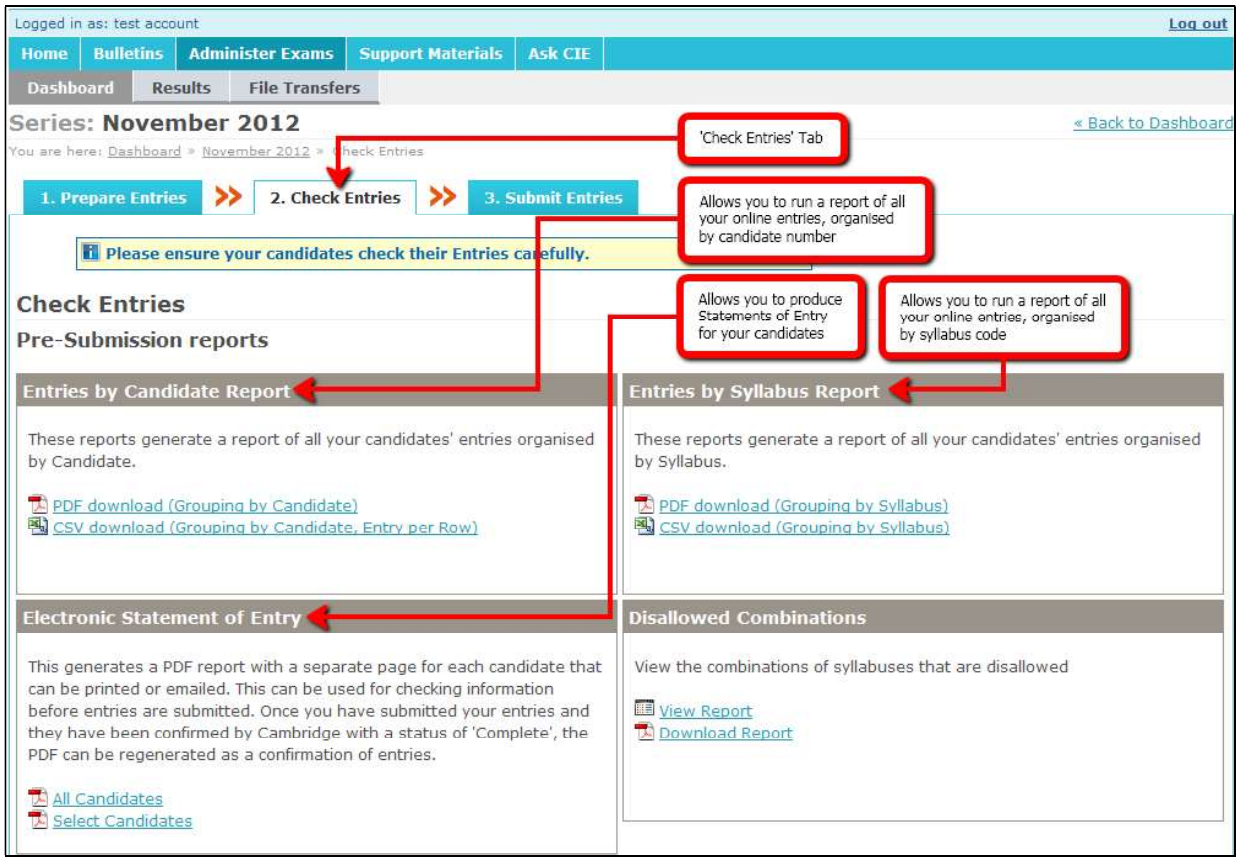
1.4 Checking your entries

Once you have added your entry and candidate information you can run a series of reports to check you have entered the information correctly. Please note that these are provisional reports to allow you to check the entries you have uploaded before you submit them. You are responsible for making sure you submit all entries to us by the deadline.

- **Electronic Statement of Entry:**
  This generates a PDF copy of a statement of entry, showing the candidate information and their entries.
- **Entries by Candidate Report:**
  This produces a report showing all your candidates' entries organised by candidate number. You can download this report in PDF or CSV format.
- **Entries by Syllabus Report:**
  This produces a report showing all your candidates' entries organised by syllabus code. You can download this report in PDF or CSV format.

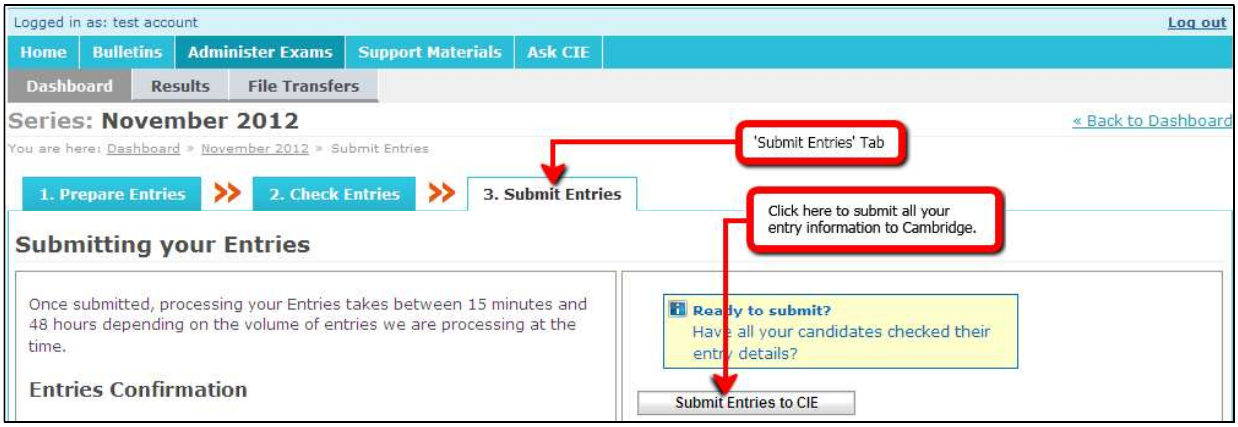
You must make sure your candidates have checked their entry information carefully before you submit it. We will charge late entry fees for any changes you make after the entry deadline.

All these reports can be run from the 'Check Entries' tab shown below:



1.5 Submitting your entries

Once you have checked you are happy with all the information you can submit your entries. Go to the 'Submit Entries' section and click on 'Submit Entries to CIE'.



To check the status of the entries you have submitted, look at the 'Status' column under the 'Candidates' tab. Or, see the main dashboard, as shown below.

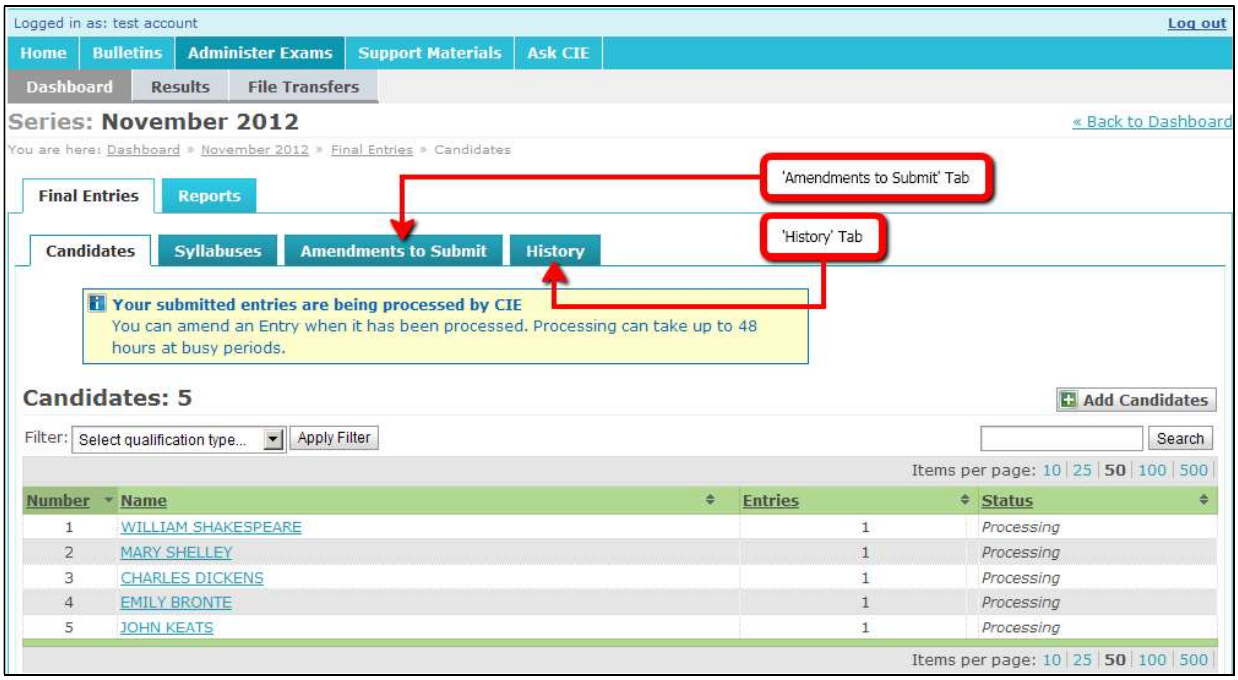


Entries will usually be processed within 1–2 hours. However, during exceptionally busy periods, this can take up to 48 hours. (Examples of exceptionally busy periods include the entry deadline date or when results are being issued for the previous exam series.) If the status of your entries has not changed to 'Complete' within 48 hours, please **contact us.**

1.6 Making amendments

Once you have submitted your initial entries and they have been processed, you can continue to make changes on Direct. These include changing personal details and option codes of existing entries, adding new candidate/syllabus entries or withdrawing candidates/syllabuses. Any changes you make after your initial submission are classified as 'amendments'. You must submit them in the same way as your final entries.

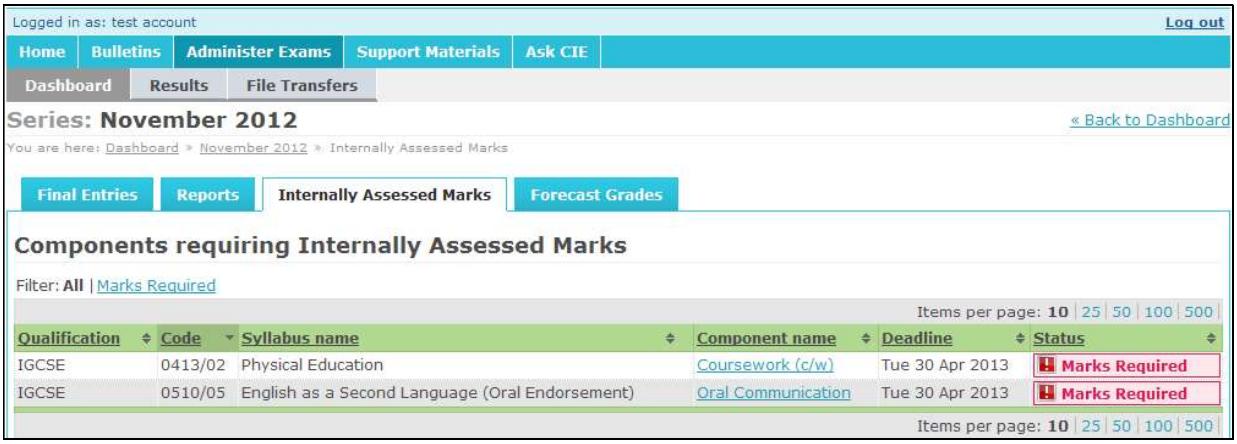
After we have processed your initial entries, two additional tabs will appear on the dashboard, as shown in the image below. The 'Amendments to Submit' tab will produce a list of any changes you have made to your entries since your last submission. You can submit these amendments in the same way as the 'Submit Entries' tab. The 'History' tab will allow you to check when you have submitted your entries for the series.



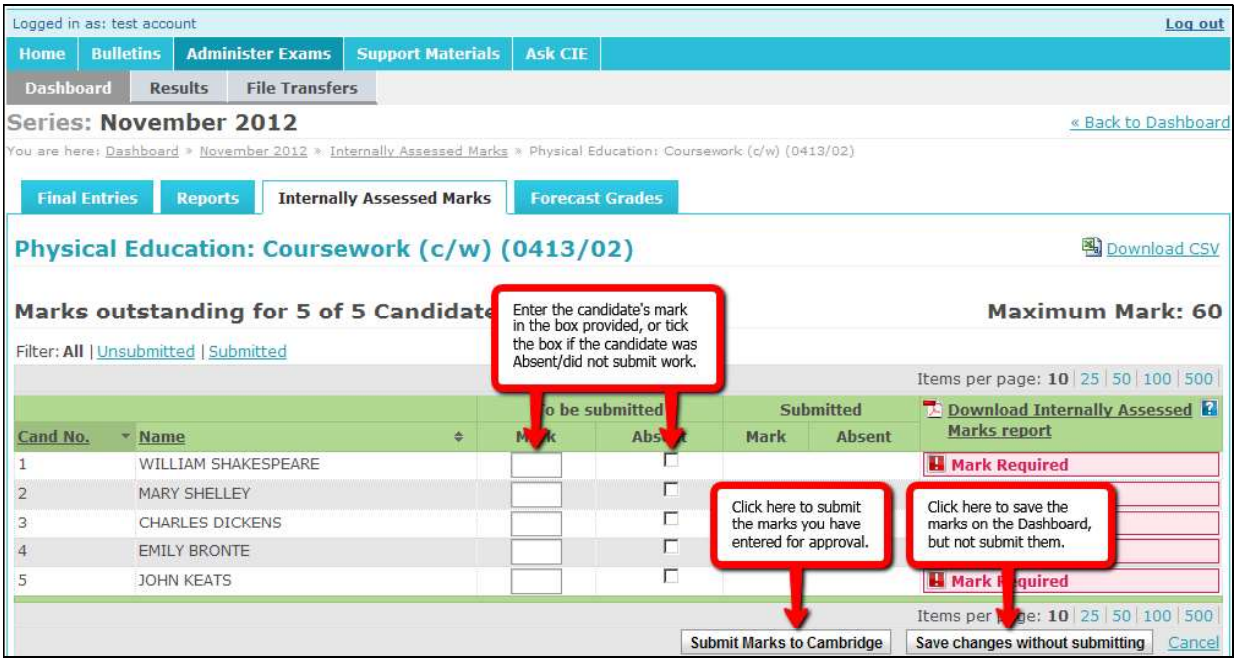
Please make sure you submit all entry amendments before the late entry closing date for the series, as you will not be able to make any entry changes using Direct after this date.

1.7 Submitting forecast grades and internally assessed marks

Once your entries have been processed, you can also use the dashboard to submit forecast grades for your candidates or to submit any coursework/oral marks. To submit these, click on the 'Internally Assessed Marks' or 'Forecast Grades' tab at the top of the screen. If you click on 'Internally Assessed Marks' you will see a list of the components that require internally assessed marks, as shown below.



Click on the name of the component you wish to submit marks for. The site will display a list of the candidates who are entered for that component. Simply complete the marks for each candidate in the box provided or tick the 'Absent' box for any candidates who did not complete the work. Once you have filled in the marks for all candidates, click the 'Submit Marks' button in the bottom-right corner. Please make sure you check all marks before you submit them, as you will not be able to change them once they have been approved.



Remember to include a copy of the Internally Assessed Marks report when you submit your moderation sample along with the relevant assessment summary form.

The process for submitting forecast grade information is essentially the same as submitting internally assessed marks. The only difference is that the 'Forecast Grade' tab will provide a list of the available grades for each candidate and will ask you to select from the list provided.

Part 2: After submitting your entries

2.1 Viewing your entries online

Once your entries have been processed, you will be able to view your entry information on Direct. This will normally take up to 48 hours. However, it can take considerably longer for entry information to appear at peak periods, such as the entry closing date or when results for a previous series are being released.

You can see your entries on the dashboard at any time, even after entries have closed for the series. Direct will show the current entry information we hold for your centre. You can use the 'Check Entries' page to print your own statements of entry for candidates or to produce other reports for checking your entries.

If you need to make any changes, submit them as soon as possible. Use the same entry system you used to submit the original entries.

2.2 Entry feedback documents

Once your entries have been received and processed, you can download your confirmation documents from Direct.

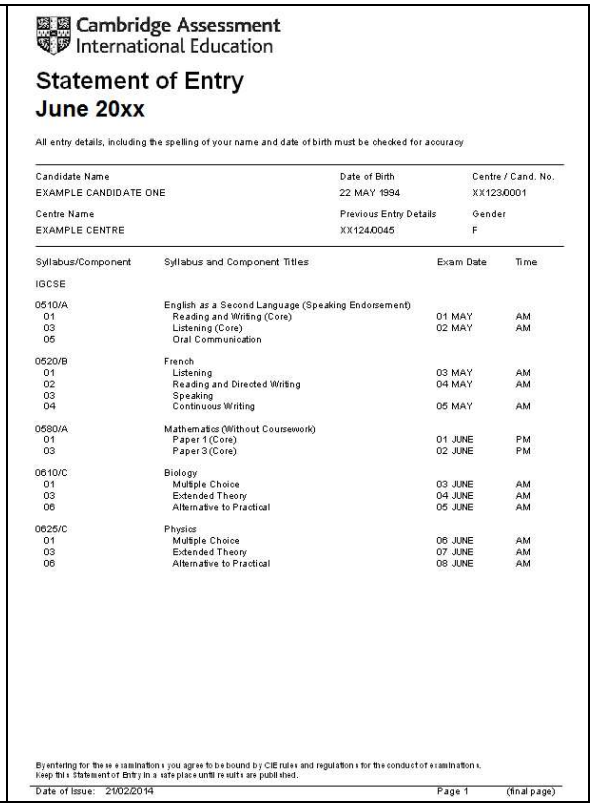
Statements of entry

We produce a statement of entry for each candidate showing the following information:

- the centre number, centre name and candidate number for the current series
- the candidate's personal details (name, date of birth and gender)
- any previous entry details provided
- a full list of all syllabuses and entry options for the candidate.

You must give all candidates the opportunity to check the details on their statement of entry.

This document also contains a copy of the Notice to Candidates, which gives a brief summary of the conduct required for Cambridge exams.



Cambridge Assessment International Education

Statement of Entry
June 20xx

All entry details, including the spelling of your name and date of birth must be checked for accuracy

Candidate Name	Date of Birth	Centre / Cand. No.
EXAMPLE CANDIDATE ONE	22 MAY 1994	XX123/0001
Centre Name	**Previous Entry Details**	**Gender**
EXAMPLE CENTRE	XX124/0045	F

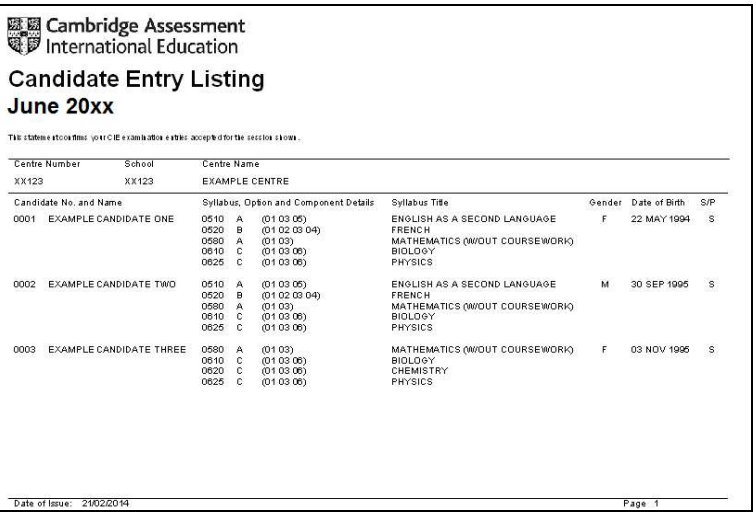
Syllabus/Component	Syllabus and Component Titles	Exam Date	Time
IGCSE			
0510/A	English as a Second Language (Speaking Endorsement)		
01	Reading and Writing (Core)	01 MAY	AM
03	Listening (Core)	02 MAY	AM
05	Oral Communication		
0520/B	French		
01	Listening	03 MAY	AM
02	Reading and Directed Writing	04 MAY	AM
03	Speaking		
04	Continuous Writing	05 MAY	AM
0580/A	Mathematics (Without Coursework)		
01	Paper 1 (Core)	01 JUNE	PM
03	Paper 3 (Core)	02 JUNE	PM
0610/C	Biology		
01	Multiple Choice	03 JUNE	AM
03	Extended Theory	04 JUNE	AM
06	Alternative to Practical	05 JUNE	AM
0625/C	Physics		
01	Multiple Choice	06 JUNE	AM
03	Extended Theory	07 JUNE	AM
06	Alternative to Practical	08 JUNE	AM

By entering for these examinations you agree to be bound by CIE rules and regulations for the conduct of examinations.
Keep this Statement of Entry in a safe place until results are published.

Date of Issue: 21/02/2014 Page 1 (final page)

Candidate entry listing

This provides a summary of all entries made for the centre. It will be in candidate number order and lists which syllabuses and entry options you have entered each candidate for.



Cambridge Assessment International Education

Candidate Entry Listing
June 20xx

This statement confirms your CIE examination entries accepted for the session shown.

Centre Number	School	Centre Name
XX123	XX123	EXAMPLE CENTRE

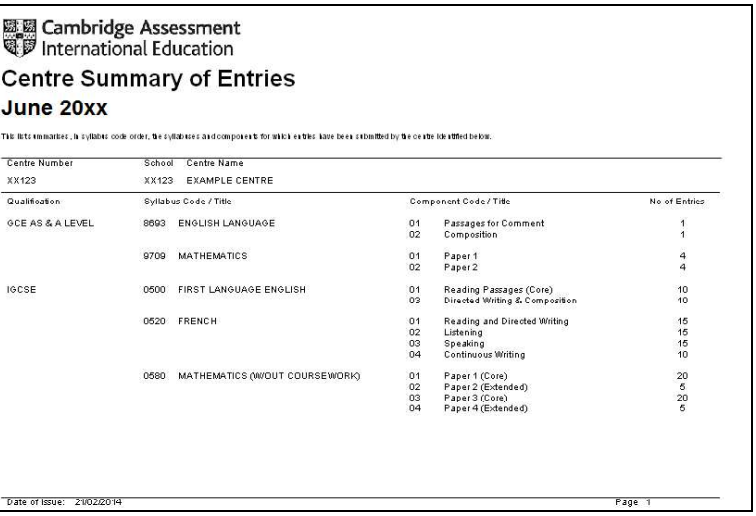
Candidate No. and Name	Syllabus, Option and Component Details	Syllabus Title	Gender	Date of Birth	S/P
0001 EXAMPLE CANDIDATE ONE	0510 A (01 03 05)	ENGLISH AS A SECOND LANGUAGE	F	22 MAY 1994	S
	0520 B (01 02 03 04)	FRENCH			
	0580 A (01 03)	MATHEMATICS (W/OUT COURSEWORK)			
	0610 C (01 03 06)	BIOLOGY			
	0625 C (01 03 06)	PHYSICS			
0002 EXAMPLE CANDIDATE TWO	0510 A (01 03 05)	ENGLISH AS A SECOND LANGUAGE	M	30 SEP 1995	S
	0520 B (01 02 03 04)	FRENCH			
	0580 A (01 03)	MATHEMATICS (W/OUT COURSEWORK)			
	0610 C (01 03 06)	BIOLOGY			
	0625 C (01 03 06)	PHYSICS			
0003 EXAMPLE CANDIDATE THREE	0580 A (01 03)	MATHEMATICS (W/OUT COURSEWORK)	F	03 NOV 1995	S
	0610 C (01 03 06)	BIOLOGY			
	0620 C (01 03 06)	CHEMISTRY			
	0625 C (01 03 06)	PHYSICS			

Date of Issue: 21/02/2014 Page 1

Centre summary of entries

This provides a summary of the total number of entries you have made for each exam component.

You can use this information to check that you have received the right number of each question paper.



Cambridge Assessment International Education

Centre Summary of Entries
June 20xx

This lists summarises, in syllabus code order, the syllabuses and components for which entries have been submitted by the centre identified below.

Centre Number	School	Centre Name
XX123	XX123	EXAMPLE CENTRE

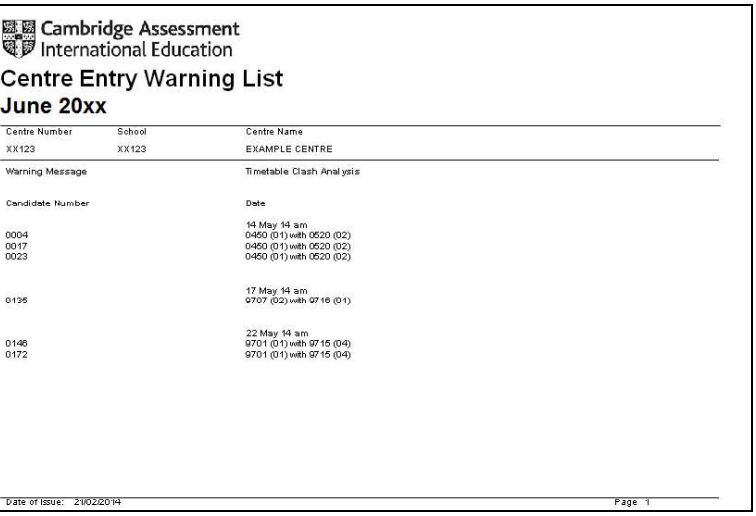
Qualification	Syllabus Code / Title	Component Code / Title	No of Entries
GCE AS & A LEVEL	8693 ENGLISH LANGUAGE	01 Passages for Comment	1
		02 Composition	1
	9709 MATHEMATICS	01 Paper 1	4
		02 Paper 2	4
IGCSE	0500 FIRST LANGUAGE ENGLISH	01 Reading Passages (Core)	10
		03 Directed Writing & Composition	10
	0520 FRENCH	01 Reading and Directed Writing	15
		02 Listening	15
		03 Speaking	15
		04 Continuous Writing	10
	0580 MATHEMATICS (W/OUT COURSEWORK)	01 Paper 1 (Core)	20
		02 Paper 2 (Extended)	5
		03 Paper 3 (Core)	20
		04 Paper 4 (Extended)	5

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Centre entry warning list

This warns you about any potential timetable clashes for individual candidates.

Use this information to plan around any timetable clashes and to apply for timetable deviations, if required.



Cambridge Assessment International Education

Centre Entry Warning List
June 20xx

Centre Number	School	Centre Name
XX123	XX123	EXAMPLE CENTRE

Warning Message	Timetable Clash Analysis
Candidate Number	Date
	14 May 14 am
0004	0450 (01) with 0520 (02)
0017	0450 (01) with 0520 (02)
0023	0450 (01) with 0520 (02)
	17 May 14 am
0135	9707 (02) with 9716 (01)
	22 May 14 am
0146	9701 (01) with 9715 (04)
0172	9701 (01) with 9715 (04)

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2.3 Checking your entry information

When you receive your entry feedback documents check them carefully. As stated in the *Cambridge Handbook*, you are responsible for making sure that all entry information is correct.

You should also provide each candidate with a copy of their statement of entry, including private candidates. Candidates should use this to check that their information is correct. In particular, candidates should check that:

- their name has been correctly spelt and is as it should appear on their certificate
- their date of birth and gender are correct
- the total number of syllabuses is correct
- they have not been entered for any unexpected exam components (e.g. they have been entered to submit coursework but they expected to be entering for written papers only)
- there are no warning notices on the statement of entry.

Remember that candidates may be unfamiliar with the entry codes, so they may need help to check that they are entered for the correct exam.

If there are any errors in your entry feedback documents, submit an amendment as soon as possible. We advise you to check that all entry information is correct before the published entry closing date for the series. We will charge late fees for adding a missing subject or changing an entry option after this date. We will not charge you for making amendments to a candidate's personal details before certificates have been produced like their name, gender, date of birth, status (school/private) or whether their first language is English.

2.4 Exam entry invoices

We will invoice you for all exam entry fees shortly after the entry deadline for the series has passed. A deadline for payment will be stated on the invoice, which will be 28 days after the date the invoice was issued. Fees will be according to the *Cambridge Fees List* for the series, which is updated annually on 1 October and sent to you via the 'My Messages' section of Direct.

We will produce additional invoices each month for any late entries or option code changes we receive after the entry deadline. It is not possible to send a combined invoice at the end of the series to cover all entries and changes.

If you receive an invoice which you believe is incorrect, please raise an invoice dispute by contacting our Credit Control team at the email address printed on your invoice. When emailing, you should provide the following information:

- your centre number
- the reference number of the invoice (this will be shown on the top-right corner)
- a description of exactly which fees listed on the invoice you believe are incorrect or which candidates you feel have been incorrectly charged for
- the reasons why you believe that the invoice should be changed
- any other information that you feel is relevant.

Any such queries will require a detailed investigation but we aim to respond within 21 days wherever possible. **Invoice disputes cannot be resolved by telephone.**

Part 3: Index of syllabus codes for the June 2025 series

3.1 Introduction

This section contains syllabus information for all Cambridge exams available in the June 2025 series. It includes details of syllabus numbers, entry option codes, component weightings and exam durations. Disallowed syllabus combinations are also listed for most subjects.

Component numbers always have two digits. For component numbers that do not begin with a zero, the first digit refers to the paper number in the syllabus and the second digit identifies the component version applicable to your administrative zone.

You can only submit entries for qualifications that your centre has been approved to offer**.** If you intend to submit entries for a subject your centre has not entered in the past, please submit Preparation – Form 5. This form is available at **www.cambridgeinternational.org/preparation**

3.2 Use of entry option codes

Each syllabus entry is made up of two pieces of information:

- A **syllabus code**: this four-digit numeric code indicates which subject the candidate is taking.
- An **option code**: this can be up to two digits long and indicates which combination of exam components the candidate will be sitting. The option code will usually start with a letter.

In the subject given below, there are four different entry options, ranging from A to D. Select the option code that shows the combination of exam components your candidates will take. For example:

- If a candidate is entering for the Multiple Choice paper (01), the Extended Theory exam (03) and will be submitting coursework (04), enter them for option code **A**. This option includes all three of the components the candidate intends to sit.

Example Subject 1 **0998**

Option code	Candidates take components
A	**01, 03, 04 (Extended)**
B	01, 03, 05 (Extended)
C	01, 22, 04 (Core)
D	01, 22, 05 (Core)

Component	Component title
01	**Multiple Choice**
22	Core Theory 22
03	**Extended Theory**
04	**Coursework 04**
05	Alternative to Coursework

- If another candidate is entering for the Core Theory exam (22) instead of Extended Theory and will be sitting the Alternative to Coursework paper (05) instead of submitting coursework, enter them for option **D**.

Example Subject 1 **0998**

Option code	Candidates take components
A	01, 03, 04 (Extended)
B	01, 03, 05 (Extended)
C	01, 22, 04 (Core)
D	**01, 22, 05 (Core)**

Component	Component title
01	**Multiple Choice**
22	**Core Theory 22**
03	Extended Theory
04	Coursework 04
05	**Alternative to Coursework**

A small number of syllabuses do not need an option code as there is only one valid combination of question papers that candidates can be entered for. If this is the case, the syllabus table will state 'Leave Blank' in the option code column. For all other subjects, the option code is a required part of the entry.

It is not possible to make entries for an individual component or to enter for only part of an option code. All candidates must be entered for one of the entry options listed. **Candidates sitting any other combination of question papers would not be eligible to receive a result.**

3.3 Entry option codes for carry forward components

Please be aware that our carry forward rules have been updated. For full guidance please see our website. You should review this web page before proceeding with your carry forward entries.

Some syllabuses allow candidates to carry forward marks from a previous series within a 13-month period. For Cambridge IGCSE subject marks can only be carried forward **once**, while Cambridge International AS Level marks can be carried forward **twice**. If candidates wish to use marks from a previous series, you should enter them for the relevant 'Mark Carried Forward' component when making their entries.

In the subject given below, there are two entry options. One is for candidates submitting coursework, while the other is for candidates carrying a coursework mark forward. For example:

- If a candidate will be submitting their coursework in the current exam series, enter them for option **A**, as this includes an entry for the coursework component.

Example Subject 2 **0999**

Option code	Candidates take components
A	**01, 02**
B	01, 82

Component	Component title
01	**Written Examination**
02	**Coursework**
82	Coursework Mark (02) Carried Forward

- If a candidate has already submitted coursework in the last 13 months and wishes this mark to be carried forward instead of submitting coursework again in the current series, enter them for option **B**.

Example Subject 2 **0999**

Option code	Candidates take components
A	01, 02
B	**01, 82**

Component	Component title
01	**Written Examination**
02	Coursework
82	**Coursework Mark (02) Carried Forward**

3.4 Entry option codes for staged assessment

Where the syllabus allows, candidates can use a previous Cambridge International AS Level result taken within the last 13 months towards the award of a Cambridge International A Level in the same subject. This option is not available in language subjects, except for English. Syllabuses where a staged assessment option is available are indicated with an asterisk (*) next to the syllabus title.

Some syllabuses offer the opportunity to carry forward AS Level components (e.g. coursework) separate from the rest of the AS Level. If an AS Level is achieved by carrying forward a component from a previous series, this AS Level is itself not eligible to be carried forward. In other words, 'double carry forward' is not allowed for any Cambridge International syllabuses.

In the subject given below, there are five different entry options:

- If a candidate will be sitting the full Cambridge International A Level in the current series, enter them for option AY. This option contains all AS and 'A2' components.

Example Subject 3* **9600**

Option code	Candidates take components
AY	**11, 02, 03**
BY	03, 88
CY	03, 98
DY	11, 02, 03, 88, 98
S	11, 02 (AS Level)

Component code	Component title
11	**AS Written Examination**
02	**AS Essay Question**
03	**A Level Written Examination**
88	June AS Mark (11, 02) Carried Forward
98	June AS Mark (11, 02) Carried Forward

- If you want to enter the candidate for the Cambridge International AS Level only in the current series, choose option S, which contains only the two AS Level components.

Example Subject 3* **9600**

Option code	Candidates take components
AY	11, 02, 03
BY	03, 88
CY	03, 98
DY	11, 02, 03, 88, 98
S	**11, 02 (AS Level)**

Component	Component title
11	**AS Written Examination**
02	**AS Essay Question**
03	A Level Written Examination
88	June AS Mark (11, 02) Carried Forward
98	November AS Mark (11, 02) Carried Forward

- If a candidate has taken the Cambridge International AS Level in the previous 13 months and only wants to sit the 'A2' components in the current series, enter them for either option **BY** or **CY** depending on when their previous AS Level result was awarded.

- If a candidate wants to use a Cambridge International AS Level result awarded in the previous June series, enter them for option BY.

Example Subject 3* **9600**

Option code	Candidates take components
AY	11, 02, 03
BY	**03, 88**
CY	03, 98
DY	11, 02, 03, 88, 98
S	11, 02 (AS Level)

Component	Component title
11	AS Level Written Examination
02	AS Level Essay Question
03	**A Level Written Examination**
88	**June AS Mark (11, 02) Carried Forward**
98	November AS Mark (11, 02) Carried Forward

- If a candidate wants to use a result from the previous November series, enter them for option **CY**.

Example Subject 3* **9600**

Option code	Candidates take components
AY	11, 02, 03
BY	03, 88
CY	**03, 98**
DY	11, 02, 03, 88, 98
S	11, 02 (AS Level)

Component	Component title
11	AS Level Written Examination
02	AS Level Essay Question
03	**A Level Written Examination**
88	June AS Mark (11, 02) Carried Forward
98	**November AS Mark (11, 02) Carried Forward**

- If a candidate has taken the Cambridge International AS Level within the last 13 months and wishes to re-sit this in the current series while taking the 'A2' components, enter them for option **DY**. This will enter the candidate for all AS and 'A2' components and carry forward their previous AS results. The highest set of available AS marks achieved by the candidate from the relevant series will contribute to their result.

Example Subject 3* **9600**

Option code	Candidates take components
AY	11, 02, 03
BY	03, 88
CY	03, 98
DY	**11, 02, 03, 88, 98**
S	11, 02 (AS Level)

Component	Component title
11	**AS Level Written Examination**
02	**AS Level Essay Question**
03	**A Level Written Examination**
88	**June AS Mark (11, 02) Carried Forward**
98	**November AS Mark (11, 02) Carried Forward**

You must make sure candidates have a valid mark to carry forward before entering them for a staged assessment option and provide previous entry details with the candidate's carry forward entry.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Accounting **0452**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Paper 12 (Multiple Choice)	1h15m	30%
22	Paper 22	1h45m	70%

Notes Candidates may not sit this syllabus in the same series as 7707.

Additional Mathematics **0606**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Paper 12 Non-calculator	2h	50%
22	Paper 22 Calculator	2h	50%

Notes Candidates may not sit this syllabus in the same series as 4037.

Arabic **0544**

Option code	Candidates take components	Available to private candidates?
Z	13, 23, 03, 43	Yes

Component code	Component title	Duration	Weighting
13	Listening (Multiple Choice) 13	50m	25%
23	Reading 23	1h	25%
03	Speaking 03	10m	25%
43	Writing 43	1h	25%

Art & Design **0400**

Option code	Candidates take components	Available to private candidates?
A	01, 02	-
B	02, 66	-
C	02, 67	-

Component code	Component title	Duration	Weighting
01	Coursework Assignment	-	50%
02	Externally Set Assignment	8h	50%
66	June Coursework Mark (01) Carried Forward	-	50%
67	November Coursework Mark (01) Carried Forward	-	50%

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Bahasa Indonesia **0538**

Option code	Candidates take components	Available to private candidates?
A	01, 02, 03	Yes

Component code	Component title	Duration	Weighting
01	Reading & Understanding	1h45m	35%
02	Reading & Writing	1h45m	45%
03	Speaking	11m	20%

Biology **0610**

Option code	Candidates take components	Available to private candidates?
BY	22, 42, 52 (Extended)	Yes
CY	22, 42, 62 (Extended)	Yes
FY	12, 32, 52 (Core)	Yes
GY	12, 32, 62 (Core)	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice (Core) 12	45m	30%
22	Multiple Choice (Extended) 22	45m	30%
32	Theory (Core) 32	1h15m	50%
42	Theory (Extended) 42	1h15m	50%
52	Practical Test 52	1h15m	20%
62	Alternative to Practical 62	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0653, 0654, 5090 or 5129.

Business Studies **0450**

Option code	Candidates take components	Available to private candidates?
Y	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Short Answer & Data Response 12	1h30m	50%
22	Case Study 22	1h30m	50%

Notes Candidates may not sit this syllabus in the same series as 7115.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Cambridge International Mathematics **0607**

Option code	Candidates take components	Available to private candidates?
AY	12, 32, 52 (Core)	Yes
BY	22, 42, 62 (Extended)	Yes

Component code	Component title	Duration	Weighting
12	Paper 12 Non-calculator (Core)	1h15m	40%
22	Paper 22 Non-calculator (Extended)	1h30m	40%
32	Paper 32 Calculator (Core)	1h15m	40%
42	Paper 42 Calculator (Extended)	1h30m	40%
52	Paper 52 Investigation (Core)	1h15m	20%
62	Paper 62 Investigation & Modelling (Extended)	1h30m	20%

Notes Candidates may not sit this syllabus in the same series as 0580 or 4024.

Chemistry **0620**

Option code	Candidates take components	Available to private candidates?
BY	22, 42, 52 (Extended)	Yes
CY	22, 42, 62 (Extended)	Yes
FY	12, 32, 52 (Core)	Yes
GY	12, 32, 62 (Core)	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice (Core) 12	45m	30%
22	Multiple Choice (Extended) 22	45m	30%
32	Theory (Core) 32	1h15m	50%
42	Theory (Extended) 42	1h15m	50%
52	Practical Test 52	1h15m	20%
62	Alternative to Practical 62	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0653, 0654, 5070 or 5129.

Chinese as a Second Language **0523**

Option code	Candidates take components	Available to private candidates?
A	01, 02, 03	Yes

Component code	Component title	Duration	Weighting
01	Reading & Writing	2h	60%
02	Listening	45m	20%
03	Speaking	13m	20%

Notes Candidates may not sit this syllabus in the same series as 0509 or 0547.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Combined Science **0653**

Option code	Candidates take components	Available to private candidates?
BY	22, 42, 52 (Extended)	Yes
CY	22, 42, 62 (Extended)	Yes
FY	12, 32, 52 (Core)	Yes
GY	12, 32, 62 (Core)	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice (Core) 12	45m	30%
22	Multiple Choice (Extended) 22	45m	30%
32	Theory (Core) 32	1h15m	50%
42	Theory (Extended) 42	1h15m	50%
52	Practical Test 52	1h15m	20%
62	Alternative to Practical 62	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0610, 0620, 0625, 0654, 5054, 5070, 5090 or 5129.

Computer Science **0478**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Paper 12 Computer Systems	1h45m	50%
22	Paper 22 Algorithms, Programming & Logic	1h45m	50%

Notes Candidates may not sit this syllabus in the same series as 2210.

Co-ordinated Sciences (Double Award) **0654**

Option code	Candidates take components	Available to private candidates?
BY	22, 42, 52 (Extended)	Yes
CY	22, 42, 62 (Extended)	Yes
FY	12, 32, 52 (Core)	Yes
GY	12, 32, 62 (Core)	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice (Core) 12	45m	30%
22	Multiple Choice (Extended) 22	45m	30%
32	Theory (Core) 32	2h	50%
42	Theory (Extended) 42	2h	50%
52	Practical Test 52	2h	20%
62	Alternative to Practical 62	1h30m	20%

Notes Candidates may not sit this syllabus in the same series as 0610, 0620, 0625, 0653, 5054, 5070, 5090 or 5129.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Design & Technology **0445**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02, 33	-
BZ	13, 02, 43	-
CZ	13, 02, 53	-
DZ	13, 33, 82, 92	Yes
EZ	13, 43, 82, 92	Yes
FZ	13, 53, 82, 92	Yes

Component code	Component title	Duration	Weighting
13	Product Design 13	1h15m	25%
02	School Based Assessment	-	50%
33	Resistant Materials 33	1h	25%
43	Systems & Control 43	1h	25%
53	Graphic Products 53	1h	25%
82	June School Based Assessment Mark (02) Carried Forward	-	50%
92	November School Based Assessment Mark (02) Carried Forward	-	50%

Drama **0411**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02	-
BZ	13, 82, 92	-

Component code	Component title	Duration	Weighting
13	Written Paper 13	2h30m	40%
02	Coursework	-	60%
82	June Coursework Mark (02) Carried Forward	-	60%
92	November Coursework Mark (02) Carried Forward	-	60%

Economics **0455**

Option code	Candidates take components	Available to private candidates?
Y	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice 12	45m	30%
22	Structured Questions 22	2h15m	70%

Notes Candidates may not sit this syllabus in the same series as 2281.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

English (as an Additional Language) **0472**

Option code	Candidates take components	Available to private candidates?
Y	12, 22, 03, 42	Yes

Component code	Component title	Duration	Weighting
12	Listening (Multiple Choice) 12	50m	25%
22	Reading 22	1h	25%
03	Speaking 03	10m	25%
42	Writing 42	1h	25%

Notes Candidates may not sit this syllabus in the same series as 0500, 0510, 0511 or 1123.

English as a Second Language (Count-in Speaking) **0511**

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32	Yes
BY	12, 22, 82	Yes
CY	12, 22, 92	Yes

Component code	Component title	Duration	Weighting
12	Reading & Writing 12	2h	50%
22	Listening Multiple Choice 22	50m	25%
32	Speaking 32	15m	25%
82	June Speaking Mark (32) Carried Forward	-	25%
92	November Speaking Mark (32) Carried Forward	-	25%

Notes Candidates may not sit this syllabus in the same series as 0472, 0500, 0510 or 1123.

English as a Second Language (Speaking Endorsement) **0510**

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32	Yes
BY	12, 22, 82	Yes
CY	12, 22, 92	Yes

Component code	Component title	Duration	Weighting
12	Reading & Writing 12	2h	70%
22	Listening Multiple Choice 22	50m	30%
32	Speaking 32	15m	-
82	June Speaking Mark (32) Carried Forward	-	-
92	November Speaking Mark (32) Carried Forward	-	-

Notes Candidates may not sit this syllabus in the same series as 0472, 0500, 0511 or 1123.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Enterprise **0454**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02	-
BZ	13, 82	Yes

Component code	Component title	Duration	Weighting
13	Case Study 13	1h30m	50%
02	Coursework	-	50%
82	Coursework Mark (02) Carried Forward	-	50%

Notes Materials for the Case Study will be made accessible to centres in March and should be distributed to candidates as soon as they are available.

Environmental Management **0680**

Option code	Candidates take components	Available to private candidates?
Y	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Theory 12	1h45m	50%
22	Management in Context 22	1h45m	50%

Notes Candidates may not sit this syllabus in the same series as 5014.

First Language Chinese **0509**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Reading, Directed Writing & Classical Chinese 13	2h15m	50%
23	Writing 23	2h	50%

Notes Candidates may not sit this syllabus in the same series as 0523 or 0547.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

First Language English (Oral Endorsement) **0500**

Option code	Candidates take components	Available to private candidates?
AS	12, 03	-
AY	12, 03, 04	-
BS	12, 22	Yes
BY	12, 22, 04	Yes
CS	12, 83, 93	Yes
CY	12, 04, 83, 93	Yes

Component code	Component title	Duration	Weighting
12	Reading 12	2h	50%
22	Directed Writing & Composition 22	2h	50%
03	Coursework Portfolio 03	-	50%
04	Speaking & Listening Test 04	12m	-
83	June Coursework Mark (03) Carried Forward	-	50%
93	November Coursework Mark (03) Carried Forward	-	50%

Notes Candidates may not sit this syllabus in the same series as 0472, 0510, 0511 or 1123.

First Language Malay **0696**

Option code	Candidates take components	Available to private candidates?
A	01, 02	Yes

Component code	Component title	Duration	Weighting
01	Reading & Directed Writing	2h	50%
02	Composition	2h	50%

Notes Candidates may not sit this syllabus in the same series as 0546.

First Language Spanish **0502**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes
BY	12, 22, 03	-

Component code	Component title	Duration	Weighting
12	Reading Paper 12	2h	50%
22	Directed Writing & Composition Paper 22	2h	50%
03	Speaking & Listening Test 03	12m	-

Notes Candidates may not sit this syllabus in the same series as 0530.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

First Language Vietnamese **0695**

Option code	Candidates take components	Available to private candidates?
A	01, 02	Yes

Component code	Component title	Duration	Weighting
01	Reading & Directed Writing	2h	50%
02	Writing	2h	50%

Food & Nutrition **0648**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02	-
BZ	13, 82, 92	Yes

Component code	Component title	Duration	Weighting
13	Theory 13	2h	50%
02	Practical	2h30m	50%
82	June Practical Mark (02) Carried Forward	-	50%
92	November Practical Mark (02) Carried Forward	-	50%

Notes Candidates may not sit this syllabus in the same series as 6065.
The Practical component is preceded by a planning session of 1h30m.

French **0520**

Option code	Candidates take components	Available to private candidates?
Y	12, 22, 03, 42	Yes

Component code	Component title	Duration	Weighting
12	Listening (Multiple Choice) 12	50m	25%
22	Reading 22	1h	25%
03	Speaking 03	10m	25%
42	Writing 42	1h	25%

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Geography **0460**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 03	-
BZ	13, 23, 43	Yes
CZ	13, 23, 83	Yes

Component code	Component title	Duration	Weighting
13	Geographical Themes 13	1h45m	45%
23	Geographical Skills 23	1h30m	27.5%
03	Coursework	-	27.5%
43	Alternative to Coursework 43	1h30m	27.5%
83	Coursework Mark (03) Carried Forward	-	27.5%

German **0525**

Option code	Candidates take components	Available to private candidates?
Z	13, 23, 03, 43	Yes

Component code	Component title	Duration	Weighting
13	Listening (Multiple Choice) 13	50m	25%
23	Reading 23	1h	25%
03	Speaking 03	10m	25%
43	Writing 43	1h	25%

Global Perspectives **0457**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02, 03	-
EZ	13, 03, 82	-
FZ	13, 02, 83	-
GZ	13, 82, 83	-
HZ	13, 03, 92	-
IZ	13, 02, 93	-
JZ	13, 92, 93	-

Component code	Component title	Duration	Weighting
13	Written Exam 13	1h25m	35%
02	Individual Report	-	30%
03	Team Project	-	35%
82	June Individual Report Mark (02) Carried Forward	-	30%
83	June Team Project Mark (03) Carried Forward	-	35%
92	November Individual Report Mark (02) Carried Forward	-	30%
93	November Team Project Mark (03) Carried Forward	-	35%

3.5 Cambridge IGCSE syllabuses in alphabetical order:

History **0470**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 03	-
BZ	13, 23, 43	Yes
CZ	13, 23, 83	Yes
DZ	13, 23, 93	Yes

Component code	Component title	Duration	Weighting
13	Structured Questions 13	2h	40%
23	Document Questions 23	1h45m	30%
03	Coursework	-	30%
43	Alternative to Coursework 43	1h	30%
83	June Coursework Mark (03) Carried Forward	-	30%
93	November Coursework Mark (03) Carried Forward	-	30%

Notes Candidates may not sit this syllabus in the same series as 2147.

Information & Communication Technology **0417**

Option code	Candidates take components	Available to private candidates?
AZ	13, 21, 31	Yes
BZ	13, 22, 31	Yes
CZ	13, 21, 32	Yes
DZ	13, 22, 32	Yes

Component code	Component title	Duration	Weighting
13	Theory 13	1h30m	40%
21	Practical Test 21	2h15m	30%
22	Practical Test 22	2h15m	30%
31	Practical Test 31	2h15m	30%
32	Practical Test 32	2h15m	30%

Notes There are two versions of each Practical Test, which are each available for a period of one day. The window for each test can be found in the timetable.
If entries are made for a new Practical Test after the final entry closing date, please contact Customer Services so that the source files can be made available.

Islamiyat **0493**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Paper 12	1h30m	50%
22	Paper 22	1h30m	50%

Notes Candidates may not sit this syllabus in the same series as 2058.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Italian **0535**

Option code	Candidates take components	Available to private candidates?
Z	13, 23, 03, 43	Yes

Component code	Component title	Duration	Weighting
13	Listening (Multiple Choice) 13	50m	25%
23	Reading 23	1h	25%
03	Speaking 03	10m	25%
43	Writing 43	1h	25%

Latin **0480**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Language 13	1h30m	50%
23	Literature 23	1h30m	50%

Literature in English **0475**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes
BZ	13, 33, 43	Yes
CZ	13, 33, 05	-
DZ	13, 33, 85	Yes

Component code	Component title	Duration	Weighting
13	Poetry & Prose 13	1h30m	50%
23	Drama 23	1h30m	50%
33	Drama (Open Text) 33	45m	25%
43	Unseen 43	1h15m	25%
05	Coursework	-	25%
85	Coursework Mark (05) Carried Forward	-	25%

Notes Candidates may not sit this syllabus in the same series as 0408 or 2010.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Literature in Spanish **0474**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Prose & Drama 12	1h30m	50%
22	Poetry & Unseen 22	2h	50%

Notes Candidates may not sit this syllabus in the same series as 0408.

Malay **0546**

Option code	Candidates take components	Available to private candidates?
Z	13, 23, 03, 43	Yes

Component code	Component title	Duration	Weighting
13	Listening (Multiple Choice) 13	50m	25%
23	Reading 23	1h	25%
03	Speaking 03	10m	25%
43	Writing 43	1h	25%

Notes Candidates may not sit this syllabus in the same series as 0696.

Mandarin Chinese **0547**

Option code	Candidates take components	Available to private candidates?
Y	12, 22, 03, 42	Yes

Component code	Component title	Duration	Weighting
12	Listening (Multiple Choice) 12	40m	25%
22	Reading 22	1h15m	25%
03	Speaking 03	10m	25%
42	Writing 42	1h15m	25%

Notes Candidates may not sit this syllabus in the same series as 0509 or 0523.

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Marine Science **0697**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Paper 13 Theory & Data Handling	1h45m	50%
23	Paper 23 Theory & Practical Skills	1h45m	50%

Mathematics (Without Coursework) **0580**

Option code	Candidates take components	Available to private candidates?
AZ	13, 33 (Core)	Yes
BZ	23, 43 (Extended)	Yes

Component code	Component title	Duration	Weighting
13	Paper 13 Non-calculator (Core)	1h30m	50%
23	Paper 23 Non-calculator (Extended)	2h	50%
33	Paper 33 Calculator (Core)	1h30m	50%
43	Paper 43 Calculator (Extended)	2h	50%

Notes Candidates may not sit this syllabus in the same series as 0607 or 4024.

Music **0410**

Option code	Candidates take components	Available to private candidates?
BZ	13, 82, 83, 92, 93	-
Z	13, 02, 03	-

Component code	Component title	Duration	Weighting
13	Listening 13	c.1h15m	40%
02	Performing	-	30%
03	Composing	-	30%
82	June Performing Mark (02) Carried Forward	-	30%
83	June Composing Mark (03) Carried Forward	-	30%
92	November Performing Mark (02) Carried Forward	-	30%
93	November Composing Mark (03) Carried Forward	-	30%

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Pakistan Studies **0448**

Option code	Candidates take components	Available to private candidates?
Leave Blank	01, 02	Yes

Component code	Component title	Duration	Weighting
01	History & Culture of Pakistan	1h30m	50%
02	Environment of Pakistan	1h30m	50%

Physical Education **0413**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02	-
BZ	13, 82	-
CZ	13, 92	-

Component code	Component title	Duration	Weighting
13	Theory 13	1h45m	50%
02	Coursework	-	50%
82	June Coursework Mark (02) Carried Forward	-	50%
92	November Coursework Mark (02) Carried Forward	-	50%

Physics **0625**

Option code	Candidates take components	Available to private candidates?
BY	22, 42, 52 (Extended)	Yes
CY	22, 42, 62 (Extended)	Yes
FY	12, 32, 52 (Core)	Yes
GY	12, 32, 62 (Core)	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice (Core) 12	45m	30%
22	Multiple Choice (Extended) 22	45m	30%
32	Theory (Core) 32	1h15m	50%
42	Theory (Extended) 42	1h15m	50%
52	Practical Test 52	1h15m	20%
62	Alternative to Practical 62	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0653, 0654, 5054 or 5129.

Sanskrit **0499**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Language 13	1h30m	50%
23	Literature & Epic Civilisation 23	1h30m	50%

3.5 Cambridge IGCSE syllabuses in alphabetical order:

Sociology **0495**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Research Methods, Identity & Inequality 13	2h	50%
23	Family, Education & Crime 23	1h45m	50%

Spanish **0530**

Option code	Candidates take components	Available to private candidates?
Z	13, 23, 03, 43	Yes

Component code	Component title	Duration	Weighting
13	Listening (Multiple Choice) 13	50m	25%
23	Reading 23	1h	25%
03	Speaking 03	10m	25%
43	Writing 43	1h	25%

Notes Candidates may not sit this syllabus in the same series as 0502.

Travel & Tourism **0471**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Key Terms & Concepts 13	1h30m	50%
23	Managing & Marketing Destinations 23	2h	50%

Urdu as a Second Language **0539**

Option code	Candidates take components	Available to private candidates?
A	01, 02	Yes
AO	01, 02, 05	-

Component code	Component title	Duration	Weighting
01	Reading & Writing	2h	67%
02	Listening	45m	33%
05	Speaking	12m	-

3.5 Cambridge IGCSE syllabuses in alphabetical order:

World Literature **0408**

Option code	Candidates take components	Available to private candidates?
AY	01, 22, 32	-
BY	22, 32, 81	-
CY	22, 32, 91	-

Component code	Component title	Duration	Weighting
01	Coursework 01	-	38.5%
22	Unseen Poetry 22	1h15m	23%
32	Set Text 32	1h30m	38.5%
81	June Coursework (01) Carried Forward	-	38.5%
91	November Coursework (01) Carried Forward	-	38.5%

Notes Candidates may not sit this syllabus in the same series as 0474, 0475 or 2010.

3.6 Cambridge O Level syllabuses in alphabetical order:

Accounting **7707**

Option code	Candidates take components	Available to private candidates?
Y	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Paper 12 (Multiple Choice)	1h15m	30%
22	Paper 22 (Structured)	1h45m	70%

Notes Candidates may not sit this syllabus in the same series as 0452.

Additional Mathematics **4037**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Paper 12 Non-calculator	2h	50%
22	Paper 22 Calculator	2h	50%

Notes Candidates may not sit this syllabus in the same series as 0606.

Biology **5090**

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32	Yes
BY	12, 22, 42	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice 12	1h	30%
22	Theory 22	1h45m	50%
32	Practical Test 32	1h30m	20%
42	Alternative To Practical 42	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0610, 0653, 0654 or 5129.

3.6 Cambridge O Level syllabuses in alphabetical order:

Business Studies **7115**

Option code	Candidates take components	Available to private candidates?
Y	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Short Answer & Data Response 12	1h30m	50%
22	Case Study 22	1h30m	50%

Notes Candidates may not sit this syllabus in the same series as 0450.

Chemistry **5070**

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32	Yes
BY	12, 22, 42	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice 12	1h	30%
22	Theory 22	1h45m	50%
32	Practical Test 32	1h30m	20%
42	Alternative To Practical 42	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0620, 0653, 0654 or 5129.

Combined Science **5129**

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice 12	1h	30%
22	Theory 22	1h45m	50%
32	Experimental Skills & Investigations 32	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0610, 0620, 0625, 0653, 0654, 5054, 5070 or 5090.

3.6 Cambridge O Level syllabuses in alphabetical order:

Commerce **7100**

Option code	Candidates take components	Available to private candidates?
Z	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Multiple Choice 13	1h	30%
23	Written 23	2h	70%

Computer Science **2210**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Paper 12 Computer Systems	1h45m	50%
22	Paper 22 Algorithms, Programming & Logic	1h45m	50%

Notes Candidates may not sit this syllabus in the same series as 0478.

Economics **2281**

Option code	Candidates take components	Available to private candidates?
Y	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice 12	45m	30%
22	Structured Questions 22	2h15m	70%

Notes Candidates may not sit this syllabus in the same series as 0455.

English Language **1123**

Option code	Candidates take components	Available to private candidates?
Y	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Paper 1 Reading (12)	2h	50%
22	Paper 2 Writing (22)	2h	50%

Notes Candidates may not sit this syllabus in the same series as 0472, 0500, 0510 or 0511.

3.6 Cambridge O Level syllabuses in alphabetical order:

Environmental Management **5014**

Option code	Candidates take components	Available to private candidates?
Y	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Theory 12	1h45m	50%
22	Management in Context 22	1h45m	50%

Notes Candidates may not sit this syllabus in the same series as 0680.

Food & Nutrition **6065**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02	-
BZ	13, 82, 92	Yes

Component code	Component title	Duration	Weighting
13	Theory 13	2h	50%
02	Practical	2h30m	50%
82	June Practical Mark (02) Carried Forward	-	50%
92	November Practical Mark (02) Carried Forward	-	50%

Notes The practical component is preceded by a planning session of 1h30m.
Candidates may not sit this syllabus in the same series as 0648.

History **2147**

Option code	Candidates take components	Available to private candidates?
Z	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Structured Questions 13	2h	55%
23	Document Questions 23	1h45m	45%

Notes Candidates may not sit this syllabus in the same series as 0470.

3.6 Cambridge O Level syllabuses in alphabetical order:

Islamiyat **2058**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes

Component code	Component title	Duration	Weighting
12	Paper 12	1h30m	50%
22	Paper 22	1h30m	50%

Notes Candidates may not sit this syllabus in the same series as 0493.

Literature in English **2010**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Poetry & Prose 13	1h30m	50%
23	Drama 23	1h30m	50%

Notes Candidates may not sit this syllabus in the same series as 0408 or 0475.

Mathematics Syllabus D **4024**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes

Component code	Component title	Duration	Weighting
13	Paper 13 Non-calculator	2h	50%
23	Paper 23 Calculator	2h	50%

Notes Candidates may not sit this syllabus in the same series as 0580 or 0607.

3.6 Cambridge O Level syllabuses in alphabetical order:

Physics **5054**

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32	Yes
BY	12, 22, 42	Yes

Component code	Component title	Duration	Weighting
12	Multiple Choice 12	1h	30%
22	Theory 22	1h45m	50%
32	Practical Test 32	1h30m	20%
42	Alternative To Practical 42	1h	20%

Notes Candidates may not sit this syllabus in the same series as 0625, 0653, 0654 or 5129.

Tamil **3226**

Option code	Candidates take components	Available to private candidates?
Leave Blank	01, 02	Yes

Component code	Component title	Duration	Weighting
01	Composition	1h30m	45%
02	Translation & Reading Comprehension	1h30m	55%

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Accounting* **9706**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33, 43	Yes
BZ	33, 43, 89	Yes
CU	33, 43, 98	Yes
FU	13, 23, 33, 43, 89, 98	Yes
SZ	13, 23 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	AS Level Multiple Choice 13	1h	28%	14%
23	AS Level Fundamentals of Accounting 23	1h45m	72%	36%
33	A Level Financial Accounting 33	1h30m	-	30%
43	A Level Cost & Management Accounting 43	1h	-	20%
89	June AS Mark (13, 23) Carried Forward	-	-	50%
98	November AS Mark (12, 22) Carried Forward	-	-	50%

Art & Design* **9479**

Option code	Candidates take components	Available to private candidates?
A	01, 02, 03	-
B	03, 66	-
C	03, 67	-
D	01, 02, 03, 66, 67	-
H	02, 81, 91 (AS Level)	-
K	02, 03, 81, 91	-
S	01, 02 (AS Level)	-

Component code	Component title	Duration	Weighting	
			AS Level	A Level
01	Coursework	-	50%	25%
02	Externally Set Assignment	15h	50%	25%
03	Personal Investigation	-	-	50%
66	June AS Mark (01, 02) Carried Forward	-	-	50%
67	November AS Mark (01, 02) Carried Forward	-	-	50%
81	June Coursework Mark (01) Carried Forward	-	50%	25%
91	November Coursework Mark (01) Carried Forward	-	50%	25%

Notes For option codes H and K, the AS Level results containing carried forward coursework marks cannot be carried forward to complete the A Level as part of a staged route.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Biology* **9700**

Option code	Candidates take components	Available to private candidates?
AC	14, 24, 37, 44, 54	Yes
BN	44, 54, 85, 88	Yes
CN	44, 54, 96, 99	Yes
DN	14, 24, 37, 44, 54, 85, 88, 96, 99	Yes
HC	14, 24, 38, 44, 54	Yes
IN	14, 24, 38, 44, 54, 85, 88, 96, 99	Yes
S7	14, 24, 37 (AS Level)	Yes
S8	14, 24, 38 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
14	Multiple Choice 14	1h15m	31%	15.5%
24	AS Level Structured Questions 24	1h15m	46%	23%
37	Advanced Practical Skills 37	2h	23%	11.5%
38	Advanced Practical Skills 38	2h	23%	11.5%
44	A Level Structured Questions 44	2h	-	38.5%
54	Planning, Analysis & Evaluation 54	1h15m	-	11.5%
85	June AS Mark (12, 22, 33) Carried Forward	-	-	50%
88	June AS Mark (12, 22, 34) Carried Forward	-	-	50%
96	November AS Mark (13, 23, 35) Carried Forward	-	-	50%
99	November AS Mark (13, 23, 36) Carried Forward	-	-	50%

Business* **9609**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33, 43	Yes
BZ	33, 43, 89	Yes
CU	33, 43, 98	Yes
FU	13, 23, 33, 43, 89, 98	Yes
SZ	13, 23 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Business Concepts 1 Paper 13	1h15m	40%	20%
23	Business Concepts 2 Paper 23	1h30m	60%	30%
33	Business Decision-Making Paper 33	1h45m	-	30%
43	Business Strategy Paper 43	1h15m	-	20%
89	June AS Mark (13, 23) Carried Forward	-	-	50%
98	November AS Mark (12, 22) Carried Forward	-	-	50%

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Chemistry* **9701**

Option code	Candidates take components	Available to private candidates?
AC	14, 24, 37, 44, 54	Yes
BN	44, 54, 85, 88	Yes
CN	44, 54, 96, 99	Yes
DN	14, 24, 37, 44, 54, 85, 88, 96, 99	Yes
HC	14, 24, 38, 44, 54	Yes
IN	14, 24, 38, 44, 54, 85, 88, 96, 99	Yes
S7	14, 24, 37 (AS Level)	Yes
S8	14, 24, 38 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
14	Multiple Choice 14	1h15m	31%	15.5%
24	AS Level Structured Questions 24	1h15m	46%	23%
37	Advanced Practical Skills 37	2h	23%	11.5%
38	Advanced Practical Skills 38	2h	23%	11.5%
44	A Level Structured Questions 44	2h	-	38.5%
54	Planning, Analysis & Evaluation 54	1h15m	-	11.5%
85	June AS Mark (12, 22, 33) Carried Forward	-	-	50%
88	June AS Mark (12, 22, 34) Carried Forward	-	-	50%
96	November AS Mark (13, 23, 35) Carried Forward	-	-	50%
99	November AS Mark (13, 23, 36) Carried Forward	-	-	50%

Chinese Language **8238**

Option code	Candidates take components	Available to private candidates?
SY	12, 22, 32, 04	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	Listening (Multiple Choice) 12	1h	25%	-
22	Reading (Multiple Choice) 22	1h30m	25%	-
32	Writing 32	1h30m	25%	-
04	Speaking	16m	25%	-

Notes This syllabus is only available as an AS Level.
Candidates may not sit this syllabus in the same series as 9868.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Chinese Language & Literature **9868**

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	Reading (Multiple Choice) 12	1h30m	-	c.33%
22	Writing 22	2h	-	c.33%
32	Literature 32	2h	-	c.33%

Notes This syllabus is only available as an A Level.
Candidates may not sit this syllabus in the same series as 8238.

Computer Science* **9618**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33, 43	Yes
BZ	33, 43, 89	Yes
CU	33, 43, 98	Yes
FU	13, 23, 33, 43, 89, 98	Yes
SZ	13, 23 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Theory Fundamentals 13	1h30m	50%	25%
23	Fundamental Problem Solving & Programming Skills 23	2h	50%	25%
33	Advanced Theory 33	1h30m	-	25%
43	Practical 43	2h30m	-	25%
89	June AS Mark (13, 23) Carried Forward	-	-	50%
98	November AS Mark (12, 22) Carried Forward	-	-	50%

Notes Candidates may not sit this syllabus in the same series as 9626.

Design & Technology* **9705**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02, 33, 04	-
CZ	33, 04, 99	-
D3	13, 02, 33, 04, 99	-
SZ	13, 02 (AS Level)	-

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	AS Level Written Paper 13	2h15m	50%	25%
02	Product Analysis & Improvement Project 02	-	50%	25%
33	A Level Written Paper 33	2h30m	-	25%
04	Design, Realisation, Manufacture Project 04	-	-	25%
99	November AS Mark (02, 13) Carried Forward	-	-	25%

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Digital Media & Design* **9481**

Option code	Candidates take components	Available to private candidates?
A	01, 02, 03	-
B	03, 66	-
C	03, 67	-
D	01, 02, 03, 66, 67	-
H	02, 81, 91 (AS Level)	-
K	02, 03, 81, 91	-
S	01, 02 (AS Level)	-

Component code	Component title	Duration	Weighting	
			AS Level	A Level
01	Portfolio	-	50%	25%
02	Externally Set Assignment	10h	50%	25%
03	Personal Investigation	-	-	50%
66	June AS Mark (01, 02) Carried Forward	-	-	50%
67	November AS Mark (01, 02) Carried Forward	-	-	50%
81	June Portfolio Mark (01) Carried Forward	-	50%	25%
91	November Portfolio Mark (01) Carried Forward	-	50%	25%

Notes For option codes H and K, the AS Level results containing carried forward coursework marks cannot be carried forward to complete the A Level as part of a staged route.

Drama* **9482**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02, 03, 04	-
BZ	03, 04, 89	-
CZ	03, 04, 99	-
DZ	13, 02, 03, 04, 89, 99	-
HZ	13, 82, 92 (AS Level)	-
KZ	13, 03, 04, 82, 92	-
SZ	13, 02 (AS Level)	-

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Open-Book Written Examination 13	2h	50%	25%
02	Practical Drama	-	50%	25%
03	Theatre-Making & Performing	-	-	25%
04	Theatre In Context	-	-	25%
82	June Coursework Mark (02) Carried Forward	-	50%	25%
89	June AS Mark (13, 02) Carried Forward	-	-	50%
92	November Coursework Mark (02) Carried Forward	-	50%	25%
99	November AS Mark (13, 02) Carried Forward	-	-	50%

Notes For option codes HZ and KZ, the AS Level results containing carried forward coursework marks cannot be carried forward to complete the A Level as part of a staged route.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Economics* 9708

Option code	Candidates take components	Available to private candidates?
AC	14, 24, 34, 44	Yes
BN	34, 44, 88	Yes
CN	34, 44, 98	Yes
DN	14, 24, 34, 44, 88, 98	Yes
SC	14, 24 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
14	AS Level Multiple Choice 14	1h	33%	17%
24	AS Level Data Response & Essays 24	2h	67%	33%
34	A Level Multiple Choice 34	1h15m	-	17%
44	A Level Data Response & Essays 44	2h	-	33%
88	June AS Mark (12, 22) Carried Forward	-	-	50%
98	November AS Mark (12, 22) Carried Forward	-	-	50%

English General Paper 8021

Option code	Candidates take components	Available to private candidates?
Y	12, 22	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	Essay 12	1h15m	50%	-
22	Comprehension 22	1h45m	50%	-

Notes This syllabus is only available as an AS Level.

English Language* 9093

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32, 42	Yes
BY	32, 42, 88	Yes
CR	32, 42, 99	Yes
FR	12, 22, 32, 42, 88, 99	Yes
SY	12, 22 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	Reading Paper 12	2h15m	50%	25%
22	Writing Paper 22	2h	50%	25%
32	Language Analysis Paper 32	2h15m	-	25%
42	Language Topics Paper 42	2h15m	-	25%
88	June AS Mark (12, 22) Carried Forward	-	-	50%
99	November AS Mark (13, 23) Carried Forward	-	-	50%

Notes Candidates may not sit this syllabus in the same series as 8695.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Environmental Management **8291**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Principles of Environmental Management - Paper 13	1h45m	50%	-
23	Management in Context - Paper 23	1h45m	50%	-

Notes This syllabus is only available as an AS Level.

French Language **8028**

Option code	Candidates take components	Available to private candidates?
SZ	13, 23, 33, 04	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Listening (Multiple Choice) 13	1h	25%	-
23	Reading (Multiple Choice) 23	1h30m	25%	-
33	Writing 33	1h30m	25%	-
04	Speaking 04	16m	25%	-

Notes Candidates may not sit this syllabus in the same series as 9898.
This syllabus is only available as an AS Level.

French Language & Literature **9898**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Reading (Multiple Choice) 13	1h30m	-	c.33%
23	Writing 23	2h	-	c.33%
33	Literature 33	2h	-	c.33%

Notes Candidates may not sit this syllabus in the same series as 8028.
This syllabus is only available as an A Level.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Further Mathematics* 9231

Option code	Candidates take components	Available to private candidates?
AC	14, 24, 34, 44	Yes
BN	24, 44, 86	Yes
CN	24, 34, 89	Yes
DN	24, 44, 95	Yes
EN	24, 34, 98	Yes
FN	14, 24, 34, 44, 86, 89, 95, 98	Yes
S7	14, 34 (AS Level)	Yes
S8	14, 44 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
14	Further Pure Mathematics 14	2h	60%	30%
24	Further Pure Mathematics 24	2h	-	30%
34	Further Mechanics 34	1h30m	40%	20%
44	Further Probability & Statistics 44	1h30m	40%	20%
86	June Further Mechanics AS Mark (13, 33) Carried Forward	-	-	50%
89	June Further Statistics AS Mark (13, 43) Carried Forward	-	-	50%
95	November Further Mechanics AS Mark (12, 32) Carried Forward	-	-	50%
98	November Further Statistics AS Mark (12, 42) Carried Forward	-	-	50%

Geography* 9696

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32, 42	Yes
BY	32, 42, 88	Yes
CR	32, 42, 99	Yes
FR	12, 22, 32, 42, 88, 99	Yes
SY	12, 22 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	Core Physical Geography 12	1h30m	50%	25%
22	Core Human Geography 22	1h30m	50%	25%
32	Advanced Physical Geography Options 32	1h30m	-	25%
42	Advanced Human Geography Options 42	1h30m	-	25%
88	June AS Mark (12, 22) Carried Forward	-	-	50%
99	November AS Mark (13, 23) Carried Forward	-	-	50%

German Language 8027

Option code	Candidates take components	Available to private candidates?
SZ	13, 23, 33, 04	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Listening (Multiple Choice) 13	1h	25%	-
23	Reading (Multiple Choice) 23	1h30m	25%	-
33	Writing 33	1h30m	25%	-
04	Speaking 04	16m	25%	-

Notes Candidates may not sit this syllabus in the same series as 9897.
This syllabus is only available as an AS Level.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

German Language & Literature **9897**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Reading (Multiple Choice) 13	1h30m	-	c.33%
23	Writing 23	2h	-	c.33%
33	Literature 33	2h	-	c.33%

Notes Candidates may not sit this syllabus in the same series as 8027.
This syllabus is only available as an A Level.

Global Perspectives & Research* **9239**

Option code	Candidates take components	Available to private candidates?
AY	12, 02, 03, 04	-
BY	04, 88	-
CY	04, 98	-
DY	12, 02, 03, 04, 88, 98	-
HY	12, 02, 38, 39 (AS Level)	-
KY	12, 02, 38, 39, 04	-
SY	12, 02, 03 (AS Level)	-

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	Written Exam 12	1h30m	36%	18%
02	Essay 02	-	32%	16%
03	Team Project 03	-	32%	16%
04	Research Report 04	-	-	50%
38	June Team Project Mark (03) Carried Forward	-	32%	16%
39	November Team Project Mark (03) Carried Forward	-	32%	16%
88	June AS Mark (12, 02, 03) Carried Forward	-	-	50%
98	November AS Mark (12, 02, 03) Carried Forward	-	-	50%

Notes Candidates may not sit this syllabus in the same series as 9980.
For option codes HY and KY, the AS Level results containing carried forward coursework marks cannot be carried forward to complete the A Level as part of a staged route.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

History* **9489**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33, 43	Yes
BZ	33, 43, 89	Yes
CU	33, 43, 98	Yes
FU	13, 23, 33, 43, 89, 98	Yes
SZ	13, 23 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Document Question 13	1h15m	40%	20%
23	Outline Study 23	1h45m	60%	30%
33	Interpretations Question 33	1h15m	-	20%
43	Depth Study 43	1h45m	-	30%
89	June AS Mark (13, 23) Carried Forward	-	-	50%
98	November AS Mark (12, 22) Carried Forward	-	-	50%

Information Technology* **9626**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02, 33, 04	Yes
BZ	33, 04, 89	Yes
CZ	33, 04, 99	Yes
DZ	13, 02, 33, 04, 89, 99	Yes
SZ	13, 02 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Theory 13	1h45m	50%	25%
02	Practical	2h30m	50%	25%
33	Advanced Theory 33	1h45m	-	25%
04	Advanced Practical	2h30m	-	25%
89	June AS Mark (13, 02) Carried Forward	-	-	50%
99	November AS Mark (13, 02) Carried Forward	-	-	50%

Notes Candidates may not sit this syllabus in the same series as 9618.
The practical tests are available for a period of one day. The window for each test can be found in the timetable.
If entries are made for a new Practical Test after the final entry closing date, please contact Customer Services so that the source files can be made available.

Language & Literature in English **8695**

Option code	Candidates take components	Available to private candidates?
AY	12, 22	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	Writing Paper 12	2h	50%	-
22	Drama, Poetry & Prose Paper 22	2h	50%	-

Notes Candidates may not sit this syllabus in the same series as 9093 or 9695.
This syllabus is only available as an AS Level.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Law*

9084

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32, 42	Yes
BY	32, 42, 88	Yes
CY	32, 42, 98	Yes
DY	12, 22, 32, 42, 88, 98	Yes
SY	12, 22 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	English Legal System 12	1h30m	50%	25%
22	Criminal Law 22	1h30m	50%	25%
32	Law of Contract 32	1h30m	-	25%
42	Law of Tort 42	1h30m	-	25%
88	June AS Mark (12, 22) Carried Forward	-	-	50%
98	November AS Mark (12, 22) Carried Forward	-	-	50%

Literature in English*

9695

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32, 42	Yes
BY	32, 42, 88	Yes
CR	32, 42, 99	Yes
FR	12, 22, 32, 42, 88, 99	Yes
SY	12, 22 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	Drama & Poetry 12	2h	50%	25%
22	Prose & Unseen 22	2h	50%	25%
32	Shakespeare & Drama 32	2h	-	25%
42	Pre- & Post-1900 Poetry & Prose 42	2h	-	25%
88	June AS Mark (12, 22) Carried Forward	-	-	50%
99	November AS Mark (13, 23) Carried Forward	-	-	50%

Notes Candidates may not sit this syllabus in the same series as 8695.

Marine Science*

9693

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33, 43	Yes
BZ	33, 43, 89	Yes
CZ	33, 43, 99	Yes
DZ	13, 23, 33, 43, 89, 99	Yes
SZ	13, 23 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	AS Level Theory Paper 13	1h45m	50%	25%
23	AS Level Data-Handling & Investigative Skills 23	1h45m	50%	25%
33	A Level Theory Paper 33	1h45m	-	25%
43	A Level Data-Handling & Investigative Skills 43	1h45m	-	25%
89	June AS Mark (13, 23) Carried Forward	-	-	50%
99	November AS Mark (13,23) Carried Forward	-	-	50%

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Mathematics* **9709**

Option code	Candidates take components	Available to private candidates?
AC	15, 35, 45, 55	Yes
CC	15, 35, 55, 65	Yes
DN	35, 55, 86	Yes
EN	35, 45, 89	Yes
GN	35, 65, 89	Yes
HN	35, 55, 96	Yes
IN	35, 45, 99	Yes
KN	35, 65, 99	Yes
LN	15, 35, 45, 55, 86, 89, 96, 99	Yes
NN	15, 35, 55, 65, 89, 99	Yes
SA	15, 25 (AS Level)	Yes
SB	15, 45 (AS Level)	Yes
SC	15, 55 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
15	Pure Mathematics 1 (15)	1h50m	60%	30%
25	Pure Mathematics 2 (25)	1h15m	40%	-
35	Pure Mathematics 3 (35)	1h50m	-	30%
45	Mechanics (45)	1h15m	40%	20%
55	Probability & Statistics 1 (55)	1h15m	40%	20%
65	Probability & Statistics 2 (65)	1h15m	-	20%
86	June Mechanics AS Mark (13, 43) Carried Forward	-	-	50%
89	June Statistics AS Mark (13, 53) Carried Forward	-	-	50%
96	November Mechanics AS Mark (13, 43) Carried Forward	-	-	50%
99	November Statistics AS Mark (13, 53) Carried Forward	-	-	50%

Notes Option S7 cannot be used as part of a staged assessment.

Media Studies* **9607**

Option code	Candidates take components	Available to private candidates?
AY	01, 22, 03, 42	-
BY	03, 42, 88	-
CY	03, 42, 67	-
DY	01, 22, 03, 42, 67, 88	-
HY	22, 81, 91 (AS Level)	-
KY	22, 03, 42, 81, 91	-
LY	22, 42, 81, 83, 91, 93	-
SY	01, 22 (AS Level)	-

Component code	Component title	Duration	Weighting	
			AS Level	A Level
01	Foundation Portfolio	-	50%	25%
22	Media Texts & Contexts 22	2h	50%	25%
03	Advanced Portfolio	-	-	25%
42	Critical Perspectives 42	2h	-	25%
67	November AS Mark (01, 02) Carried Forward	-	-	50%
81	June Foundation Portfolio Mark (01) Carried Forward	-	50%	25%
83	June Advanced Portfolio Mark (03) Carried Forward	-	-	25%
88	June AS Mark (01, 22) Carried Forward	-	-	50%
91	November Foundation Portfolio Mark (01) Carried Forward	-	50%	25%
93	November Advanced Portfolio Mark (03) Carried Forward	-	-	25%

Notes For option codes HY, KY, and LY, the AS Level results containing carried forward coursework marks cannot be carried forward to complete the A Level as part of a staged route.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order: * Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Music* **9483**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02, 03, 04	Yes
BZ	13, 02, 03, 05	Yes
CZ	13, 02, 04, 05	Yes
DZ	03, 04, 89	Yes
EZ	03, 05, 89	Yes
FZ	04, 05, 89	Yes
HZ	03, 04, 99	Yes
JZ	03, 05, 99	Yes
KZ	04, 05, 99	Yes
LZ	13, 02, 03, 04, 89, 99	Yes
MZ	13, 02, 03, 05, 89, 99	Yes
NZ	13, 02, 04, 05, 89, 99	Yes
PZ	13, 03, 04, 82, 92	Yes
QZ	13, 03, 05, 82, 92	Yes
RZ	13, 04, 05, 82, 92	Yes
SC	13, 82, 92 (AS Level)	Yes
SZ	13, 02 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Listening 13	2h	60%	30%
02	Practical Music	-	40%	20%
03	Extended Performance	-	-	25%
04	Extended Composition	-	-	25%
05	Investigating Music	-	-	25%
82	June Practical Music Mark (02) Carried Forward	-	40%	20%
89	June AS Mark (13, 02) Carried Forward	-	-	50%
92	November Practical Music Mark (02) Carried Forward	-	40%	20%
99	November AS Mark (13, 02) Carried Forward	-	-	50%

Notes For option codes PZ, QZ, RZ and SC, the AS Level results containing carried forward coursework marks cannot be carried forward to complete the A Level as part of a staged route.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Physics* **9702**

Option code	Candidates take components	Available to private candidates?
AC	14, 24, 37, 44, 54	Yes
BN	44, 54, 85, 88	Yes
CN	44, 54, 96, 99	Yes
DN	14, 24, 37, 44, 54, 85, 88, 96, 99	Yes
HC	14, 24, 38, 44, 54	Yes
IN	14, 24, 38, 44, 54, 85, 88, 96, 99	Yes
SA	14, 24, 37 (AS Level)	Yes
SB	14, 24, 38 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
14	Multiple Choice 14	1h15m	31%	15.5%
24	AS Level Structured Questions 24	1h15m	46%	23%
37	Advanced Practical Skills 37	2h	23%	11.5%
38	Advanced Practical Skills 38	2h	23%	11.5%
44	A Level Structured Questions 44	2h	-	38.5%
54	Planning, Analysis & Evaluation 54	1h15m	-	11.5%
85	June AS Mark (12, 22, 33) Carried Forward	-	-	50%
88	June AS Mark (12, 22, 34) Carried Forward	-	-	50%
96	November AS Mark (13, 23, 35) Carried Forward	-	-	50%
99	November AS Mark (13, 23, 36) Carried Forward	-	-	50%

Portuguese **9718**

Option code	Candidates take components	Available to private candidates?
Leave Blank	01, 02, 03, 04	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
01	Speaking	20m	-	20%
02	Reading & Writing	1h45m	-	35%
03	Essay	1h30m	-	15%
04	Texts	2h30m	-	30%

Notes Candidates may not sit this syllabus in the same series as 8684.
This syllabus is only available as an A Level.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Portuguese Language **8684**

Option code	Candidates take components	Available to private candidates?
Leave Blank	01, 02, 03	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
01	Speaking	20m	29%	-
02	Reading & Writing	1h45m	50%	-
03	Essay	1h30m	21%	-

Notes Candidates may not sit this syllabus in the same series as 9718.
This syllabus is only available as an AS Level.

Psychology* **9990**

Option code	Candidates take components	Available to private candidates?
AY	12, 22, 32, 42	Yes
BY	32, 42, 88	Yes
CY	32, 42, 98	Yes
DY	12, 22, 32, 42, 88, 98	Yes
SY	12, 22 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
12	Approaches, Issues & Debates 12	1h30m	50%	25%
22	Research Methods 22	1h30m	50%	25%
32	Specialist Options: Approaches, Issues & Debates 32	1h30m	-	25%
42	Specialist Options: Application & Research Methods 42	1h30m	-	25%
88	June AS Mark (12, 22) Carried Forward	-	-	50%
98	November AS Mark (12, 22) Carried Forward	-	-	50%

Sociology* **9699**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33, 43	Yes
BZ	33, 43, 89	Yes
CU	33, 43, 98	Yes
FU	13, 23, 33, 43, 89, 98	Yes
SZ	13, 23 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Socialisation, Identity & Methods of Research 13	1h30m	50%	25%
23	The Family 23	1h30m	50%	25%
33	Education 33	1h15m	-	20%
43	Globalisation, Media & Religion 43	1h45m	-	30%
89	June AS Mark (13, 23) Carried Forward	-	-	50%
98	November AS Mark (12, 22) Carried Forward	-	-	50%

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Spanish Language **8022**

Option code	Candidates take components	Available to private candidates?
SZ	13, 23, 33, 04	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Listening (Multiple Choice) 13	1h	25%	-
23	Reading (Multiple Choice) 23	1h30m	25%	-
33	Writing 33	1h30m	25%	-
04	Speaking	16m	25%	-

Notes Candidates may not sit this syllabus in the same series as 9844.
This syllabus is only available as an AS Level.

Spanish Language & Literature **9844**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Reading (Multiple Choice) 13	1h30m	-	c.33%
23	Writing 23	2h	-	c.33%
33	Literature 33	2h	-	c.33%

Notes Candidates may not sit this syllabus in the same series as 8022.
This syllabus is only available as an A Level.

Sport & Physical Education **8386**

Option code	Candidates take components	Available to private candidates?
SZ	13, 02	-
TZ	13, 82, 92	-

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Theory 13	1h45m	50%	-
02	Coursework	-	50%	-
82	June Coursework Mark (02) Carried Forward	-	50%	-
92	November Coursework Mark (02) Carried Forward	-	50%	-

Notes This syllabus is only available as an AS Level.

3.7 Cambridge International AS & A Level syllabuses in alphabetical order:

* Indicates that the syllabus contains options which can be entered as part of a Staged Assessment.

Thinking Skills* **9694**

Option code	Candidates take components	Available to private candidates?
AZ	13, 23, 33, 43	Yes
BZ	33, 43, 89	Yes
CZ	33, 43, 99	Yes
DZ	13, 23, 33, 43, 89, 99	Yes
SZ	13, 23 (AS Level)	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Problem Solving 13	1h30m	50%	25%
23	Critical Thinking 23	1h45m	50%	25%
33	Problem Analysis & Solution 33	2h	-	25%
43	Applied Reasoning 43	1h45m	-	25%
89	June AS Mark (13, 23) Carried Forward	-	-	50%
99	November AS Mark (13, 23) Carried Forward	-	-	50%

Travel & Tourism* **9395**

Option code	Candidates take components	Available to private candidates?
AZ	13, 02, 33, 43	-
BZ	33, 43, 89	-
CZ	33, 43, 99	-
DZ	13, 02, 33, 43, 89, 99	-
HZ	13, 82, 92 (AS Level)	-
KZ	13, 33, 43, 82, 92	-
SZ	13, 02 (AS Level)	-

Component code	Component title	Duration	Weighting	
			AS Level	A Level
13	Themes & Concepts 13	2h	50%	25%
02	Planning & Managing a Travel & Tourism Event	-	50%	25%
33	Destination Marketing 33	1h30m	-	25%
43	Destination Development & Management 43	1h30m	-	25%
82	June Coursework Mark (02) Carried Forward	-	50%	25%
89	June AS Mark (13, 02) Carried Forward	-	-	50%
92	November Coursework Mark (02) Carried Forward	-	50%	25%
99	November AS Mark (13, 02) Carried Forward	-	-	50%

Notes For option codes HZ and KZ, the AS Level results containing carried forward coursework marks cannot be carried forward to complete the A Level as part of a staged route.

Urdu Language **8686**

Option code	Candidates take components	Available to private candidates?
SB	02, 03	Yes

Component code	Component title	Duration	Weighting	
			AS Level	A Level
02	Reading & Writing	1h45m	70%	-
03	Essay	1h30m	30%	-

Notes This syllabus is only available as an AS Level.
Candidates may not sit this syllabus in the same series as 9676.

3.8 Cambridge International Project (CIPQ):

Cambridge International Project **9980**

Option code	Candidates take components	Available to private candidates?
A	01 only	-

Component code	Component title	Duration	Weighting
01	Project	-	100%

Notes Candidates may not sit this syllabus in the same series as 9239.

Part 4: Instructions for entering candidates for Cambridge group awards

4.1 Entering candidates for the Cambridge International Certificate of Education (Cambridge ICE)

4.1.1 Introduction

Cambridge ICE is the group award of the Cambridge International General Certificate of Secondary Education (Cambridge IGCSE) and requires the study of subjects drawn from the following five subject groups:

- Languages (Group 1)
- Humanities & Social Sciences (Group 2)
- Sciences (Group 3)
- Mathematics (Group 4)
- Professional & Creative (Group 5).

Centres benefit from offering their candidates a broad and balanced curriculum. To obtain the Cambridge ICE certificate, candidates must:

- be entered for the award
- gain a passing grade in at least seven ICE qualifying subjects
- gain at least six Cambridge IGCSE subjects from the list of qualifying subjects
- gain at least two passing grades in the Languages subject group (Group 1)
- gain at least one passing grade in each of the other four subject groups (Groups 2–5).

4.1.2 How to enter for Cambridge ICE

You must check that your candidates are eligible to receive the group award before submitting the group award entry. Group award entries are not validated by our system. Therefore submitting entries is not confirmation that group award rules have been met. We will charge the entry fee for the group award even if your candidate is not eligible for it. We will only refund the entry fee if you withdraw the entry before the final entries deadline.

You must enter candidates for the award by including the entry code 'ICE' in addition to the syllabus and option codes for the subjects they will be entering in that series. Add this entry code in the same way as an additional syllabus code. If you are unsure how to add the 'ICE' entry code to your entries, please contact Customer Services.

IMPORTANT: You must include the 'ICE' entry code for a Cambridge ICE certificate to be issued. If you do not use the 'ICE' entry code we will not issue a Cambridge ICE certificate but we will issue Cambridge IGCSE and/or O Level certificates as normal. Candidates must be entered for at least one qualifying syllabus in addition to the ICE entry in the series where they are entered for the award. This means that candidates you enter for the ICE award only, without any qualifying syllabuses in the current series, will not be eligible for the award of an ICE certificate.

Note that we may be unable to accept ICE entries we receive after the published late entry closing dates. Please make sure you submit ICE entries before this deadline.

4.1.3 Taking Cambridge ICE over two series

We encourage all candidates to enter for the qualifying subjects in a single exam series. However, candidates can accumulate the results to be used over two exam series, provided both series are within a 13-month period. It is not possible to use results from more than two exam series (e.g. a candidate entering for Cambridge ICE in June 2025 may use results gained in the June 2024 or November 2024 series but not both).

If candidates are entering over two series, consider the following:

- Only use the 'ICE' entry code in the exam series where the candidate is completing the award (i.e. when they are taking the last of their qualifying subjects).
- When making entries for the second exam series towards the Cambridge ICE award, you must provide the centre and candidate numbers used in the first series.
- Any syllabus exclusions in force within a single exam series will also apply to the second series. (For example, a candidate may not enter for both 0620 Chemistry and 0653 Combined Science in the same series. Therefore, these syllabuses cannot both count towards Cambridge ICE certification.)

- If any subjects from the first exam series are taken again in the second series, any grade awarded for the re-sit will not count for Cambridge ICE qualification purposes. Additionally, candidates wishing to enter for Cambridge ICE again must meet the eligibility criteria without using the subject entries previously used towards their first Cambridge ICE. We therefore suggest that any candidates not eligible for the Cambridge ICE certificate in the current series withdraw their Cambridge ICE entry.

4.1.4 List of qualifying subjects for Cambridge ICE

Qualifying subjects are shown below. Please note that the list contains all syllabuses available for the June 2025 and November 2024 exam series. Subjects are available in the June 2025 series unless otherwise indicated and can be found in the Cambridge IGCSE syllabus list in this guide. Subjects available in the November series only are indicated by (N).

Group 1 – Languages		**Group 2 – Humanities & Social Sciences**
0472 English (As an Additional Language)	0535 Italian	0408 World Literature
0499 Sanskrit	0538 Bahasa Indonesia	0448 Pakistan Studies
0500 First Language English (Oral Endorsement)	0539 Urdu as a Second Language	0455 Economics
	0544 Arabic	0457 Global Perspectives*
0502 First Language Spanish	0546 Malay	0460 Geography
0509 First Language Chinese	0547 Mandarin Chinese	0470 History
0510 English as a Second Language (Speaking Endorsement)	0549 Hindi as a Second Language (N)	0474 Literature in Spanish
	0695 First Language Vietnamese	0475 Literature in English
0511 English as a Second Language (Count-in Speaking)	0696 First Language Malay	0480 Latin
		0488 Literature (Spanish) (N)
0520 French		0490 Religious Studies (N)
0523 Chinese as a Second Language		0493 Islamiyat
0525 German		0495 Sociology
0530 Spanish		0680 Environmental Management**

Group 3 – Sciences	**Group 4 – Mathematics**	**Group 5 – Professional & Creative**
0600 Agriculture (N)	0580 Mathematics (Without Coursework)	0400 Art & Design
0610 Biology	0606 Additional Mathematics	0410 Music
0620 Chemistry	0607 Cambridge International Mathematics	0411 Drama
0625 Physics		0413 Physical Education
0652 Physical Science (N)		0417 Information & Communication Technology
0653 Combined Science		
0654 Co-ordinated Sciences***		0445 Design & Technology
0680 Environmental Management**		0450 Business Studies
0697 Marine Science		0452 Accounting
		0454 Enterprise
		0457 Global Perspectives*
		0471 Travel & Tourism
		0478 Computer Science
		0648 Food & Nutrition

* 0457 Global Perspectives can be taken as a qualifying subject in either Group 2 or Group 5. The subject cannot be used to satisfy the criteria for both subject groups.
** 0680 Environmental Management can be taken as a qualifying subject in either Group 2 or Group 3. The subject cannot be used to satisfy the criteria for both subject groups.
*** 0654 Co-ordinated Sciences is a Double-Award subject, and counts as two subjects for Cambridge ICE qualification purposes.

4.1.5 Using Cambridge O Level subjects as part of Cambridge ICE

Although Cambridge ICE is the group award for Cambridge IGCSE, candidates can also substitute certain Cambridge O Level results towards the ICE award in subjects where there is no equivalent Cambridge IGCSE syllabus. Only Cambridge qualifications can be counted towards the Cambridge ICE certificate. It is not possible to count any other IGCSE-equivalent subject.

Each Cambridge O Level subject will be assigned to a subject group and will effectively become an adopted Cambridge IGCSE subject for the purposes of Cambridge ICE certification. Candidates must take at least six Cambridge IGCSE subjects to be awarded a Cambridge ICE certificate.

Please find below a list of adopted Cambridge O Level syllabuses available for Cambridge ICE qualification purposes in 2025. Subjects available in the November series only are indicated by (N).

Group 1 – Languages		**Group 2 – Humanities & Social Sciences**
3158 Setswana (N)	3226 Tamil	2068 Islamic Studies (N)
Group 3 – Sciences	**Group 4 – Mathematics**	**Group 5 – Professional & Creative**
	4040 Statistics (N)	7100 Commerce

4.1.6 Confirmation of Cambridge ICE entry

When you receive statements of entry for your Cambridge ICE candidates, please check for the following messages. They will be printed at the bottom of the list of syllabus entries for each candidate. The table below indicates the reasons why these messages may appear and what you can do to resolve them:

Message on the Statement of Entry	**Explanation**	**Action**
No Message	The candidate has not been entered for Cambridge ICE and does not appear to meet the criteria for the award.	No action required. The candidate does not qualify for Cambridge ICE and has not been entered.
'Entry criteria for ICE fully met in this session.'	The candidate has been entered for Cambridge ICE and would meet the entry criteria based on their entries for the current series.	No action required. The candidate has been entered and qualifies for Cambridge ICE.
'Entry criteria for ICE fully met in this and available previous sessions.'	The candidate has been entered for Cambridge ICE and would meet the entry criteria when their current entries are added to past results.	No action required. The candidate has been entered and qualifies for Cambridge ICE.
'This candidate has met the entry criteria but has not been entered for the ICE.'	The candidate would meet the entry criteria based on their entries for the current series but has not been entered for Cambridge ICE.	If a Cambridge ICE certificate is required, submit an entry as soon as possible.
'This candidate has met the entry criteria in this and available previous sessions but has not been entered for the ICE.'	The candidate would meet the entry criteria when their current entries are added to past results but has not been entered for Cambridge ICE.	If a Cambridge ICE certificate is required, submit an entry as soon as possible.
'Entry criteria for ICE not met in this session. Please check whether previous entry details should have been supplied.'	The candidate has been entered for Cambridge ICE but does not appear to meet the entry criteria based on their entries for the current series.	If the candidate has previous results to be considered, make sure that you have provided correct previous entry details. Otherwise, withdraw the Cambridge ICE entry as the candidate has not satisfied the entry criteria.
'Entry criteria for ICE not met in this and available previous sessions.'	The candidate has been entered for Cambridge ICE but does not appear to meet the entry criteria even when their current entries are added to past results.	Withdraw the Cambridge ICE entry as the candidate has not satisfied the entry criteria.
'Entry criteria for ICE not met because previous session results mean that award rules cannot be satisfied by current entry.'	The candidate has been entered for Cambridge ICE but has failed one of their qualifying subjects in a previous series.	Withdraw the Cambridge ICE entry as the candidate has not satisfied the entry criteria.

If you believe that any of the messages above have appeared on your statements of entry incorrectly, please contact Customer Services, providing details of which candidate(s) are affected, and which message has appeared.

4.1.7 Calculating the Cambridge ICE award

To qualify for Cambridge ICE, candidates must obtain at least Grade G(g) (or E(e) for Cambridge O Level subjects) in each of the seven subjects from the subject groups listed in section 4.1.4. In addition, only candidates who have taken at least six Cambridge IGCSE subjects will be awarded a Cambridge ICE certificate.

Candidates who meet the requirements of the Cambridge ICE award will be awarded a Pass, Merit or Distinction, which will be determined as follows:

Results	Award
Grade A(a) or above in five subjects and Grade C(c) or above in two subjects.	Distinction
Grade C(c) or above in five subjects and Grade F(f) or above in two subjects.	Merit
Grade G(g) or above in seven subjects.	Pass

Where candidates have taken more than the required seven subjects, the Cambridge ICE award will be decided based on their seven best results, irrespective of subject groups. This is providing that the overall Cambridge ICE criteria have been met (e.g. the candidates have gained a passing grade in each of the seven qualifying subjects and have sat at least six Cambridge IGCSE subjects).

Candidates who fail to gain Cambridge ICE will be awarded Cambridge IGCSE (and, if applicable, Cambridge O Level) certificates showing the results in the individual subjects taken.

4.1.8 Cambridge ICE results and certificates

Candidates who achieve Cambridge ICE in one exam series will receive a separate Cambridge ICE statement of results, a Cambridge ICE certificate and a Cambridge IGCSE certificate showing the grades achieved in individual subjects.

Candidates who achieve Cambridge ICE over two exam series will receive a statement of results and certificate at the end of the first series for the individual subjects taken at that point. At the end of the second series, candidates will receive a Cambridge IGCSE certificate for the individual subjects taken in the second series, in addition to a Cambridge ICE statement of results and a Cambridge ICE certificate.

Where applicable, we will also issue a Cambridge O Level certificate showing the grades achieved for individual Cambridge O Level subjects.

The Cambridge ICE certificate will only show the level of award obtained and will not list the individual subjects contributing to the award.

4.2 Entering candidates for the Cambridge Advanced International Certificate of Education Diploma (Cambridge AICE)

4.2.1 Introduction

The Cambridge AICE Diploma is a group certificate that requires learners to study a compulsory core subject, Cambridge International AS Level Global Perspectives & Research, with Cambridge International AS & A Level subjects drawn from three curriculum areas:

- Mathematics & Science (Group 1)
- Languages (Group 2)
- Arts & Humanities (Group 3).

There is the option to study Interdisciplinary Subjects (Group 4).

To be eligible to receive the Cambridge AICE Diploma candidates must:

- be entered for the Diploma (entry code 'ADIP')
- obtain at least seven credits including the compulsory Cambridge International AS Level Global Perspectives & Research
- obtain at least one credit in each of the three main curriculum areas (Groups 1, 2 and 3) as well as the compulsory Cambridge International AS Level Global Perspectives & Research.

4.2.2 How to enter for the Cambridge AICE Diploma

You must check that a candidate is eligible to receive the Cambridge AICE Diploma before submitting their entry. Group Award entries are not validated by our system. Therefore submitting entries is not confirmation that group award rules have been met. We will charge the entry fee for the group award even if your candidate is not eligible for it. We will only refund the entry fee if you withdraw the entry before the final entries deadline.

You must enter candidates for the award by including the entry code 'ADIP' when you submit syllabus and option codes for the subjects they will be entering in that series. Add this entry code in the same way as an additional syllabus code. If you are unsure how to add the 'ADIP' entry code to your entries, please contact Customer Services.

IMPORTANT: You must include the 'ADIP' entry code for a Cambridge AICE Diploma certificate to be issued. If you do not use the 'ADIP' entry code we will not issue a Cambridge AICE Diploma but we will issue Cambridge International AS & A Level certificates as normal. Candidates must be entered for at least one qualifying syllabus in addition to the ADIP entry in the series where they are entered for the award. This means that candidates you enter for the ADIP award only, without any qualifying syllabuses in the current series, will not be eligible for the award of an AICE Diploma.

Note that we may be unable to accept ADIP entries we receive after the published late entry closing date. Please make sure you submit ADIP entries before this deadline.

4.2.3 Taking the Cambridge AICE Diploma over more than one series

Candidates can accumulate the results to be used towards the Cambridge AICE Diploma over more than one series, provided these series are within a 25-month period. This means that a candidate entering for the Cambridge AICE Diploma in the June 2025 series can only use previous results gained in the June 2023 series or later.

If candidates are taking the Cambridge AICE Diploma over more than one series, the following rules apply:

- Only use the 'ADIP' entry code in the exam series where the candidate is completing the award (i.e. when they are taking the last of their qualifying subjects).
- You must provide entry details from previous exam series so that a candidate can be tracked. For example, in the second series you must provide the candidate's details from the first series, and in any third series you must provide the candidate's details from the second series.
- Candidates cannot count two or more subjects with identical titles or common question papers towards the Cambridge AICE Diploma. This means that a candidate cannot count a Cambridge International AS Level and a Cambridge International A Level in the same subject.
    - An exception to this rule applies for candidates entering for Cambridge International AS & A Level History (9489). They can use up to two History credits towards their Diploma. This can be achieved by taking the A Level or by taking two separate AS Levels (in two different

series) and answering questions on different historical topics in each series. For example, candidates could answer questions from the European section of the papers in 2024, and then answer questions from the American section of the papers in 2025.

- For candidates using two AS Levels in 9489 History, each historical topic can only contribute one credit towards the Diploma. If a candidate achieves a 'mixed' AS Level in 9489 History by answering questions on one topic in the first paper and questions on a different topic in the second paper, the resulting AS Level only counts as one credit. It cannot be combined with another AS Level in History to give two credits. More information on this exception can be found in the group award section of the **syllabus guides** for 9489 History.

You can find a list of qualifying subjects in their respective groups for the AICE award on the next page.

4.2.4 List of qualifying subjects for the Cambridge AICE Diploma

All Cambridge International AS & A Level qualifications can count towards the Cambridge AICE Diploma.

The five curriculum groups are as follows:

Core Group 0	Cambridge Global Perspectives (Compulsory)
Group 1	Mathematics & Sciences
Group 2	Languages
Group 3	Arts & Humanities
Group 4	Interdisciplinary Subjects (Optional)

The following list contains all syllabuses available for the Cambridge AICE Diploma in 2025. Please note that the list contains all syllabuses available for the June 2025 and November 2024 exam series. Syllabuses are available in the June 2025 series unless otherwise indicated and can be found in the Cambridge International AS & A Level syllabus list in this guide. Syllabuses available in the November series only are indicated (N).

Core Group 0 – Cambridge Global Perspectives (Compulsory)		
9239 Global Perspectives & Research*		
Group 1 – Mathematics & Sciences	**Group 2 – Languages**	**Group 3 – Arts & Humanities**
8291 Environmental Management**	8022 Spanish Language	8291 Environmental Management**
8386 Sport & Physical Education**	8027 German Language	8386 Sport & Physical Education**
9231 Further Mathematics	8028 French Language	8695 Language & Literature in English***
9618 Computer Science	8238 Chinese Language	9084 Law
9626 Information Technology	8679 Afrikaans Language (N)	9274 Classical Studies (N)
9693 Marine Science	8682 French Language (N)	9395 Travel & Tourism
9700 Biology	8683 German Language (N)	9479 Art & Design
9701 Chemistry	8684 Portuguese Language	9481 Digital Media & Design
9702 Physics	8686 Urdu Language	9482 Drama
9705 Design & Technology	8695 Language & Literature in English***	9483 Music
9709 Mathematics	9093 English Language	9484 Biblical Studiies (N)
9990 Psychology**	9717 German (N)	9489 History
	9718 Portuguese	9607 Media Studies
	9844 Spanish Language & Literature***	9609 Business
	9868 Chinese Language & Literature***	9695 Literature in English
	9897 German Language & Literature***	9696 Geography
	9898 French Language & Literature***	9699 Sociology
		9706 Accounting
		9708 Economics
		9844 Spanish Language & Literature***
		9868 Chinese Language & Literature***
		9897 German Language & Literature***
		9898 French Language & Literature***
		9990 Psychology**
Group 4 – Interdisciplinary Subjects (Optional)		
8021 English General Paper	9239 Global Perspectives & Research*	9694 Thinking Skills

* Candidates who pass the Cambridge International AS & A Level Global Perspectives & Research at A Level meet the compulsory requirement of the Core group (AS Level Global Perspectives & Research). They have one credit left which counts in Group 4 to contribute to the overall requirement of seven credits.
** 8291 Environmental Management, 8386 Sport & Physical Education and 9990 Psychology can be taken as a qualifying subject in either Group 1 or Group 3. Each subject can only be used to fulfil the criteria for a single subject group.
*** 8695 Language & Literature in English, 9844 Spanish Language & Literature, 9868 Chinese Language & Literature, 9897 German Language & Literature and 9898 French Language & Literature can be taken as a qualifying subject in either Group 2 or Group 3. These subjects can only be used to fulfil the criteria for a single subject group.

4.2.5 Cambridge AICE Diploma credit system

The Cambridge AICE Diploma will be awarded based on the following points system:

- A Cambridge International A Level will count as two credits.
- A Cambridge International AS Level will count as one credit.

The following combinations are therefore valid:

Cambridge International A Level (2 credits)	Cambridge International AS Level (1 credit)	Cambridge International AS Level Global Perspectives & Research (1 credit)*	Total credits
3	0	1	7
2	2	1	7
1	4	1	7
0	6	1	7

*Candidates who pass the Cambridge International AS & A Level Global Perspectives & Research at A Level meet the compulsory requirement of the Core group (AS Level Global Perspectives & Research). They have one credit left which counts in Group 4 to contribute to the overall requirement of seven credits.

4.2.6 Calculating the Cambridge AICE Diploma

To qualify for the Cambridge AICE Diploma, candidates must pass the subject in Core Group 0 and at least one subject in each of groups 1, 2 and 3. Candidates must obtain at least Grade E(e) at Cambridge International A Level or Grade e(e) at Cambridge International AS Level. In addition, candidates must pass enough qualifying subjects to gain at least seven Cambridge AICE credits overall. One of these has to be 9239 Global Perspectives & Research.

Candidates who meet the requirements of the Cambridge AICE Diploma will be awarded a Pass, Merit or Distinction. Candidates will be allocated points according to the grades they achieve in each subject as follows:

Cambridge International A Level grade achieved	Points for Cambridge International A Level study
A*	140
A	120
B	100
C	80
D	60
E	40

Cambridge International AS Level grade achieved	Points for Cambridge International AS Level study
a	60
b	50
c	40
d	30
e	20

Candidates may take more than the required number of credits. The rules in such cases are that the grade they achieve for Cambridge International AS & A Level Global Perspectives & Research (Grade E(e)/e(e) or better) will always count. When they have taken and passed at least one subject at Grade E(e)/e(e) or better from each curriculum/subject group (1, 2 and 3), the best total of credits will then be counted for the AICE Diploma. This is irrespective of the curriculum/subject group, to the maximum of six further credits required. **Note:** a maximum of two credits can be used from Group 4 in this calculation.

If a candidate is using an A Level outcome for their counting Global Perspectives they may also use one but not both of any outcome for General Paper (available at AS Level only) or Thinking Skills (available at AS or A Level). Consequently, this would mean allowing the use of an outcome in A Level Thinking Skills for a candidate using their A Level Global Perspectives, even though this will exceed the two credit limit for Group 4. We will only allow this where this combination gives them their best overall outcome.

If a candidate's best overall outcome is achieved through a combination of an A Level Global Perspectives and three A Levels we will allow this, even though it equates to eight credits. The maximum number of points a candidate can be awarded for the Cambridge AICE Diploma is 420. The award the candidate receives is then determined as follows:

Total score	Award (if Cambridge AICE criteria are met)
360 to 420	Cambridge AICE Diploma with Distinction
250 to 359	Cambridge AICE Diploma with Merit
140 to 249	Cambridge AICE Diploma at Pass Level
Below 140	No Cambridge AICE Diploma

Candidates who fail to gain the Cambridge AICE Diploma will be awarded Cambridge International AS & A Level certificates showing the results in the individual subjects taken.

4.2.7 Cambridge AICE Diploma results and certificates

Candidates who complete the Cambridge AICE Diploma in one series will receive a statement of results with an asterisk against the subjects that contributed to the total point score, a certificate showing the grades achieved in individual subjects, and a separate Cambridge AICE Diploma certificate.

Candidates taking the Cambridge AICE Diploma over more than one series will receive a statement of results and certificate at the end of each series as applicable. They will also receive a separate Cambridge AICE Diploma certificate at the end of the final exam series.

The statement of results will show the type of award, the aggregate total point score, the individual subject points and an asterisk against the subjects that contributed to the total point score. An aggregate point score will not be reported on the Cambridge AICE Diploma statement of results for candidates who fail.

4.2.8 Re-sitting the Cambridge AICE Diploma

Candidates can re-sit the Cambridge AICE Diploma if all results counting towards the re-sit fall within a 25-month period. They can also re-sit individual subjects. In this case, the result for 9239 Global Perspectives & Research will be used and then the best six credits, which fulfil the requirements described in section 4.2.6.

Candidates re-sitting the Cambridge AICE Diploma using results over multiple series will not receive a new Diploma if they:

- do not achieve better grades in June 2025; or
- do not pass the subjects entered in June 2025; or
- only qualify for the Diploma using subjects from previous series.

Issuing a new Diploma for these candidates would mean certifying the same result twice. The June 2025 Cambridge AICE Diploma entry for these candidates will be set to 'X' as 'No Result'. We will notify the centre on the date results are issued.

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8695	Language & Literature in English	50
9084	Law	51
9093	English Language	46
9231	Further Mathematics	48
9239	Global Perspectives & Research	49
9395	Travel & Tourism	57
9479	Art & Design	41
9481	Digital Media & Design	45
9482	Drama	45
9483	Music	53
9489	History	50
9607	Media Studies	52
9609	Business	42
9618	Computer Science	44
9626	Information Technology	50
9693	Marine Science	51
9694	Thinking Skills	57
9695	Literature in English	51
9696	Geography	48
9699	Sociology	55
9700	Biology	42
9701	Chemistry	43
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APPENDIX 7

Media Consent Form – Terms and Conditions

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4. I understand the Materials will remain the property of Cambridge and may be used in its publications, websites, and other publicity material and I expressly authorise such use. I also understand and acknowledge that once the Materials are posted onto Cambridge websites, the Materials can be downloaded and may be viewed from other websites beyond Cambridge's control.

5. I further represent and warrant that any content provided as part of the Materials will be wholly original and will not infringe the intellectual property rights of any third party. I have/will indemnify Cambridge, its agents, licensees and anyone else using the Materials from any and all claims that might arise out of or in connection with the use of any content provided as part of the Materials.

6. I have/will waive in favour of Cambridge, its licensees and sub-licensees any and all moral rights in respect of the Materials.

7. I understand, without my written permission, Cambridge will not consent to the Materials being included on any media or in any other publications produced by any organisation which is not a part of the University and not part of the Purposes.

8. I understand that I may withdraw my consent to the use of these Materials in writing and that the withdrawal of consent is only applied to future use of the Materials as at the date of withdrawal. The withdrawal request shall be delivered to each school based Cambridge coordinator.

9. I understand that the Materials will be held in accordance with relevant data protection regulations. I do not object to Cambridge transferring the Materials and or storing it in a destination outside the European Economic Area for the purposes set out within this Consent Form.

10. This Consent Form shall be governed by and construed in accordance with the laws of the State of Florida and the parties hereby submit to the exclusive jurisdiction of the United States courts. If this Consent Form is translated into any language, the English language version shall prevail.

11. For information on how we handle personal data, please read our Data Protection and Privacy Statement (https://www.cambridge.org/legal/privacy).

Student's Name:_____
Please Print

Parent/Guardian or Student Age 18 or Over:_____
Please Print

Parent/Guardian or Student Age 18 or Over:_____
Signature

Date:_____

APPENDIX 8

SBBC COVER LETTER FOR CAMBRIDGE MEDIA CONSENT FORM

[<Insert school letter head>]

[<Insert date>]

Subject: Cambridge Media Consent Form for parents to sign

Dear Parent and/or Guardian:

This letter is to inform you that the attached document is not a Broward County Public Schools document, and the School District is not requesting that you sign the attached document.

Cambridge marketing and publicity activities that use names, photographs, videotapes, and answers to interview questions featuring SBBC's students, parents/guardians and students age 18 or over who want to participate shall sign the attached Cambridge release form. The materials may be used on Cambridge's website, local websites in different countries, and on Cambridge's video and social media platforms. They may also be used on third party websites worldwide. You are being offered the chance to sign the release form, but you have the right to refuse participation and not sign the form.

PLEASE READ THE ATTACHED CONSENT FORM COMPLETELY AND CAREFULLY. BY SIGNING THE ATTACHED DOCUMENT, YOU MAY BE GIVING UP CERTAIN IMPORTANT RIGHTS. If you wish, you do have the option to seek legal counsel to advise you on this matter. You have the right to refuse to sign the Releases, but the sponsors of the event also have the right to refuse to let your child participate in the event if you do not sign the Releases.

If you decide to sign the Releases and have your child participate, you must return the signed Releases to <insert name and/or location> no later than <insert time_date_year>.

Sincerely,

<insert your name>

Electronic Record of Contracts

This document was generated as a record of certain contracts created, accepted and stored electronically.

Summary of Contracts

This document contains the following contracts.

Title	ID
eSignature request from Cambridge (67a9fee82f6e90150b37170f)	3f920c81-cdf5-4618-8366-ccc92a24bb55

Contracts signed by:

Adrian Cockell

Signer ID: dcc6f915-5088-4916-8acc-8b3881065f21
Email: adrian.cockell@cambridge.org

Date / Time: Feb 10, 2025 at 11:21 AM EST
IP Address: 104.28.235.156
User Agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/132.0.0.0 Safari/537.36 Edg/132.0.0.0

James Abbott

Signer ID: 171b4577-0ded-47c3-bb56-1411792a1bfa
Email: james.abbott@cambridge.org

Date / Time: Feb 11, 2025 at 2:27 AM EST
IP Address: 131.111.27.50
User Agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/132.0.0.0 Safari/537.36

Electronic Record of Contracts

This document was generated as a record of certain contracts created, accepted and stored electronically.

Summary of Contracts

This document contains the following contracts.

Title	ID
eSignature request from Cambridge (67aafd6654e159e128beb5ba)	f12bc4fe-5266-4f50-8ad6-36aff47d4324

Contract signed by:

Nicola Kerr

Signer ID: 57a76e62-1d54-49f4-80fe-1d8eed99593b
Email: nicola.kerr@cambridge.org

Date / Time: Feb 11, 2025 at 6:20 AM EST
IP Address: 104.28.224.67
User Agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/132.0.0.0 Safari/537.36 Edg/132.0.0.0

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	OO-14.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

RFP-FY23-002 - Occupational-Physical Therapy Services - Additional Spending ADDED

REQUESTED ACTION:

Approve the Additional Spending Authority of $2,400,000 for the forty (40) Agreements between The School Board of Broward County, Florida (SBBC), listed in the Recommended Action of the Executive Summary. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Financial Analysis Worksheet
- Recommendation Tabulation

FINANCIAL IMPACT:

$2,400,000. The new total will be $22,400,000, funded through the general fund allocation and the Exceptional Student Education Department's operating budget.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

Equity

OR **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2611
Name:	Dr. Angela R. Fulton	Phone:	754-321-2100

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: School Board Chair

For more information, please contact:
Name: Dr. Angela R. Fulton
Title: Deputy Superintendent, Teaching/Learning
Phone: 754-321-2100

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority
RFP-FY23-002 - Occupational and Physical Therapy Services

Board Meeting Date: February 19, 2025

Recommended Action
Approve the Additional Spending Authority of $2,400,000 for the Agreements between The School Board of Broward County Florida (SBBC), and the following forty (40)Vendors : 1) A Healthy Life Now, Inc.; 2) Adults to Pediatrics Therapy LLC; 3) Alison's Pediatric Occupational Therapy, LLC; 4) AMN Allied Services, LLC; 5) ASMA Professional Services, Inc.; 6) Therapy, AUM Arti Pediatric LLC; 7) AW Therapy Services, Inc.; 8) Best Onsite Therapy Services, Inc.; 9) Audrey B. Greenwald, MS, CCC, PA d/b/a Boca Speech Center; 10) C.E.S. Therapy, LLC; 11) CLK Therapy, LLC; 12) Community Rehab Associates, Inc.; 13) Comprehensive Therapy Consultants, Inc.; 14) Ms. Courtney's Therapy Services, L.L.C. d/b/a Connections Therapy 4 Kids; 15) Designs By Element, LLC; 16) Diana Gonzalez LLC; 17) Educational Therapy Associates, Inc.; 18) ELG Therapy Corp.; 19) Fun Therapy Services Inc.; 20)Get OT Now, LLC; 21) Invo Healthcare Associates, LLC; 22) Jill Stacie Cohen, Inc.; 23) Kids Educational Therapy Services Inc.; 24) Kids First Therapeutic Services LLC; 25) LJaffe PLLC; 26) Michael Salpeter; 27) New Mediscan II, LLC d/b/a Cross Country Education, LLC; 28) Orange Tree Staffing, LLC; 29) OT Time, LLC; 30) Pediatric Developmental Services, LLC; 31) Physical Therapy for Kids with Special Needs, Inc.; 32) S.M.I.L.E. Occupational Therapy, Inc.; 33) Sabrina Salla LLC; 34) School Days Therapy Services, LLC; 35) Soliant Health, LLC; 36) The Stepping Stones Group LLC; 37) Sunbelt Staffing, LLC; 38) Thera-Peds, Inc.; 39) Therapro Staffing Inc.; 40) TM Therapy, Inc.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No

If the Board votes "Yes": Approving this additional spending authority will enable the District to have adequate staff to support students' occupational and physical therapy service needs as outlined in their Individualized Education Plans (IEPs) and adhere to requirements under the Individuals with Disabilities Education Act (IDEA).

If the Board votes "No": By not approving this additional spending authority, the District will not have adequate staff to support students' occupational and physical therapy services outlined in their IEPs. This includes not providing services that will significantly impact students (i.e., developmental and academic/educational) and the District (i.e., financial repercussions and poor brand/reputation) due to significant interruption of services. If the School Board votes no the District could be found in violation of federal law and in violation of requirements outlined in the IDEA.

Background/History
This Agreement is in place to allow awarded vendors to provide occupational and physical therapy services to students as required by the IDEA. Scope of Services may consist of, but will not be limited to, direct therapy with students, consultation and collaboration with teachers and other professional staff, attendance and participation (required), student staffing, development of an IEP, progress report, and the services as required by the Request for Proposal.

Background/History(continued)
At this time, the District has more than eight thousand (8,000) students who receive occupational and physical therapy services as outlined in their IEP.

During the 2023-2024 School Year (SY), the District encountered a higher-than-normal spending pattern for Occupation Therapy (OT) and Physical Therapy (PT) services due to the result of multiple Due Process cases, Independent Education Evaluation requests, and two (2) Florida Department of Education State Systemic Complaints that transpired during the 2022-2023 SY outlining extensive corrective actions including required make-up services for missed OT and PT IEP services. The Broward County Public Schools ESE Office worked closely with the Florida Department of Education to address all required corrective action items and received a resolution closed out on April 11, 2024. The District was commended on the efforts and strategic planning to reconcile staffing issues. The District was able to deliver one hundred percent (100%) of the required makeup services to students resulting in progress on Individualized Education Plans goals progress reports and closing the achievement gap for students with disabilities.

Original Agreement Term: July 1, 2022, through June 30, 2025; Small/Minority/Women Business Enterprise Vendor(s): 1) A Healthy Life Now, Inc.; 2) Alisons Pediatric Occupational Therapy; 3) ASMA Professional Services, Inc.; 4) Aum Arti Pediatric Therapy, LLC; 5) AW Therapy Services, Inc.; 6) Best Onsite Therapy Services, Inc.; 7) C.E.S. Therapy LLC; 8) Ms. Courtney's Therapy Services, L.L.C. d/b/a Connection Therapy 4 Kids; 9) Designs by Element, LLC; 10) Diana Gonzalez LLC; 11) Educational Therapy Associates, Inc.; 12) Fun Therapy Services Inc.; 13) Get OT Now, LLC; 14) Jill Stacie Cohen, Inc.; 15) Kids Educational Therapy Services, Inc.; 16) OT Time, LLC; 17) Physical Therapy for Kids; 18) S.M.I.L.E. Occupation Therapy, Inc.

Alignment to 2027 Goals and Guardrails
Guardrail 2: Equity
Guardrail 3: School Support
Guardrail 4: Accountability

Measurable Outcome(s)/Return on Investment
Contracted Occupational Therapists and Physical Therapists will service students as per their IEP to meet their needs and comply with state and federal mandates. At this time, the District is utilizing one hundred four (104) Occupational Therapists (OT), four (4) Certified Occupational Therapist Assistants (COTA), twelve (12) Physical Therapists (PT), and four (4) Licensed Physical Therapist Assistants (LPTA). Measurable outcomes will be measured by the progress made on student IEP goals, increased academic proficiency, and improved IEP implementation and ESE services for students that have Occupational Therapy and/or Physical Therapy as an IEP service. This investment will also enable the Broward County School District to meet its obligations under the Individuals with Disabilities Education Act.

Procurement Method
The procurement method chosen was through a competitive solicitation, which is required by Purchasing Policy 3800 and Florida Administrative Code Rule 6A- 1.012(7).
A copy of the RFP documents is available online at:
http://www.broward.k12.fl.us/supply/agenda/RFP_FY23-002_OccupationalandPhysicalTherapyServices.pdf

Financial Impact
The additional spending authority will be $2,400,000. The new total will be $22,400,000, funded through the general fund allocation and the Exceptional Student Education Department's operating budget.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original Spending Authority Request	6/14/2022	36	$ 20,000,000
Additional Spending Authority	2/19/2025	N/A	$2,400,000
Total Agreement Amount		**36**	**$22,400,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	N/A	**Preparation Date:**	December 19, 2024
Previous Bid # (Ex: 10-004R):	FY23-002	**Buyer/PA:**	BELINDA J. DEFOOR
New Bid Award Total:	N/A	**Bid Title:**	Occupational and Physical Therapy Services
Previous Award Total:	$20,000,000		
Bid Type:	INCREASE TO BID		
Previous Bid Term (Start Date):	7/1/2022	**New Bid Term (In Months):**	N/A
Previous Bid Term (End Date):	6/30/2025	**# of Months Into Bid:**	29

SPEND REPORTING	
Purchase Order(s) Spend:	$19,916,203
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$19,916,203**
Average Monthly Expenditure:	$686,766
Unused Authorized Spending:	**$83,797**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
123256-LJAFFE PLLC		$ 4,135,013
137390-KIDS FIRST THERAPEUTIC SERVICES LLC		$ 2,636,135
134063-CONNECTION THERAPY 4 KIDS		$ 1,269,529
137072-THERAPRO STAFFING INC		$ 1,231,536
123255-OT TIME, LLC		$ 1,106,821
136093-DESIGNS BY ELEMENT LLC		$ 815,473
122830-INVO HEALTHCARE ASSOCIATES LLC		$ 759,890
137045-ELG THERAPY CORP		$ 735,914
103232-EDUCATIONAL THERAPY ASSOCIATES		$ 721,431
112272-AW THERAPY SERVICES INC		$ 707,417
114086-THE STEPPING STONES GROUP LLC		$ 504,001
141819-GETOTNOW LLC		$ 500,613
123246-BEST ONSITE THERAPY SERVICES INC		$ 331,074
123248-SCHOOL DAYS THERAPY SERVICES LLC		$ 271,155
104166-PHYSICAL THERAPY FOR KIDS WITH		$ 265,101
103731-SALPETER, MICHAEL		$ 246,904
112267-GONZALEZ, DIANA		$ 243,231
123661-AUM ARTI PEDIATRIC THERAPY LLC		$ 243,029
112268-THERA-PEDS INC		$ 231,549
123266-ASMA PROFESSIONAL SERVICES INC		$ 230,087
135983-JILL STACIE COHEN INC		$ 228,568
123232-CES THERAPY LLC		$ 227,668
131735-ORANGE TREE STAFFING LLC		$ 215,735
123247-FUN THERAPY SERVICES INC.		$ 213,062
141774-A HEALTHY LIFE NOW INC		$ 209,368
137334-ALISONS PEDIATRIC OCCUPATIONAL THER		$ 201,007
143628-SABRINA SALLA LLC		$ 196,002
112276-KIDS EDUCATIONAL THERAPY SVCS INC		$ 184,790
112266-TM THERAPY INC		$ 179,233
112250-CLK THERAPY INC		$ 168,924
126691-COMPREHENSIVE THERAPY CONSULTANTS		$ 163,554
114361-BOCA SPEECH CENTER		$ 149,374
126550-CROSS COUNTRY STAFFING INC		$ 133,259
112277-SMILE OCCUPATIONAL THERAPY INC		$ 127,287
145617-NEW MEDISCAN II LLC		$ 68,344
130350-PEDIATRIC OT INC		$ 57,616
118974-SUNBELT STAFFING		$ 6,515
	PO VENDOR SPEND:	**$ 19,916,203**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 19,916,203**

NOTES (Type Below):

G/L Account: 53140000
Business Area: 2610
Cost Center: 2610097800
Order: OB09780A05
Fund: 1000
Functional Area: 5250000000000000

Default Funding Source		**Department Approval**	
Cost Center	See above	**Name** (First & Last)	Andrea Ciotti
Fund		**Title**	Director
Functional Area		**Department/School Name**	Specialized Instruction
Commitment Item		**Sign-off provided by**	

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**12/19/2024**

Procurement & Warehousing Services
Broward County Public Schools

RECOMMENDATION TABULATION

RFP #: FY23-002

Tentative Board Meeting Date*: June 14, 2022

RFP Title: Occupational and Physical Therapy Services

Notified: 90 # Downloaded: 64

of Responses Rec'd: 43 # of "No Bids": 0

For: Exceptional Student Learning Support
(School/Department)

RFP Opening Date : October 21, 2021

Fund: Department's Operating Budget

Advertised Date: September 10, 2021

POSTING OF Select One RECOMMENDATION/TABULATION: Select One Recommendations and Tabulations will be posted in the Procurement & Warehousing Services and www.Demandstar.com on **JUNE 6, 2022 @ 11:00 am** and will remain posted for 72 hours. Any person who is adversely affected by the decision or intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3)(b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays and days during which the District is closed shall be excluded in the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351. Any person who files an action protesting an intended decision shall post with the School Board, at the time of filing the formal written protest, a bond, payable to The School Board of Broward County, Florida, (SBBC), in an amount equal to one percent (1%) of the estimated value of the contract. Failure to post the bond required by SBBC Policy 3320, Part VIII, Purchasing Policies, Section N, within the time allowed for filing a bond shall constitute a waiver of the right to protest. **Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.**

(*) The Cone of Silence, as stated in the ITB / RFP / RFQ / HARD BID, is in effect until it is approved by SBBC. The Board meeting date stated above is tentative. Confirm with the Purchasing Agent of record for the actual date the Cone of Silence has concluded.

REVISED-A - RECOMMENDATION TABULATION

Forty-three (43) Proposals were received in response to RFP FY23-002. Proposals received were evaluated by the following Committee Members:

Deborah Harrington – Curriculum Supervisor/Specialist – Exceptional Student Learning Support
Cynthia Mesa – OT/PT Program Specialist - Exceptional Student Learning Support
Julie Power - OT/PT Program Specialist - Exceptional Student Learning Support
Lisa-Ann Clarke – Supervisor/Administrator -Medicaid/504

Based upon the Committee's recommendation and Section 5.5 of the RFP, in order to be considered for award, Proposers must receive a minimum score of sixty-five (65) points or higher to be considered for award. The following Proposers received a score of sixty-five (65) points or higher and are being recommended for award.

Proposer's Name **(*) Certified MBE, M/WBE or WBE**

*A Healthy Life Now, Inc. **(Prime: WBE)**

Adults to Pediatrics Therapy LLC

*Alison's Pediatric Occupational Therapy, LLC **(Prime: WBE)**

AMN Allied Services, LLC

By: Charles V. High Digitally Signed 11-15-21
(Purchasing Agent)

Date: June 6, 2022

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

*ASMA Professional Services, Inc.**(Prime: MBE-APA)**

*AUM Arti Pediatric Therapy, LLC **(Prime: MWBE-APA)**

*AW Therapy Services, Inc. **(Prime: WBE)**

*Best Onsite Therapy Services, Inc. **(Prime: MWBE-HA)**

Audrey B. Greenwald, M.S., CCC, P.A.
d/b/a Boca Speech Center

*C.E.S. Therapy, LLC **(Prime: MWBE-AA)**

~~Chaunte Trenise McCrea~~ **Withdrew Proposal 6/06/22**

CLK Therapy, LLC

Community Rehab Associates, Inc.

Comprehensive Therapy Consultants, Inc.

*Ms. Courtney's Therapy Services, L.L.C.
d/b/a Connections Therapy 4 Kids **(Prime: MBE-AA)**

*Designs By Element, LLC **(Prime: MBE-AA)**

*Diana Gonzalez LLC **(Prime: MWBE-HA)**

*Educational Therapy Associates, Inc. **(Prime: WBE)**

ELG Therapy Corp.

*Fun Therapy Services Inc. **(Prime: MWBE-AA)**

*Get OT Now, LLC **(Prime: WBE)**

Invo Healthcare Associates, LLC

*Jill Stacie Cohen, Inc. **(Prime:WBE)**

*Kids Educational Therapy Services Inc **(Prime: WBE)**

Kids First Therapeutic Services LLC

LJaffe PLLC

Michael Salpeter

New Mediscan II, LLC
d/b/a Cross Country Education

Orange Tree Staffing, LLC

*OT Time, LLC **(Prime: WBE)**

Pediatric Developmental Services, LLC

Pediatric OT, Inc.

*Physical Therapy for Kids with Special Needs, Inc.
(Prime: WBE)

*S.M.I.L.E. Occupational Therapy, Inc
(Prime: WBE)

Sabrina Salla LLC

School Days Therapy Services, LLC

Soliant Health, LLC

The Stepping Stones Group LLC

Sunbelt Staffing, LLC

Thera-Peds, Inc.

Therapro Staffing Inc

TM Therapy, Inc.

Contract Period: July 1, 2022 through June 30, 2025

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PROCUREMENT & WAREHOUSING SERVICES
Broward County Public Schools

REVISED
FINAL SCORE TABULATION SHEET

Bid No:	**FY23-002**
Title of Bid:	**Occupational and Physical Therapy Services**
Purchasing Agent Name:	**Charles High**
Bid Opening Date:	**October 21, 2021**
Evaluation Meeting:	**November 10, 2021**

Proposer's Name	Total Score	Recommended for Award
A Healthy Life Now, Inc	**97**	✓
Adults to Pediatric Therapy	**80**	✓
Alison's Pediatric Occupational Therapy	**97**	✓
AMN Allied Services LLC	**81**	✓
ASMA Professional Services, Inc.	**98**	✓
AUM Arti Pediatric Therapy	**97**	✓
AW Therapy Services Inc.	**97**	✓
Best Onsite Therapy Services	**98**	✓
Boca Speech Center	**82**	✓
CES Therapy	**99**	✓
Chaunte Trenise McCrea	**83**	Withdrew Proposal 6/06/22
CLK Therapy LLC	**82**	✓
Community Rehab Associates	**81**	✓
Comprehensive Therapy Consultants	**82**	✓
Connections Therapy 4 Kids	**96**	✓
Design by Elements LLC	**96**	✓
Diana Gonzalez	**99**	✓
EDU Healthcare	**58**	
Educational Therapy Associates	**96**	✓
ELG Therapy Corp	**82**	✓
Fun Therapy Services	**99**	✓
Get OT Now, LLC	**97**	✓
Invo Healthcare Associates LLC	**81**	✓
Jill Stacie Cohen Inc	**98**	✓
Kids Educational Therapy Services	**97**	✓
Kids First Therapeutic Services	**85**	✓
LJaffe PLLC	**83**	✓
Michael Salpeter	**83**	✓
New Mediscan II LLC/Cross Country Education	**81**	✓

PROCUREMENT & WAREHOUSING SERVICES
Broward County Public Schools

REVISED
FINAL SCORE TABULATION SHEET

Bid No:	**FY23-002**
Title of Bid:	**Occupational and Physical Therapy Services**
Purchasing Agent Name:	**Charles High**
Bid Opening Date:	**October 21, 2021**
Evaluation Meeting:	**November 10, 2021**

Proposer's Name	Total Score	Recommended for Award
Orange Tree Staffing	**82**	✓
OT Time LLC	**98**	✓
Pediatric Development Services	**83**	✓
Pediatric OT, Inc.	**83**	✓
Physical Therapy for Kids with Special Needs	**98**	✓
S.M.I.L.E. Occupational Therapy	**99**	✓
Sabrina Salla LLC	**82**	✓
School Days Therapy Services LLC	**83**	✓
Soliant Health LLC	**80**	✓
Stepping Stones Group LLC	**81**	✓
Sunbelt Staffing LLC	**79**	✓
Thera-Peds Inc	**81**	✓
Therapro Staffing Inc	**82**	✓
TM Therapy Inc	**83**	✓

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	PP. Policies
DEPARTMENT:	Chief Communications & Legislative Affairs Officer

Agenda Item Number:	PP-1.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

School Board Policy 1020: School Board Meetings and Rules of Order

REQUESTED ACTION:

Approve the amendments to School Board Policy 1020, School Board Meetings and Rules of Order. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Policy 1020 Clean
- Policy 1020 Redline
- Sign-In Sheet

FINANCIAL IMPACT:

There is no budgetary impact to the District for this item.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	John J. Sullivan	Phone:	754-321-2616
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

John Sullivan, Chief Communications & Legislative Affairs

Signature

John J. Sullivan, Chief Communications & Legislative Affairs

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: John J. Sullivan
Title: Chief Communications and Legislative Affairs Officer
Phone: 754-321-2616

EXECUTIVE SUMMARY

School Board Policy 1020, School Board Meetings and Rules of Order

Board Meeting Date: February 19, 2025

Requested Action
Approve the amendments to School Board Policy 1020, School Board Meetings and Rules of Order.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The School Board will reaffirm its commitment for hosting effective and efficient meetings and workshop by modernizing its approaches in conducting Board business while considering state laws and the interest of the public.

If the Board votes "No": The School Board shall not express supplemental approaches in holding innovatively progressive public meetings.

Background/History
School Board Policy 1020, School Board Meetings and Rules of Order was Rule Developed by the members of the School Board on Tuesday, January 14, 2025. The following substantive provisions were proposed:

- Simplify language that all Regular and Special Board meetings shall be adjourned after a maximum duration of eight hours, unless a simply vote in favor of extending the meeting is carried
- Add language regarding the duration of Board member debate during School Board Workshops
- Adjust the cumulative cap allotted on public speaking time, revise procedures for the presentation of committee reports, and add language specifying when public agenda comments shall be recognized
- Add a section addressing designated spokespersons for several speakers
- Add language regarding the rules for expected decorum of all meeting participants in accordance with state and case law

The policy was subsequently advertised and reviewed by the public during the February 4, 2025, community meeting. This meeting was legally noticed to meet all requirements for rule development, posted to the district calendar and website, emailed to all advisory committee chairs, and posted on all social media platforms. There were 15 members of the public who attended the meeting (*sign-on sheets attached*). During the event, participates were provided the opportunity to review all of the revisions and ask questions via an open dialogue with district staff on the policy's intentions and impacts to the public.

Stakeholder Recommendations for School Board Review and Consideration

- **Rule V. Rules Governing Debate**- School Board members should further limit their speaking times in meetings/workshops during Board debate to better improve time management.
- **Rule VII. General Rules Governing Committee Reports**- Request for the Board to make Attachment B optional and allow the committees to further develop the forms if it is to be required. In addition, a request was made for the School Board to allow an opportunity for the committees to present their reports in a School Board meeting and/or workshop, giving the respective committee chair, or designee, the option on which meeting/workshop they will present.
- **Rule VII. General Rules Governing Committee Reports**- A speaker made a request to staff for their committee to receive an advanced copy of the agendas 4 weeks prior to the School Board meetings.
- **Rule VII. General Rules Governing Committee Reports**- A Speaker requested that the School Board consult with the Department of Labor and reconsider requiring the committee reports to be typed.
- **Rule VII. General Rules Governing Committee Reports**- Public speaker request that the School Board not increase the number of days their committee reports are to be submitted to the School Board for review.
- **Rule VII. General Rules Governing Public Speaking at Regular School Board Meetings**- Public Speakers for the Regular School Board Meeting will be heard at 4 p.m. or immediately following the meeting, whichever is earliest. A speaker requested for the Superintendent to place similar language on the agenda (not in policy) to designate a time certain on the a.m. speakers.
- **Rule VII. Public Participation**- increase the cumulative time for public speakers from 10 minutes to 12 minutes. Also, the public is asking for the 1 minute allotted for motions and amendments relating to agenda items be excluded from the cumulative time limit.
- **Public Agenda Comments on Items at Regular or Special School Board Meetings, Public Hearings or School Board Workshops**- The public has requested to have the option for speaking at the beginning of the consent/open agendas and/or when the agenda item is called to the floor, allowing the public to decide when they would like to use their allotted time.
- **Rule VII. Public Participation**- The policy currently states that, "speakers should not engage in discussion regarding issues that are currently in litigation or a quasi-judicial action". Community member requests for the language to be revised referencing a recommendation to speakers.
- **Rule VIII. Decorum**- Request for the majority of the speakers to keep the word derogatory and not replace it with the word defamatory.
- **Rule VIII- Public Participation**- Speakers requested for the School Board to either add a section setting expectations for School Board member decorum during meetings and workshop or add language that references the Standards of Boardsmanship Resolution.
- **General Comment**- Request was made for the School Board to postpone Rulemaking and direct the Superintendent to schedule an official hearing or initiate additional engagement with stakeholders for feedback and promote a more diverse perspective.

Alignment to 2027 Goals and Guardrails
Board Governance

Measurable Outcome(s)/Return on Investment
The Board will reaffirm its approach to streamlining its Board Governance rules and enhance its commitment for transparency and reforming the policies of the Board.

Financial Impact
There is no budgetary impact to the District for this item.

Policy 1020

SCHOOL BOARD MEETINGS AND RULES OF ORDER

STATEMENT OF PURPOSE

The School Board of Broward County (the "School Board); serves as the corporate body of the School District, conducting board meetings only within the confines of the laws of Florida, including the Florida Sunshine Law (Chapter 286) and the public meetings and records laws (Section 447.605, Florida Statutes). As a corporate body, the School Board may transact business at official meetings of the School Board. An individual School Board member has no authority to act in an official capacity absent the delegation of authority by the School Board at an official meeting. It is the policy of the School Board that this Policy shall govern all official meetings of the School Board.

I. GENERAL RULES

A. All official actions by the School Board shall be taken only at Regular or Special meetings of the School Board and these meetings shall be open to the public.

B. The School Board shall hold not less than one (1) Regular meeting each month for the transaction of business according to a schedule arranged by the School Board.

C. School Board Workshops and Retreats shall be held publicly, in accordance with the School Board's governing laws, at a time and place open to the public.

D. Regular and Special School Board meetings shall be held at the Kathleen C. Wright Board Room, 600 Southeast Third Avenue, Fort Lauderdale, Florida., However, Regular, and Special meetings of the School Board may also be held at any appropriate public place in Broward County with proper public notice.

E. All School Board meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, and School Board policies. If any conflict arises between Robert's Rules of Order, Newly Revised, and a School Board policy, the policy shall supersede.

F. Five (5) School Board members physically present at the meeting constitutes a quorum.

G. Regular and Special meetings shall have a maximum duration of eight (8) hours and may only be extended with a simple majority vote.

H. If the School Board Chair is absent, the Vice Chair will commence the meeting or workshop. If both the Chair and Vice Chair are absent, then the Superintendent of Schools shall preside over the process for selecting a Chair Pro Tempore by a majority vote of the School Board members.

II. TYPES OF MEETINGS DEFINED

A. Regular School Board Meetings (RSBM) are official business meetings of the School Board. The purpose of which is to advance the official business of the School District. During RSBM, the School Board will dedicate its focus to the operational agenda, including committee reports.

B. Special School Board Meetings (SSBM) are emergency or special sessions of the School Board, which can be called by the District School Superintendent; or by the District School Superintendent on request of the Chair of the School Board; or by a majority of the School Board Members, provided written notice of the time and purpose of the meeting was publicized two (2) days in advance. The scheduling and agenda for these sessions shall be approved by the Chair. There are no committee reports given at these meetings and speakers may only address the agenda items.

C. School Board Workshops (SBW) are explorations of matters concerning the business of the School District. Workshops are for the sole purposes of communicating information and engaging in general discussion on operational and policy topics. A majority of the Workshop agenda will focus on students, progressive monitoring, and learning-centered topics. The School Board will take no official action in a workshop.

D. Closed Door Sessions are sessions of the School Board that are generally scheduled as needed or requested by staff and are closed due the exempt status of the subject matter, pursuant to the Sunshine Law. School Board members will be notified no later than 48 hours prior to the session. These general types of Sunshine Law-exempt meetings include collective bargaining discussions between the Superintendent and the School Board (Section 447.605, Florida Statutes); cybersecurity information meetings (Section 119.0725, Florida Statutes); security or fire safety system plan meetings; competitive solicitation negotiations with a vendor; oral presentations by a vendor during a competitive solicitation, vendor answers to questions during a competitive solicitation; and discussions of negotiation strategies for a competitive solicitation. Public officers or employees are prohibited from disclosing any information not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes

Attorney Client Session is a meeting, regarding pending litigation, requested pursuant to Section 286.011 of the Florida Statutes, by legal counsel employed or retained by the School Board. Public officers or employees are prohibited from disclosing information related to an Attorney Client Session that is not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes.

III. AGENDAS

A. School Board meeting agendas shall be publicly released at least seven (7) days in advance of each RSBM. The agenda for a SSBM conducted under authority of Section 1001.372(1) of the Florida Statutes shall be publicly released not less than forty- eight (48) hours preceding the meeting.

B. School Board agendas shall be prepared with an itemized list to be considered in order of presentation. After the distribution of the agenda, no changes, deletions, or additions shall be made except for good cause as permitted by Section 120.525(2), Florida Statutes. Good cause is determined by the Board Chair and stated on the record.

C. RSBM agendas will be divided into two sections: the Consent items and the Open items. The Chair shall move on the "Consent" items which permits all consent items to be moved and voted upon together except for those consent items that are pulled as set forth herein, starting with non-instructional appointments and leaves. All items with a financial impact, policies, resolutions, proclamation, all items for reduction of retainage, and for receipt of audits shall be placed as Open items. Consent items will be noted by a single letter, and Open items will be noted by double letters. Open items will be organized together.

D. A roll call upon a matter may be made at any time during a RSBM or SSBM upon request of any School Board member. The call of the roll shall be made alphabetically by the Supervisor of Official School Board Records or the Supervisor's designee. At the request of a School Board member, the Chair shall rotate alphabetically the order of the roll call vote.

E. School Board Reports shall be part of the RSBM agenda and may be made at the request of School Board members.

F. After receipt of a meeting or workshop agenda, School Board members shall review all agenda items and submit any inquiries to the Office of Communications and Legislative Affairs for follow-up by the last business day of the same week. Board members shall identify the agenda item number for each inquiry and forward all requests to the BCPSBoardMemberRequest mailbox. To assist the Board with meeting preparation, the Office of Communications and Legislative Affairs shall poll the Board of any agenda

item they wish to address in advance of the meeting. Board members will be asked to identify any agenda items they would like to pull for discussion and forward their requests to the same electronic mailbox for processing no later than 10 a.m. the day prior to the meeting. All completed follow-up responses and the complete list of pulled agenda items will be sent to the Board as one complete packet within 24 hours of the meeting. While staff will make every attempt to respond fully and accurately in advance to requests received after the deadlines mentioned in this section; these answers may be provided to the Board during the School Board meeting. Completed responses will also be attached to the appropriate agenda item and published online for public view.

G. To reduce workshop-type discussions and expedite the conducting of business at Regular/Special School Board Meetings and Public Hearings, School Board members shall take full advantage of the BCPSBoardMemberRequest mailbox and schedule direct meetings with the Superintendent and appropriate Executive Leaders to ensure that their inquiries and comments are shared in advance of the meetings.

IV. SUBMISSION OF MEETING AGENDA ITEMS BY SCHOOL BOARD MEMBERS

A. The Superintendent shall establish the agenda for School Board meetings.

B. A School Board member may add agenda items for action according to the provisions set forth in the sections below. However, the agenda item cannot recommend actions, duties or responsibilities reserved solely for the Superintendent.

C. Items submitted by Board members may include:

1. Electing School Board Officers (§ Section 1001.371, Florida Statutes);
2. Setting boundaries of any School Board member residence area (Section, 1001.36 (2), Florida Statutes);
3. Proposing single-member representation for each member residence area covering the entire district before the voters (Section 1001.362 (3)(a), Florida Statutes);
4. Setting School Board member compensation and being reimbursed for official travel expenses (Sections 1001.395 and 1001.39, Florida Statutes);
5. Making alternate employment selections under the strict provisions of (Section 1012.22 (1)(a)3, Florida Statutes);
6. Selecting, evaluating, and directing the School Board's direct reports and positions that are established by statute or School Board rules for those reporting directly to the School Board, such as an appointed Superintendent, Chief Auditor, and General Counsel (Sections 1001.50 and 112.313, Florida Statutes);
7. Establishing and disestablishing advisory committees to the School Board Sections 1001.371 and 1001.43(10), Florida Statutes).;

8. Initiating the rulemaking process by bringing forth agenda items for the establishment of School Board policy (Chapter 120 and Section 1001.43, Florida Statutes.); and
9. Proposing budgetary items regarding the School District's annual budget (Section 1001.42(12)(b), Florida Statutes
10. Any other matters limited to statutory responsibility of Florida school board members.

D. For the purposes of proper notice and public access to the agenda, School Board members will adhere to the Superintendent's Planning Calendar when adding items to the agenda. School Board items are to be set as Board items on the agenda by collaboration with the Superintendent or designee for placement on the agenda. Items submitted by the School Board member will be addressed during a RSBM.

E. For School Board agenda items addressed in subsection "B and C" above, these items, inclusive of attachments, shall be brought at least seven (7) days in advance for the purposes of proper notice and public access to the agenda item.

F. Individual School Board members may also request that items related to any School Board business be presented for discussion during formalized Board Reports, Workshops or School Board Meetings.

G. Individual School Board members may propose a rule by contacting the Office of Communications and Legislative Affairs and following the procedure pursuant to School Board Policy 1000(1)(A).

H. Co-sponsoring of agenda items- After reviewing the agenda items, the School Board member will send a notification by email to the Office of Communications and Legislative Affairs and copy Official School Board Records, indicating their sponsorship for the respective agenda item(s) within five (5) business days of receiving the agenda delivery.

1. The Office of Communications and Legislative Affairs will make the appropriate notations on the respective agenda item(s) and deliver a revised agenda to the School Board within seven (7) days of the scheduled meeting/workshop. The District website will be updated simultaneously with the revised agenda to inform the public of the co-sponsorships.

V. RULES GOVERNING DEBATE

A. If an agenda item has been acted upon by the School Board during a meeting, at that same meeting, new information or a changed situation makes it appear that a different result might reflect the true will of the assembly, a motion for reconsideration of the agenda item may only be made by a School Board member who voted on the prevailing side when the School Board originally

acted upon the agenda item. Although this motion must be seconded, the seconding can be done by any Board member regardless of how he/she originally voted on the motion to be reconsidered. Reconsideration of an agenda item acted upon at an adjourned or past meeting may be brought to the Board as a new agenda item for reconsideration.

B. A School Board member having obtained the floor while debating a motion at a School Board Meeting or Public Hearing can speak no longer than an initial five (5) minutes and three (3) minutes for rebuttal per motion. For School Board Workshops, a School Board member having obtained the floor while debating an agenda item can speak no longer than an initial ten (10) minutes and three (3) minutes for each additional round of discussion. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired. The understanding of the agenda item is essential, thus the response time from staff of all questions posed by a Board member shall not be deducted from the Board member's debate time. School Board members shall not speak again until the other School Board members have had the opportunity to be heard. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired.

C. A School Board member reading a report is not considered debating, but the member is bound by the time limitations when speaking in support or against the motion.

D. A School Board member cannot yield any unexpired portion of their time to another member. No member can speak more than twice on any agenda item on the same day. Contingent upon the sum of business before the Board or subject matter of the agenda item, the number of speaking rounds may be extended at the discretion of the Chair or majority of the School Board. If the agenda item is discussed again on another day, all School Board members have a right to debate again. Merely asking a question or making a secondary motion is not considered debate.

E. Each debatable motion is a separate question with respect to a School Board member's right to speak. Thus, the member can speak for five (5 minutes) on the main motion and any subsequent motion based on the same agenda item.

F. All matters not covered by School Board Policies, Florida Statutes, or other governing documents, shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

VI. SCHOOL BOARD'S ROLE IN PERSONNEL NOMINATIONS

A. The School Board may reject employment nominations of the Superintendent only for good cause, pursuant to Section 1012.229(1)(a)(2), Florida Statutes.

B. In the event a School Board Member rejects a Superintendent's nomination, the name of the individual and specific facts that would constitute good cause must be clearly expressed during the School Board meeting and made part of the record.

VII. PUBLIC PARTICIPATION

A. The public may participate during School Board meetings and workshops, as follows:

1. One member of the public may speak for no more than a total of ten (10) minutes during any single meeting, excluding that person's general public speaking comments. Within this total, speakers are allowed up to five (5) minutes to address items on the consent agenda and an additional five (5) minutes to address any open items on the agenda. Any unused time during the consent or open agenda may only be utilized to comment on motions and amendments relating to agenda items.

2. General Rules Governing Public Speaking at Regular School Board Meetings

a) There shall be a maximum of ten (10) speakers, or a total of 30 minutes reserved on each RSBM agenda for public speakers. This time shall be known as the General Public Speakers section. This section of the agenda may be split between A.M and P.M. sessions and shall provide an opportunity for any member of the public to reserve time to address the School Board regarding matters of relevance to public education. Members of the public who would like to speak prior to the start of the meeting must register to speak in-person and the Board Chair will only recognize registered participants. Speakers should not engage in discussion regarding issues that are currently in litigation or a quasi-judicial action. Persons desiring to make a presentation as a general public speaker shall register electronically, via an online portal on the School District's website at least five (5) calendar days prior to the School Board meeting. Access to the platform is incorporated herein by reference as part of this Policy and can be found at: browardschools.com/publicparticipation. This will enable the School District to place the public speaker on the School Board agenda to conduct an administrative review of the topic in advance of the meeting. Those persons not registered at least five (5) calendar days in advance of the meeting, but who wish to address the School Board on topics pertaining to the School District, shall contact Official School Board Records to be placed on a waiting list to be heard if time permits during the

thirty (30) minute -time period reserved for public speakers; or at the discretion of the Chair, to be heard at the end of the School Board meeting. School Board members will not engage in dialogue with the public speakers. No action shall be taken on a speaker's topic unless otherwise included on the meeting's agenda.

b) During the General Public Speakers segment of a meeting, a member of the public who has registered to speak shall be allowed, and not to exceed, a total of three (3) minutes (or the time remaining pursuant to subsection VII(A)(1) of this policy) to speak on non-agenda items that pertain to the general business or operations of the School Board or School District.

3. General Rules Governing Committee Reports

a) Committee representatives may present committee reports at the first School Board Workshop (SBW) of each month, during the time designated by the School Board Chair. Presenting committee reports during SBW will significantly enhance collaboration and foster open dialogue by providing a flexible platform for shared insights, encouraging diverse perspectives, and facilitating constructive discussions. Committee report agenda items at SBW shall comprise of a verbal (or written) presentation of the committee reports, a collaborative exchange of ideas, a joint discussion that promotes collective problem-solving and innovation among participants, and a means for the members of the School Board to provide guidance, through consensus, to their direct reports. In the event the committee representative is not available to give a report at the designated time, they may ask the Chair to allow have a designated committee member read the repot into the record.

b) All verbal committee reports shall represent an account of the committee's respective meeting minutes and must include the specifications referenced in **Attachment A,** which is included at the end of this policy and incorporated herein by reference. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology under extraordinary circumstances as determined to exist by the Chair.

c) The representative shall refrain from making any personal observations or comments during this time. Any such personal remarks shall only be made by the speaker during the opportunity for general public comments.

d) The written reports of the committee shall be typed to include **ATTACHMENT B**, which is included at the end of this policy, and incorporated herein by reference.

e) Three (3) business days prior to the scheduled SBW, each advisory committee shall electronically submit their written

committee reports if they will not be present at the School Board workshop and associated formal recommendations to the Office of Communications and Legislative Affairs electronically, by attaching and emailing the following email: ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM.

f) Written committee reports will be shared with the School Board two (2) business day prior to the scheduled SBW and published for public view.

g) Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.

4. Public Agenda Comments on Items at Regular or Special School Board Meetings, Public Hearings or School Board Workshops:

a) An electronic portal shall be developed at https://www.browardschools.com/publicparticipation for the public to register to provide in-person comments to any of the agenda items. Registration for in-person comments on any agenda item may be submitted no later than 1:00 p.m. the day before the published date of the School Board Meeting or Workshop. Members of the public must access the portal to register to speak. Anonymous or guest profiles are not an option. The speaker's name, city, and email must be included in the profile to register to speak. Any person who failed to pre-register by 1:00 p.m. the day before, may present public comments by appearing at the meeting location and completing the Comment Request Card before the scheduled time of the School Board Meeting. Once a motion to place the consent agenda on the floor is made by the School Board, the submission of any additional comment cards will be closed by the Board Chair. As to comment cards for the open agenda, the motion to place an individual item from the open agenda on the floor will mark the end of the submission period for any further comment cards related all open items on the agenda.

b) A member of the public shall be allotted up to five (5) minutes to address all consent agenda items collectively and up to five (5) minutes to address all open agenda items collectively at any RSBM, SSBM, Public Hearings, or School Board Workshop. This time allotment provides a total of up to ten (10) minutes for comments on agenda items and is included within the overall 10-minute maximum speaking time outlined in subsection

VII(A)(1). Public comments may also be received on motions and amendments relating to agenda items for a time up to one (1) minute. A speaker's total time to speak shall not exceed the total time pursuant to subsection VII(A)(1) of this policy in a single meeting. Speakers' comments will be heard on the consent agenda items before the Board votes on those items. Before the consent agenda is moved to the floor by the School Board, the Board chair will call on speakers who have signed up to speak on those items and provide them the opportunity to speak. Likewise, before the School Board considers the items on the open agenda, the Board chair will call on speakers who have signed up to speak on those items and provide them the opportunity to speak.

c) Designated Spokesperson for Several Speakers – When a large number of individuals have signed up to speak according to this policy at a regular or special Board meeting or at a workshop, the Board encourages groups or factions with a shared position on a proposition or item to designate a spokesperson. This approach facilitates a comprehensive and organized presentation of the group's or faction's position on the issue while minimizing repetitive comments. Any one speaker or spokesperson for a group shall be permitted to speak no more than five (5) minutes on any one agenda item, nor more than a total of ten (10) minutes during the Board meeting, including speaking time during the public hearing. Additional comments may be submitted in writing.

d) Comments by the public on an agenda item must pertain to the specifics of the topic. Speakers on agenda items may not use their time to speak on issues that are tangential or only slightly connected to the agenda item.

e) The Chair may interrupt, notify, and warn a speaker at such time that the speakers' comments: (1) have gone beyond the subject matter of the agenda item; (2) addressing matters that are unrelated to the business of the School Board; (3) are obscene, personally directed, or abusive; or (4) that otherwise violate this policy. Defamatory remarks or personal insults against individuals are not permitted. Speakers are asked to demonstrate proper decorum and model the District's eight-character traits: cooperation, responsibility, citizenship, kindness, respect, honesty, self-control, and tolerance. Speakers shall refrain from obscene or vulgar conduct, slanderous remarks, or statements that tend to incite violence or the breach of the peace. Persons in the audience may also be notified and warned that their conduct violates this policy.

B. Written Agenda Comments:

1. In lieu of presenting in-person comments, members of the public may provide written agenda comments to any of the agenda items. An electronic portal shall be developed on the district website at https://www.browardschools.com/publicparticipation to assist the public in providing such written agenda comments. Public Written Agenda Comments must be submitted no later than 1:00 p.m. the day before the published date of the School Board meeting or workshop. Anonymous comments or guest profiles will not be accepted. The submitting person's name, city of residence, and email fields must be provided and made available for public inspection. Written agenda comments should be a maximum of 2250.
2. If an item is added to the agenda within twenty-four (24) hours of the published time of the School Board meeting, Workshop, or Public Hearing, the public must submit any written agenda comments on such added agenda item no later than two (2) hours prior to the start of the meeting or workshop.
3. All submitted written agenda public comments will be distributed to all School Board members and shall be attached to the meeting and workshop minutes.
4. Public written comments shall be limited to one comment, per person, per agenda item.
5. Members of the public are encouraged to use the School District's good character traits when submitting comments. If any inappropriate language is expressed, the submitters account will be notated with a warning and will be disabled for one (1) month. If these offenses occur a second time, the system will disable the person's account permanently.

C. If ten (10) or more public speakers register to speak on any single agenda item or speaking session, the Chair has the discretion to separate that agenda item or speaking session and reduce each individual speaker's allotted time limit or set a maximum collective speaking time that will be made available for all public speakers upon the agenda item. This discretion does not include the ability to remove the names of speakers from the list and each speaker shall be afforded the opportunity to present comments. Following each public speaker's allotted time, the podium and microphone will be reset for the next public speaker.

D. No public comments will be permitted when the School Board is participating in a Board Training or when the School Board is acting in its quasi-judicial function during bid protests, employee discipline proceedings, or other administrative proceeding being conducted pursuant to Chapters 120 and 447, Florida Statutes.

E. Public speakers shall not engage in political campaigning during their public speaking time, including making statements regarding any candidacy. Public

speakers shall not wear any buttons, caps, shirts, or items of clothing that could constitute political activity.

F. Public speakers shall not engage in solicitation or discussion on pending litigation, or any pending administrative proceedings being conducted pursuant to Chapter 120, Florida Statutes. Any lobbying must comply with the rules set forth in School Board Policy 1100B and the Purchasing Policy.

G. Public speakers shall identify themselves by stating their name, city of residence, and if they are a lobbyist. If they fail to do so, the Chair shall request that the speaker states these items for the record.

H. Speakers' remarks should be directed to the Chair or the School Board as whole, and not to individual School Board members. Any speaker violating this prohibition may be ruled out of order by the Chair and be directed to yield the podium. School Board members will not engage in dialogue with speakers.

I. Public speakers may not refuse to yield the podium when the Chair has advised that their time has expired.

VIII. DECORUM

A. In advance of receiving comments from public speakers, the Chair shall read, the rules for expected decorum which are as follows:

1. The audience may not make any verbal outburst or engage in other disruptive behavior during a meeting.
2. Heckling, shouting, or making comments from the audience shall not be permitted.
3. No signs or placards shall be allowed in the School Board meeting.
4. Personal accusatory, slanderous, or defamatory comments, made against individual Board members, the Superintendent, or District staff are prohibited as unrelated to Board business.
5. To maintain order and ensure that each meeting is accessible and appropriate for its intended audience, including students in grades K-12, speakers and audience members may not use any form of profanity, engage in disorderly behavior, or make abusive comments or threats. Comments that are pornographic in nature or otherwise depict or describe sexual conduct are also prohibited. For purposes of this policy:
    a. abusive comments include, but are not limited to, those that a reasonable person would determine: (i) are intended to cause intimidation, humiliation, or distress; (ii) would result in substantial physical harm or substantial psychological harm as a result of intimidation, humiliation, or distress; or (iii) exploit someone's known physical or psychological disability; and

b. b. threats include, but are not limited to, comments meant to frighten or intimidate one or more specified persons into believing they will be harmed by the speaker or someone acting at the speaker's behest

6. Persons exiting the School Board meeting shall do so quietly and in an orderly fashion without disrupting the function of the meeting.

B. The Chair may turn off the microphone or recess the meeting if any person persists in interfering with the expeditious or orderly process of leaving the meeting or fails to conform their remarks to the requirements of this policy after being duly warned that said behavior would result in removal. Alternatively, after a warning, the Chair may direct any law enforcement official or sergeant-at-arms to remove the speaker or audience member from the meeting room and restricted access from further appearance before the School Board for the balance of the meeting. (Section 1001.372(3), Florida Statutes.

C. Any conversations including on cell phones are not permitted while in the room where the School Board meeting is being conducted. Such personal conversations within the meeting room are only permitted during meeting breaks or periods of recess called by the Chair. Cellular telephones or other portable electronic devices must be set to silent mode to avoid disruption of the meeting. All individuals must quietly exit the meeting room to answer incoming phone calls.

IX. PUBLIC RECORDS REQUEST

A. Any member of the public who desires to review or inspect public records that are maintained by the School District shall be permitted to do so within a reasonable time period and under reasonable conditions, and under the supervision of the custodian of the public record or their designee pursuant to the requirements of Section 119.07, Florida Statutes, subject to any applicable exemptions including those contained in Section 119.071, Florida Statutes, and any other applicable state and federal laws. Although a request is not required to be in writing, it is recommended that all public records requests be sent to recordrequests@browardschools.com to ensure the request is logged in, acknowledged, expressly conveyed, and responded to in an appropriate manner.

B. Any member of the public who desires to obtain a copy of a public record will be provided with an estimate of the cost of locating and copying the document. Payment for the expense shall be provided by the requesting party prior to receiving the requested documents.

X. USE OF COMMUNICATIONS MEDIA TECHNOLOGY

A. If a quorum of the School Board members is physically present at the location of a RSBM, SSBM, or School Board Workshop exists, a School Board member may attend and participate such meetings through the use of communications media technology and must verbally announce each of their comments and votes.

B. School Board members are not permitted to attend Closed Door Meetings or Attorney Client Sessions through the use of communications media technology.

XI. ADA ACCOMMODATIONS FOR MEETINGS

A. The School Board complies with the Americans with Disabilities Act of 1990 (ADA) in the conduct of its meetings and workshops. Any person requiring an accommodation to attend a School Board Meeting or Workshop should contact Equal Educational Opportunities / ADA Compliance**,** 600 SE Third Avenue, Fort Lauderdale, Florida 33301; Phone: 754-321-2150; Fax: 754-321-2714; TTL: 754-321-2158.

Policy Custodian: Office of Communications and Legislative Affairs

Previous Policy Number: 1100A

Policy Status: Active

Authority Chapters 112, 120 and 447, Florida Statutes; Sections § 119.07, 286.011, 447.605, 839.26; 1001.36, 1001.371, 1001.372, 1001.395, 1001.42, 1001.43, 1001.50; 1012.22, Florida Statutes

History: Policy Adopted: 8/15/74 **Policy Amended:** 1/6/77; 5/1/80; 2/18/82; 1/24/85; 3/14/89; 5/17/94; 4/7/98, 5/19/98, 10/16/01; 8/20/02; 2/3/04; 8/3/04; 4/12/05; 8/2/05; 9/27/05; 05/03/11; 12/04/12, 7/23/19; 8/20/19, 4/20/2021, 5/29/2024

Established 1915
BROWARD
County Public Schools

ATTACHMENT A

VERBAL COMMITTEE REPORT ORDER OF SPECIFICATION

Committee representatives may present a verbal committee report at School Board Workshops, during the time designated by the School Board Chair. In the event the committee representative is not available to give a report at the designated time, they may ask the Chair to allow a designated committee member to read the report into the record. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology under extraordinary circumstances as determined to exist by the Chair.

All verbal committee reports must include the following information when applicable, when presented to the members of the School Board.

1. Committee Name
2. Committee Chair Name
3. Committee Meeting Date(s)
4. Meeting(s) Attendance
5. Brief Synopsis of Meeting Highlights
6. Details of Site Visits
7. Committee Meeting Special Guests/Presentations
8. Areas of Interest and/or Concern
9. Official Recommendations to the School Board, including a one-page summary (per recommendation)

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.



Established 1915
BROWARD
County Public Schools

ATTACHMENT B

WRITTEN COMMITTEE MEETING SUMMARY REPORT

Two (2) business days prior to the scheduled school board workshop, each advisory committee shall electronically submit this written committee report, if they will not be present at the School Board workshop, to the Office of Communications and Legislative Affairs electronically, by attaching and emailing the following school district email inbox: ***ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM****.*

Committee Information

Chair		SBBC Division Dept Support	
Liaison		Report Date	

Brief Synopsis of Meeting Highlights

I.	Enter Highlight Item 1
II.	Enter Highlight Item 2
III.	Enter Highlight Item 3
IV.	Enter Highlight Item 4
V.	Enter Highlight Item 5

Attendance History

Present Committee Members:	
Absent Committee Members:	
Quorum Meeting in accordance with School Board Policy 1070 (Yes/No)	

*Recommendations to the School Board

*Including one page summary

Recommendation 1 (including vote results):
Recommendation 2 (including vote results):
Recommendation 3 (including vote results):

Committee Minutes

Pursuant to School Board Policy 1070- the minutes of each committee meeting shall be recorded, and open to public inspection. All such agendas, minutes, correspondence, documents, information, and emails regarding the conduct of the committee's business shall be transmitted to the committee's school district/facilitator for purposes of record retention.

Directions: For every committee meeting, minutes must be captured. Fill out each section below. Be as detailed and concise as possible. If you need further direction, contact the committee liaison assigned to the Committee.

Actions Taken on Agenda Items

I. Call to order (Include Time)

II. Roll Call

III. Approval of minutes from last meeting (ie: as is, with revisions, with amendments, etc.)

Meeting Date	Approval Status

IV. Old Business & Actions

Meeting Date

V. New Business
   a.
   b.
   c.

VI. Adjournment (Include Time 00:00 AM/PM)

Next Meeting: Date – Time – Location

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.

Policy 1020

SCHOOL BOARD MEETINGS AND RULES OF ORDER

STATEMENT OF PURPOSE

The School Board of Broward County (the "School Board); serves as the corporate body of the School District, conducting board meetings only within the confines of the laws of Florida, including the Florida Sunshine Law (Chapter 286) and the public meetings and records laws (Section 447.605, Florida Statutes). As a corporate body, the School Board may transact business at official meetings of the School Board. An individual School Board member has no authority to act in an official capacity absent the delegation of authority by the School Board at an official meeting. It is the policy of the School Board that this Policy shall govern all official meetings of the School Board.

I. GENERAL RULES

A. All official actions by the School Board shall be taken only at Regular or Special meetings of the School Board and these meetings shall be open to the public.

B. The School Board shall hold not less than one (1) Regular meeting each month for the transaction of business according to a schedule arranged by the School Board.

C. School Board Workshops and Retreats shall be held publicly, in accordance with the School Board's governing laws, at a time and place open to the public.

D. Regular and Special School Board meetings shall be held at the Kathleen C. Wright Board Room, 600 Southeast Third Avenue, Fort Lauderdale, Florida., However, Regular, and Special meetings of the School Board may also be held at any appropriate public place in Broward County with proper public notice.

E. All School Board meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, and School Board policies. If any conflict arises between Robert's Rules of Order, Newly Revised, and a School Board policy, the policy shall supersede.

F. Five (5) School Board members physically present at the meeting constitutes a quorum.

G. Regular and Special meetings shall have a maximum duration ~~not commence pass a duration~~ of eight (8) hours and may only be extended with ~~need~~ a simple majority vote ~~to extend the meeting~~.

H. If the School Board Chair is absent, the Vice Chair will commence the meeting or workshop. If both the Chair and Vice Chair are absent, then the Superintendent of Schools shall preside over the process for selecting a Chair Pro Tempore by a majority vote of the School Board members.

II. TYPES OF MEETINGS DEFINED

A. Regular School Board Meetings (RSBM) are official business meetings of the School Board. The purpose of which is to advance the official business of the School District. During RSBM, the School Board will dedicate its focus to the operational agenda, including committee reports.

B. Special School Board Meetings (SSBM) are emergency or special sessions of the School Board, which can be called by the District School Superintendent; or by the District School Superintendent on request of the Chair of the School Board; or by a majority of the School Board Members, provided written notice of the time and purpose of the meeting was publicized two (2) days in advance. The scheduling and agenda for these sessions shall be approved by the Chair. There are no committee reports given at these meetings and speakers may only address the agenda items.

C. School Board Workshops (SBW) are explorations of matters concerning the business of the School District. Workshops are for the sole purposes of communicating information and engaging in general discussion on operational and policy topics. A majority of the Workshop agenda will focus on students, progressive monitoring, and learning-centered topics. The School Board will take no official action in a workshop.

D. Closed Door Sessions are sessions of the School Board that are generally scheduled as needed or requested by staff and are closed due the exempt status of the subject matter, pursuant to the Sunshine Law. School Board members will be notified no later than 48 hours prior to the session. These general types of Sunshine Law-exempt meetings include collective bargaining discussions between the Superintendent and the School Board (Section 447.605, Florida Statutes); cybersecurity information meetings (Section 119.0725, Florida Statutes); security or fire safety system plan meetings; competitive solicitation negotiations with a vendor; oral presentations by a vendor during a competitive solicitation, vendor answers to questions during a competitive solicitation; and discussions of negotiation strategies for a competitive solicitation. Public officers or employees are prohibited from disclosing any information not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties

pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes

Attorney Client Session is a meeting, regarding pending litigation, requested pursuant to Section 286.011 of the Florida Statutes, by legal counsel employed or retained by the School Board. Public officers or employees are prohibited from disclosing information related to an Attorney Client Session that is not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes.

III. AGENDAS

A. School Board meeting agendas shall be publicly released at least seven (7) days in advance of each RSBM. The agenda for a SSBM conducted under authority of Section 1001.372(1) of the Florida Statutes shall be publicly released not less than forty- eight (48) hours preceding the meeting.

B. School Board agendas shall be prepared with an itemized list to be considered in order of presentation. After the distribution of the agenda, no changes, deletions, or additions shall be made except for good cause as permitted by Section 120.525(2), Florida Statutes. Good cause is determined by the Board Chair and stated on the record. ~~Absent the recognition of added speakers, all items added to the agenda for good cause shall be considered as part of the Open Agenda~~.

C. RSBM agendas will be divided into two sections: the Consent items and the Open items. The Chair shall move on the "Consent" items which permits all consent items to be moved and voted upon together except for those consent items that are pulled as set forth herein, starting with non-instructional appointments and leaves. All items with a financial impact, policies, resolutions, proclamation, ~~added items,~~ all items for reduction of retainage, and for receipt of audits shall be placed as Open items. Consent items will be noted by a single letter, and Open items will be noted by double letters. Open items will be organized together.

D. A roll call upon a matter may be made at any time during a RSBM or SSBM upon request of any School Board member. The call of the roll shall be made alphabetically by the Supervisor of Official School Board Records or the Supervisor's designee. At the request of a School Board member, the Chair shall rotate alphabetically the order of the roll call vote.

E. School Board Reports shall be part of the RSBM agenda and may be made at the request of School Board members.

F. After receipt of a meeting or workshop agenda, School Board members shall review all agenda items and submit any inquiries to the Office of Communications and Legislative Affairs for follow-up by the last business day

of the same week. Board members shall identify the agenda item number for each inquiry and forward all requests to the BCPSBoardMemberRequest mailbox. To assist the Board with meeting preparation, the Office of Communications and Legislative Affairs shall poll the Board of any agenda item they wish to address in advance of the meeting. Board members will be asked to identify any agenda items they would like to pull for discussion and forward their requests to the same electronic mailbox for processing no later than 10 a.m. the day prior to the meeting. All completed follow-up responses and the complete list of pulled agenda items will be sent to the Board as one complete packet within 24 hours of the meeting. While staff will make every attempt to respond fully and accurately in advance to requests received after the deadlines mentioned in this section; these answers may be provided to the Board during the School Board meeting. Completed responses will also be attached to the appropriate agenda item and published online for public view.

G. To reduce workshop-type discussions and expedite the conducting of business at Regular/Special School Board Meetings and Public Hearings, School Board members shall take full advantage of the BCPSBoardMemberRequest mailbox and schedule direct meetings with the Superintendent and appropriate Executive Leaders to ensure that their inquiries and comments are shared in advance of the meetings.

IV. SUBMISSION OF MEETING AGENDA ITEMS BY SCHOOL BOARD MEMBERS

A. The Superintendent shall establish the agenda for School Board meetings.

B. A School Board member may add agenda items for action according to the provisions set forth in the sections below. However, the agenda item cannot recommend actions, duties or responsibilities reserved solely for the Superintendent.

C. Items submitted by Board members may include:

1. Electing School Board Officers (§ Section 1001.371, Florida Statutes);
2. Setting boundaries of any School Board member residence area (Section, 1001.36 (2), Florida Statutes);
3. Proposing single-member representation for each member residence area covering the entire district before the voters (Section 1001.362 (3)(a), Florida Statutes);
4. Setting School Board member compensation and being reimbursed for official travel expenses (Sections 1001.395 and 1001.39, Florida Statutes);
5. Making alternate employment selections under the strict provisions of (Section 1012.22 (1)(a)3, Florida Statutes);
6. Selecting, evaluating, and directing the School Board's direct reports and positions that are established by statute or School Board rules for those reporting directly to the School Board, such as an appointed

Superintendent, Chief Auditor, and General Counsel (Sections 1001.50 and 112.313, Florida Statutes);

7. Establishing and disestablishing advisory committees to the School Board Sections 1001.371 and 1001.43(10), Florida Statutes).;
8. Initiating the rulemaking process by bringing forth agenda items for the establishment of School Board policy (Chapter 120 and Section 1001.43, Florida Statutes.); and
9. Proposing budgetary items regarding the School District's annual budget (Section 1001.42(12)(b), Florida Statutes
10. Any other matters limited to statutory responsibility of Florida school board members.

D. For the purposes of proper notice and public access to the agenda, School Board members will adhere to the Superintendent's Planning Calendar when adding items to the agenda. School Board items are to be set as Board items on the agenda by collaboration with the Superintendent or designee for placement on the agenda. Items submitted by the School Board member will be addressed during a RSBM.

E. For School Board agenda items addressed in subsection "B and C" above, these items, inclusive of attachments, shall be brought at least seven (7) days in advance for the purposes of proper notice and public access to the agenda item.

F. Individual School Board members may also request that items related to any School Board business be presented for discussion during formalized Board Reports, Workshops or School Board Meetings.

G. Individual School Board members may propose a rule by contacting the Office of Communications and Legislative Affairs and following the procedure pursuant to School Board Policy 1000(1)(A).

H. Co-sponsoring of agenda items- After reviewing the agenda items, the School Board member will send a notification by email to the Office of Communications and Legislative Affairs and copy Official School Board Records, indicating their sponsorship for the respective agenda item(s) within five (5) business days of receiving the agenda delivery.

1. The Office of Communications and Legislative Affairs will make the appropriate notations on the respective agenda item(s) and deliver a revised agenda to the School Board within seven (7) days of the scheduled meeting/workshop. The District website will be updated simultaneously with the revised agenda to inform the public of the co-sponsorships.

V. RULES GOVERNING DEBATE

A. If an agenda item has been acted upon by the School Board during a meeting, at that same meeting, new information or a changed situation makes it appear that a different result might reflect the true will of the assembly, a motion for reconsideration of the agenda item may only be made by a School Board member who voted on the prevailing side when the School Board originally acted upon the agenda item. Although this motion must be seconded, the seconding can be done by any Board member regardless of how he/she originally voted on the motion to be reconsidered. Reconsideration of an agenda item acted upon at an adjourned or past meeting may be brought to the Board as a new agenda item for reconsideration.

B. A School Board member having obtained the floor while debating a motion at a School Board Meeting or Public Hearing can speak no longer than an initial five (5) minutes and three (3) minutes for rebuttal per motion. For School Board Workshops, a School Board member having obtained the floor while debating an agenda item can speak no longer than an initial ten (10) minutes and three (3) minutes for each additional round of discussion. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired. The understanding of the agenda item is essential, thus the response time from staff of all questions posed by a Board member shall not be deducted from the Board member's debate time. School Board members shall not speak again until the other School Board members have had the opportunity to be heard. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired.

C. A School Board member reading a report is not considered debating, but the member is bound by the time limitations when speaking in support or against the motion.

D. A School Board member cannot yield any unexpired portion of their time to another member. No member can speak more than twice on any agenda item on the same day. Contingent upon the sum of business before the Board or subject matter of the agenda item, the number of speaking rounds may be extended at the discretion of the Chair or majority of the School Board. If the agenda item is discussed again on another day, all School Board members have a right to debate again. Merely asking a question or making a secondary motion is not considered debate.

E. Each debatable motion is a separate question with respect to a School Board member's right to speak. Thus, the member can speak for five (5 minutes) on the main motion and any subsequent motion based on the same agenda item.

F. All matters not covered by School Board Policies, Florida Statutes, or other governing documents, shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

VI. SCHOOL BOARD'S ROLE IN PERSONNEL NOMINATIONS

A. The School Board may reject employment nominations of the Superintendent only for good cause, pursuant to Section 1012.229(1)(a)(2), Florida Statutes.

B. In the event a School Board Member rejects a Superintendent's nomination, the name of the individual and specific facts that would constitute good cause must be clearly expressed during the School Board meeting and made part of the record.

VII. PUBLIC PARTICIPATION

A. The public may participate during School Board meetings and workshops, as follows:

1. One member of the public may speak for no more than a total of ten (10) minutes during any single meeting, excluding that person's general public speaking comments. Within this total, speakers are allowed up to five (5) minutes to address items on the consent agenda and an additional five (5) minutes to address any open items on the agenda. Any unused time during the consent or open agenda may only be utilized to comment on motions and amendments relating to agenda items.
~~One member of the public may speak for no more than a total of fifteen (15) minutes during any single meeting, including that person's submitted written and general public comments. However, this time calculation shall not include the time utilized when providing committee reports.~~
2. General Rules Governing Public Speaking at Regular School Board Meetings

a) There shall be a maximum of ten (10) speakers, or a total of 30 minutes reserved on each RSBM agenda for public speakers. This time shall be known as the General Public Speakers section. This section of the agenda may be split between A.M and P.M. sessions and shall provide an opportunity for any member of the public to reserve time to address the School Board regarding matters of relevance to public education. Members of the public who would like to speak prior to the start of the meeting must register to speak in-person and the Board Chair will only recognize registered participants. Speakers should not engage in discussion regarding issues that are currently in litigation or a quasi-judicial action. Persons desiring to make a presentation as a general public speaker shall register electronically, via an online portal on the School District's website at least five (5) calendar days prior to the

School Board meeting. Access to the platform is incorporated herein by reference as part of this Policy and can be found at: browardschools.com/publicparticipation. This will enable the School District to place the public speaker on the School Board agenda to conduct an administrative review of the topic in advance of the meeting. Those persons not registered at least five (5) calendar days in advance of the meeting, but who wish to address the School Board on topics pertaining to the School District, shall contact Official School Board Records to be placed on a waiting list to be heard if time permits during the thirty (30) minute -time period reserved for public speakers; or at the discretion of the Chair, to be heard at the end of the School Board meeting. School Board members will not engage in dialogue with the public speakers. No action shall be taken on a speaker's topic unless otherwise included on the meeting's agenda.

b) During the General Public Speakers segment of a meeting, a member of the public who has registered to speak shall be allowed, and not to exceed, a total of three (3) minutes (or the time remaining pursuant to subsection VII(A)(1) of this policy) to speak on non-agenda items that pertain to the general business or operations of the School Board or School District. ~~However, a registered speaker may request to yield that speaker's reserved time to a designated registered speaker. Registered speakers must be present at the meeting at the time of the request to yield their time, and the reserved time must be yielded at the beginning of the other designated speaker's turn to speak. The speaking time yielded to another registered speaker will be pooled for a maximum allocation of six (6) minutes of speaking time (or the time remaining pursuant to subsection VII(A)(1) of this policy) for the designated registered speaker. The designated registered speaker to whom this additional time is yielded will only be afforded one opportunity to speak during the General Public Speakers segment of the meeting.~~

3. General Rules Governing Committee Reports

a) Committee representatives may present committee reports at the first School Board Workshop (SBW) ~~the RSBM~~ of each month, during the time designated by the School Board Chair. Presenting committee reports during SBW will significantly enhance collaboration and foster open dialogue by providing a flexible platform for shared insights, encouraging diverse perspectives, and facilitating constructive discussions. Committee report agenda items at SBW shall comprise of a verbal (or written) presentation of the committee reports, a collaborative exchange of ideas, a joint discussion that

promotes collective problem-solving and innovation among participants, and a means for the members of the School Board to provide guidance, through consensus, to their direct reports. In the event the committee representative is not available to give a report at the designated time, they may ~~either~~ ask the Chair to allow ~~them to speak at another time or~~ have ~~the committee's staff liaison/ facilitator or~~ a designated committee member read the repot into the record.

b) All verbal committee reports shall represent an account of the committee's respective meeting minutes and must include the specifications referenced in **Attachment A,** which is included at the end of this policy and incorporated herein by reference. ~~will be accompanied by the formal committee motions of the advisory group~~. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology under extraordinary circumstances as determined to exist by the Chair.

c) The representative shall refrain from making any personal observations or comments during this time. Any such personal remarks shall only be made by the speaker during the opportunity for general public comments.

d) The written reports of the committee shall be typed to include **ATTACHMENT B**, which is included at the end of this policy, and incorporated herein by reference. ~~the committee names, meeting date(s), motions, voting results, and any supplemental recommendations associated with the report and motions~~.

e) ~~Two (2)~~ Three (3) business days prior to the scheduled ~~RSBM~~SBW, each advisory committee shall electronically submit their written committee reports if they will not be present at the School Board workshop ~~meeting~~ and associated formal recommendations ~~motions~~ to the Office of Communications and Legislative Affairs electronically, by attaching and emailing ~~their report and any accompanying formal committee motions to~~ the following email: ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM.

f) Written committee reports will be shared with the School Board ~~one (1)~~ two (2) business day prior to the scheduled ~~RSBM~~ SBW and published for public view.

g) Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the ~~motions~~ recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.

4. Public Agenda Comments on Items at Regular or Special School Board Meetings, Public Hearings or School Board Workshops:

a) An electronic portal shall be developed at https://www.browardschools.com/publicparticipation for the public to register to provide in-person comments to any of the agenda items. Registration for in-person comments on any agenda item may be submitted no later than 1:00 p.m. the day before the published date of the School Board Meeting or Workshop. Members of the public must access the portal to register to speak. Anonymous or guest profiles are not an option. The speaker's name, city, and email must be included in the profile to register to speak. Any person who failed to pre-register by 1:00 p.m. the day before, may present public comments by appearing at the meeting location and completing the Comment Request Card before the scheduled time of the School Board Meeting. Once a motion to place the consent agenda on the floor is made by the School Board, the submission of any additional comment cards will be closed by the Board Chair. As to comment cards for the open agenda, the motion to place an individual item from the open agenda on the floor will mark the end of the submission period for any further comment cards related all open items on the agenda.

b) A member of the public shall be allotted up to five (5) minutes to address all consent agenda items collectively and up to five (5) minutes to address all open agenda items collectively at any RSBM, SSBM, Public Hearings, or School Board Workshop. This time allotment provides a total of up to ten (10) minutes for comments on agenda items and is included within the overall 10-minute maximum speaking time outlined in subsection VII(A)(1). ~~A member of the public shall be allotted up to three (3) minutes to speak on any agenda item at any RSBM, SSBM, Public Hearings or School Board Workshop.~~ Public comments may also be received on motions and amendments relating to agenda items for a time up to one (1) minute. A speaker's total time to speak shall not exceed the total time pursuant to subsection VII(A)(1) of this policy in a single meeting. Speakers' comments will be heard on the consent agenda items before the Board votes on those items. Before the consent agenda is moved to the floor by the School Board, the Board chair will call on speakers who have signed up to speak on those items and provide them the opportunity to speak. Likewise, before the School Board considers the items on the open agenda, the Board chair will call on speakers who have signed up to speak on those items and provide them the opportunity to speak.

~~c) Speakers registered for public comments on agenda items may request permission from the Chair to yield their time to a~~

~~designated registered speaker. Speakers must be present at the meeting at the time of the request to yield their allotted time, and the allocated time must be yielded at the beginning of the other designated registered speaker's time to speak. The yielded time will be pooled for a maximum of six (6) minutes of speaking time (or the time remaining in the individual allotment pursuant to subsection VII(A)(1) of this policy) may not split their allotted time and may not yield a portion of it to another designated registered speaker. The speaker to whom speaking time is yielded will be afforded only one opportunity during the meeting to speak regarding the agenda item.~~

d) Designated Spokesperson for Several Speakers – When a large number of individuals have signed up to speak according to this policy at a regular or special Board meeting or at a workshop, the Board encourages groups or factions with a shared position on a proposition or item to designate a spokesperson. This approach facilitates a comprehensive and organized presentation of the group's or faction's position on the issue while minimizing repetitive comments. Any one speaker or spokesperson for a group shall be permitted to speak no more than five (5) minutes on any one agenda item, nor more than a total of ten (10) minutes during the Board meeting, including speaking time during the public hearing. Additional comments may be submitted in writing.

e) Comments by the public on an agenda item must pertain to the specifics of the topic. Speakers on agenda items may not use their time to speak on issues that are tangential or only slightly connected to the agenda item.

f) The Chair may interrupt, notify, and warn a speaker at such time that the speakers' comments: (1) have gone beyond the subject matter of the agenda item; (2) addressing matters that are unrelated to the business of the School Board; (3) are obscene, personally directed, or abusive; or (4) that otherwise violate this policy. Defamatory remarks or personal insults against individuals are not permitted. ~~Derogatory comments expressed against individual School Board members or School District staff are strictly prohibited.~~ Speakers are asked to demonstrate proper decorum and model the District's eight-character traits: cooperation, responsibility, citizenship, kindness, respect, honesty, self-control, and tolerance. Speakers shall refrain from obscene or vulgar conduct, slanderous remarks, or statements that tend to incite violence or the breach of the peace. Persons in the audience may also be notified and warned that their conduct violates this policy.

~~g) To address items on the consent portion of a RSBM agenda, a member of the public may request that such item be pulled and~~

~~placed on the Open Agenda. This request shall be made at the beginning of the meeting when the School Board members are polled by the Chair regarding any items they wish to speak on during the meeting.~~

B. Written Agenda Comments:

1. In lieu of presenting in-person comments, members of the public may provide written agenda comments to any of the agenda items. An electronic portal shall be developed on the district website at https://www.browardschools.com/publicparticipation to assist the public in providing such written agenda comments. Public Written Agenda Comments must be submitted no later than 1:00 p.m. the day before the published date of the School Board meeting or workshop. Anonymous comments or guest profiles will not be accepted. The submitting person's name, city of residence, and email fields must be provided and made available for public inspection. Written agenda comments should be a maximum of 2250.
2. If an item is added to the agenda within twenty-four (24) hours of the published time of the School Board meeting, Workshop, or Public Hearing, the public must submit any written agenda comments on such added agenda item no later than two (2) hours prior to the start of the meeting or workshop.
3. All submitted written agenda public comments will be distributed to all School Board members and shall be attached to the meeting and workshop minutes.
4. Public written comments shall be limited to one comment, per person, per agenda item.
5. Members of the public are encouraged to use the School District's good character traits when submitting comments. If any inappropriate language is expressed, the submitters account will be notated with a warning and will be disabled for one (1) month. If these offenses occur a second time, the system will disable the person's account permanently.

C. If ten (10) or more public speakers register to speak on any single agenda item or speaking session, the Chair has the discretion to separate that agenda item or speaking session and reduce each individual speaker's allotted time limit or set a maximum collective speaking time that will be made available for all public speakers upon the agenda item. This discretion does not include the ability to remove the names of speakers from the list and each speaker shall be afforded the opportunity to present comments. Following each public speaker's allotted time, the podium and microphone will be reset for the next public speaker.

D. No public comments will be permitted when the School Board is participating in a Board Training or when the School Board is acting in its quasi-judicial function during bid protests, employee discipline proceedings, or other

administrative proceeding being conducted pursuant to Chapters 120 and 447, Florida Statutes.

E. Public speakers shall not engage in political campaigning during their public speaking time, including making statements regarding any candidacy. Public speakers shall not wear any buttons, caps, shirts, or items of clothing that could constitute political activity.

F. Public speakers shall not engage in solicitation or discussion on pending litigation, or any pending administrative proceedings being conducted pursuant to Chapter 120, Florida Statutes. Any lobbying must comply with the rules set forth in School Board Policy 1100B and the Purchasing Policy.

G. Public speakers shall identify themselves by stating their name, city of residence, and if they are a lobbyist. If they fail to do so, the Chair shall request that the speaker states these items for the record.

H. Speakers' remarks should be directed to the Chair or the School Board as whole, and not to individual School Board members. Any speaker violating this prohibition may be ruled out of order by the Chair and be directed to yield the podium. School Board members will not engage in dialogue with speakers.

I. Public speakers may not refuse to yield the podium when the Chair has advised that their time has expired.

VIII. DECORUM

A. In advance of receiving comments from public speakers, the Chair shall read, the rules for expected decorum which are as follows:

1. The audience may not make any verbal outburst or engage in other disruptive behavior during a meeting.
2. Heckling, shouting, or making comments from the audience shall not be permitted.
3. No signs or placards shall be allowed in the School Board meeting.
4. ~~No p~~Personal accusatory, slanderous, or ~~derogatory~~ defamatory comments, ~~which identify an individual by position or proper name shall be permitted~~ made against individual Board members, the Superintendent, or District staff are prohibited as unrelated to Board business.
5. To maintain order and ensure that each meeting is accessible and appropriate for its intended audience, including students in grades K-12, speakers and audience members may not use any form of profanity, engage in disorderly behavior, or make abusive comments or threats. Comments that are pornographic in nature or otherwise

depict or describe sexual conduct are also prohibited. For purposes of this policy:

a. abusive comments include, but are not limited to, those that a reasonable person would determine: (i) are intended to cause intimidation, humiliation, or distress; (ii) would result in substantial physical harm or substantial psychological harm as a result of intimidation, humiliation, or distress; or (iii) exploit someone's known physical or psychological disability; and
b. b. threats include, but are not limited to, comments meant to frighten or intimidate one or more specified persons into believing they will be harmed by the speaker or someone acting at the speaker's behest

6. Persons exiting the School Board meeting shall do so quietly and in an orderly fashion without disrupting the function of the meeting.

B. The Chair may turn off the microphone or recess the meeting if any person persists in interfering with the expeditious or orderly process of leaving the meeting or fails to conform their remarks to the requirements of this policy after being duly warned that said behavior would result in removal. Alternatively, after a warning, the Chair may direct any law enforcement official or sergeant-at-arms to remove the speaker or audience member from the meeting room and restricted access from further appearance before the School Board for the balance of the meeting. (Section 1001.372(3), Florida Statutes.

C. Any conversations including on cell phones are not permitted while in the room where the School Board meeting is being conducted. Such personal conversations within the meeting room are only permitted during meeting breaks or periods of recess called by the Chair. Cellular telephones or other portable electronic devices must be set to silent mode to avoid disruption of the meeting. All individuals must quietly exit the meeting room to answer incoming phone calls.

IX. PUBLIC RECORDS REQUEST

A. Any member of the public who desires to review or inspect public records that are maintained by the School District shall be permitted to do so within a reasonable time period and under reasonable conditions, and under the supervision of the custodian of the public record or their designee pursuant to the requirements of Section 119.07, Florida Statutes, subject to any applicable exemptions including those contained in Section 119.071, Florida Statutes, and any other applicable state and federal laws. Although a request is not required to be in writing, it is recommended that all public records requests be sent to recordrequests@browardschools.com to ensure the request is logged in, acknowledged, expressly conveyed, and responded to in an appropriate manner.

B. Any member of the public who desires to obtain a copy of a public record will be provided with an estimate of the cost of locating and copying the document. Payment for the expense shall be provided by the requesting party prior to receiving the requested documents.

X. USE OF COMMUNICATIONS MEDIA TECHNOLOGY

A. If a quorum of the School Board members is physically present at the location of a RSBM, SSBM, or School Board Workshop exists, a School Board member may attend and participate such meetings through the use of communications media technology and must verbally announce each of their comments and votes.

B. School Board members are not permitted to attend Closed Door Meetings or Attorney Client Sessions through the use of communications media technology.

XI. ADA ACCOMMODATIONS FOR MEETINGS

A. The School Board complies with the Americans with Disabilities Act of 1990 (ADA) in the conduct of its meetings and workshops. Any person requiring an accommodation to attend a School Board Meeting or Workshop should contact Equal Educational Opportunities / ADA Compliance**,** 600 SE Third Avenue, Fort Lauderdale, Florida 33301; Phone: 754-321-2150; Fax: 754-321-2714; TTL: 754-321-2158.

Policy Custodian: Office of Communications and Legislative Affairs

Previous Policy Number: 1100A

Policy Status: Active

Authority Chapters 112, 120 and 447, Florida Statutes; Sections § 119.07, 286.011, 447.605, 839.26; 1001.36, 1001.371, 1001.372, 1001.395, 1001.42, 1001.43, 1001.50; 1012.22, Florida Statutes

History: Policy Adopted: 8/15/74 **Policy Amended:** 1/6/77; 5/1/80; 2/18/82; 1/24/85; 3/14/89; 5/17/94; 4/7/98, 5/19/98, 10/16/01; 8/20/02; 2/3/04; 8/3/04; 4/12/05; 8/2/05; 9/27/05; 05/03/11; 12/04/12, 7/23/19; 8/20/19, 4/20/2021, 5/29/2024

Established 1915
BROWARD
County Public Schools

ATTACHMENT A

VERBAL COMMITTEE REPORT ORDER OF SPECIFICATION

Committee representatives may present a verbal committee report at School Board Workshops, during the time designated by the School Board Chair. In the event the committee representative is not available to give a report at the designated time, they may ask the Chair to allow a designated committee member to read the report into the record. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology under extraordinary circumstances as determined to exist by the Chair.

All verbal committee reports must include the following information when applicable, when presented to the members of the School Board.

1. Committee Name
2. Committee Chair Name
3. Committee Meeting Date(s)
4. Meeting(s) Attendance
5. Brief Synopsis of Meeting Highlights
6. Details of Site Visits
7. Committee Meeting Special Guests/Presentations
8. Areas of Interest and/or Concern
9. Official Recommendations to the School Board, including a one-page summary (per recommendation)

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.





ATTACHMENT B

WRITTEN COMMITTEE MEETING SUMMARY REPORT

Two (2) business days prior to the scheduled school board workshop, each advisory committee shall electronically submit this written committee report, if they will not be present at the School Board workshop, to the Office of Communications and Legislative Affairs electronically, by attaching and emailing the following school district email inbox: ***ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM****.*

Committee Information

Chair		SBBC Division Dept Support	
Liaison		Report Date	

Brief Synopsis of Meeting Highlights

I.	Enter Highlight Item 1
II.	Enter Highlight Item 2
III.	Enter Highlight Item 3
IV.	Enter Highlight Item 4
V.	Enter Highlight Item 5

Attendance History

Present Committee Members:	
Absent Committee Members:	
Quorum Meeting in accordance with School Board Policy 1070 (Yes/No)	

*Recommendations to the School Board

*Including one page summary

Recommendation 1 (including vote results):
Recommendation 2 (including vote results):
Recommendation 3 (including vote results):

Committee Minutes

Pursuant to School Board Policy 1070- the minutes of each committee meeting shall be recorded, and open to public inspection. All such agendas, minutes, correspondence, documents, information, and emails regarding the conduct of the committee's business shall be transmitted to the committee's school district/facilitator for purposes of record retention.

Directions: For every committee meeting, minutes must be captured. Fill out each section below. Be as detailed and concise as possible. If you need further direction, contact the committee liaison assigned to the Committee.

Actions Taken on Agenda Items

I. Call to order (Include Time)

II. Roll Call

III. Approval of minutes from last meeting (ie: as is, with revisions, with amendments, etc.)

Meeting Date	Approval Status

IV. Old Business & Actions

Meeting Date

V. New Business
   a.
   b.
   c.

VI. Adjournment (Include Time 00:00 AM/PM)

Next Meeting: Date – Time – Location

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.

SIGN IN SHEET

February 4, 2025, COMMUNITY MEETING

POLICY 1020 SCHOOL BOARD MEETINGS AND RULES OF ORDER

	NAME Please Print as You Wish to be Recognized	City	Zip Code	Check Below if Lobbyist or City Official
1.	Janet Bravo	Pembroke Pines	33024	
2.	Michael Rayner	Ft LD	33312	
3.	Narnike Pierre-Grant	Parkland	33076	
4.	Renaole Grant	Parkland	33076	
5.	Lew Naylor	Oakland Park	33334	
6.	Trudy Vermonovic L	Ft. Laud	33315	
7.	LINDA FERRARA	COOPER CITY	33328	
8.	Mary Fertig	Fort Lauderdale	33301	
9.	Jacqui Luscombe	Coral Springs	33071.	
10.	Sara Gold.	OAKLAND PARK	33334	
11.	Esther Klavan	OAKLAND PARK	33334	
12.	Nathalie Lynch-Walsh			
13.	LATRINSHA Greaves		33311	

SIGN IN SHEET

February 4, 2025, COMMUNITY MEETING

POLICY 1020 SCHOOL BOARD MEETINGS AND RULES OF ORDER

	NAME Please Print as You Wish to be Recognized	City	Zip Code	Check Below if Lobbyist or City Official
14.	Delphia Kaigler	Lauderhill	33311	
15.	Alaska Hunter	Deerfield Bch	33064	
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-02-19	Regular School Board Meeting
CATEGORY:	PP. Policies
DEPARTMENT:	Student Transportation & Fleet Services

Agenda Item Number:	PP-2.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

School Board Policy 6600 (formerly Policy 5300); Bus Transportation ADDED

REQUESTED ACTION:

Adopt the proposed revisions to School Board Policy 6600 (formerly 5300). District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, Financial Impact, and Rationale, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Policy 6600_Redline
- Policy 6600_Clean

FINANCIAL IMPACT:

None.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

N/A **OR** **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Rolando Alvarez	Phone:	754-321-4402
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: February 19, 2025

By: _____

School Board Chair

For more information, please contact:

Name: Wanda Paul
Title: Chief Operations & Facilities Officer
Phone: (754) 321-2659

EXECUTIVE SUMMARY

School Board Policy 6600

Board Meeting Date: February 19, 2025

Recommended Action
Adopt the proposed revisions to School Board Policy 6600 (formerly 5300).

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The proposed revisions to School Board Policy 6600 will become effective for the 2025/2026 school year.

If the Board votes "No": The proposed revisions to School Board Policy 6600 will not become effective for the 2025/2026 school year.

Background/History
Adoption of this policy will allow parents of students not otherwise eligible for transportation to apply to ride school buses on existing routes when empty seats are available. The application window will begin twenty (20) school days after the first day of school.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
Parents will no longer have to wait until October 1st of each school year to apply for empty seats.

Financial Impact
There is no financial impact to the SBBC.

BUS TRANSPORTATION

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ("SCHOOL BOARD") AUTHORIZES THE SUPERINTENDENT OR HIS/HER DESIGNEE TO DETERMINE ~~NONTRANSPORTATION ZONES,~~ SCHOOL BUS ROUTES, ~~AND~~ SCHOOL BUS STOPS AND NON-TRANSPORTATION ZONES, IN ACCORDANCE WITH THE REQUIREMENTS OF LAW AND RULES OF THE STATE BOARD OF EDUCATION~~CONTAINED IN F.S. 234.01~~.

RULES:

1. ~~Bus transportation shall be limited to s~~Students living two (2) miles or more from the ~~student's~~ir boundary/assigned ~~home~~ school ("non-transportation zones") ~~shall be~~are eligible for school ~~District provided~~ bus transportation provided by the School Board.

2. School ~~B~~bus transportation ~~and~~may be provided to other students who are qualified by law and permitted by the rules of the State Board of Education~~state board administrative rules to be transported~~.

3. ~~Exceptions to this policy may be granted a~~~~After October 1~~ After the first ~~thirty~~twenty (320) ~~calendar~~school days of each school year ~~of each year, whereby~~ students not otherwise eligible for school bus transportation may apply ~~be assigned to ride school buses provided~~ for school bus transportation when empty seats are available on an existing route ("Empty Seat ~~olicy~~Program"). Parents of students who have ~~an approved application~~ been granted ~~for~~ an empty seat ~~shall be~~are responsible for the child's arrival at the assigned bus stop ~~and the return home after the student is dropped off~~.

4. An a~~A~~pplication ~~forms~~process for implementing the ~~Empty Seat P~~~~olicy~~Empty Seat Program ~~shall~~will be developed by the Transportation Department and distributed to the schools.

5. Priority will be given to elementary students living within the assigned/boundary school they attend according to grade, age, and distance from the school as determined by the transportation eligibility report furnished to the school. Secondary students will be assigned on a first come, first-serve basis.

6. This service is provided only for schools that receive regular school bus transportation service.

~~5~~7. The Transportation Department will notify each school ~~p~~Principal/~~d~~Designee of the empty seat availability on school buses serving that school after the first ~~thirty~~twenty (320) ~~school~~school days of each school year.

~~6~~8. Parents desiring ~~courtesy~~ school bus transportation under the ~~Policy~~Empty Seat Program for their children must make a written application for this service annually.

~~7~~9. The school ~~p~~Principal/~~d~~Designee will receive applications for ten (10) ~~school~~school days following the announcement of seat availability for ~~courtesy Policy~~school bus transportation under the Empty Seat Program.~~Empty Seat Program school bus transportation.~~

~~8~~10. Students granted ~~courtesy Policy~~school bus transportation under the Empty Seat Program will be required to board and ~~leave~~exit the bus at existing bus stops established ~~prior to the first thirty (30) days of~~ each school year.

~~9. This service shall be provided only for schools which receive regular transportation service.~~

~~10. Priority will be given to elementary students living within the school boundary of the school they attend according to grade, age, and then distance.~~~~will~~Secondary students ~~shall be assigned on a first come, first-serve basis.~~

11. Parents shall indicate acceptance of this method for establishing priority ratings when signing the

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application. Parents will accept the responsibility of providing supervision of their students to and from the bus stop.

12. The ~~p~~Principal/~~d~~Designee ~~shall be~~is responsible for determining which student(s) will have their ~~courtesyolicy~~school bus transportation under the Empty Seat Program~~Empty Seat Program school bus transportation~~ revoked whenever an additional seat is needed for students eligible for transportation, as required by law. For ~~E~~elementary students, ~~to have courtesy transportation revoked~~revocation will be ~~by~~based on highest grade, oldest child, and shortest distance. For ~~S~~secondary students, ~~to have courtesy transportation revoked~~revocation will be ~~shall be removed~~ based on the last student assigned.

13. Parents of students ~~to have courtesy transportation revoked~~subject to the revocation of school bus transportation under the ~~olicy~~Empty Seat Program ~~,bus transportation revocation, shall~~will be given five (5) ~~schoo~~calendar~~l~~ days' written notice ~~by the p~~Principal/~~d~~Designee. The ~~p~~Principal/~~d~~Designee will then notify the area transportation terminal of said ~~denial~~revocation ~~of further courtesy transportation~~school bus ~~transportation under the Empty Seat Program~~Empty Seat Program school bus transportation.

14.~~4.~~ The Superintendent is authorized to create procedures to carry out ~~this process~~the Empty Seat Program.

Policy Custodian: Transportation
Former Policy Number: 5300
Policy Status: Active
Authority: F.S. §§1006.21 and 1006.22, F.A.C. Chapter 6A-3
Policy History: Adopted: 11/13/69; Amended: 9/5/74, 1/6/77, 4/15/80, 6/16/83, 1/15/87, 10/16/90;3/19/96;12/17/96, 10/21/97

~~AUTHORITY: F.S. 230.22 (1) (2)Sections 1006.21 and 1006.22, Florida Statutes~~
~~POLICY ADOPTED: 11/13/69~~
~~POLICY READOPTED: 9/5/74~~
~~POLICY AMENDED: 9/5/74, 1/6/77,; 4/15/80,; 6/16/83,; 1/15/87, 10/16/90;3/19/96;12/17/96, 10/21/97 ;~~
~~10/16/90;3/19/96;12/17/96~~ ~~Amended policy approved: 10/21/97~~

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POLICY 6600

BUS TRANSPORTATION

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ("SCHOOL BOARD") AUTHORIZES THE SUPERINTENDENT OR HIS/HER DESIGNEE TO DETERMINE SCHOOL BUS ROUTES, SCHOOL BUS STOPS, AND NON-TRANSPORTATION ZONES, IN ACCORDANCE WITH THE REQUIREMENTS OF LAW AND RULES OF THE STATE BOARD OF EDUCATION.

I. Rule

A. Students living two (2) miles or more from their boundary/assigned school ("non-transportation zones") are eligible for school bus transportation provided by the School Board. School bus transportation may be provided to other students who are qualified by law and permitted by the rules of the State Board of Education. After the first twenty (20) school days of each school year, students not otherwise eligible for school bus transportation may apply for school bus transportation when empty seats are available on an existing route ("Empty Seat Program"). Parents of students who have an empty seat are responsible for their child's arrival at the assigned bus stop.

II. Eligibility

A. Students not otherwise eligible for school bus transportation may apply to ride school buses when empty seats are available on an existing route.

B. An application process for implementing the Empty Seat Program will be developed by the Transportation Department and distributed to the schools.

C. Priority will be given to elementary students living within the assigned/boundary school they attend according to grade, age, and distance from the school as determined by the transportation eligibility report furnished to the school. Secondary students will be assigned on a first-come, first-serve basis.

D. This service is provided only for schools that receive regular school bus transportation service.

E. The Transportation Department will notify each school Principal/Designee of the empty seat availability on school buses serving that school after the first twenty (20) school days of each school year.

III. Application

A. Parents desiring school bus transportation under the Empty Seat Program for their children must make a written application for this service annually.

B. The school Principal/ Designee will receive applications for ten (10) school days following the announcement of seat availability for school bus transportation under the Empty Seat Program.

C. Students granted school bus transportation under the Empty Seat Program will be required to board and exit the bus at existing bus stops established each school year.

D. Parents shall indicate acceptance of this method for establishing priority ratings when signing the application. Parents will accept the responsibility of providing supervision of their students to and from the bus stop.

IV. Revocation

A. The Principal/Designee is responsible for determining which student will have their school bus transportation under the Empty Seat revoked whenever an additional seat is needed for students eligible for transportation, as required by law. For elementary students, revocation will be based on highest grade, oldest child, and shortest distance. For secondary students, revocation will be based on the last student assigned.

B. Parents of students subject to the revocation of school bus transportation under the Empty Seat Program will be given five (5) calendar days' written notice by the Principal/Designee. The Principal/Designee will then notify the area transportation terminal of said revocation.

C. The Superintendent is authorized to create procedures to carry out the Empty Seat Program.

Policy Custodian: Transportation

Former Policy Number: 5300

Policy Status: Active

Authority: F.S. §§1006.21 and 1006.22, F.A.C. Chapter 6A-3

Policy History: Adopted: 11/13/69; Amended: 9/5/74, 1/6/77, 4/15/80, 6/16/83, 1/15/87, 10/16/90, 3/19/96, 12/17/96, 10/21/97