Agenda
Updated 4/22/2026

April 28, 2026
School Board of Manatee County
Regular Board Meeting - 5:30 PM
Walter Miller School Support Center
Board Room

Times Indicated are Approximate

1. CALL TO ORDER

2. READING OF THE DISTRICT'S VISION - Spray

3. INVOCATION - Mr. Reggie Goff

4. COLOR GUARD - Parrish Community High School

5. PLEDGE OF ALLEGIANCE

6. APPROVAL OF THE AGENDA

1. Approval of the Agenda Amendments - added after publishing

7. APPROVAL OF MINUTES

1. Approval of the Minutes of the March 10, 2026 School Board Meeting and March 31,2026 School Board Workshop -updated 4/22/2026

8. STUDENT CELEBRATIONS

1. Celebrating All-State Recognition for Students and Band Directors
2. Manatee History Day Winners
3. Recognition of Student Athletes
4. MSTV Interns Spotlight
5. Project Heart Program Recognition

9. PUBLIC COMMENTS (UP TO 30 MINUTES)

Public comment is not an open forum to discuss matters unrelated to education, to support or oppose candidates for public office, or to engage in commercial speech attempting to sell a service or product to the School Board or public. Also, public comment is not a forum to attack individual school system employees or Board Members. Any such complaints should be submitted in writing to the Superintendent for appropriate handling. Finally, this is not a forum for addressing issues involving individual students. Because of privacy concerns, such issues should be submitted in

writing to the Superintendent for appropriate handling. Each speaker is allowed three minutes to address the Board. Speakers must stand at the podium and not approach the dais.

This is a business meeting of the School Board and the public expects that we conduct it in an orderly, efficient, effective and dignified manner. We request that speakers keep this in mind when making your comments. We also request that the audience keep that in mind and not demonstrate approval or disapproval of what a speaker has said by clapping or booing. The Board appreciates the public's input and will listen attentively, consider each comment, and usually will not respond, enter into debate, or answer questions during comments on agenda items or during the public comments section.

PUBLIC INPUT INSTRUCTIONS:
1. Before you begin speaking, please provide any handouts to the Agency Clerk.
2. Please identify yourself only by your full name for the record.
3. You have no more than three minutes to speak. Please stop speaking when the bell rings.
4. Florida Law requires all citizens to conduct themselves in an orderly fashion at public meetings.
5. **WARNING:** Any individual who interferes with the expeditious or orderly process of a School Board meeting, will be subject to removal from the meeting pursuant to Section 1001.372(3) Florida Statutes at the discretion of the Chair. Orderly fashion is deemed as, at a minimum (1) no profanity (2) no vulgar language (3) no discourteous, disrespectful, or disparaging conduct.

10. REPORTS AND PRESENTATIONS

1. Exceptional Student Education Department Updates - updated 4/24/2026
2. School Start Time Community Feedback -updated 4/24/2026

11. CONSENT ITEMS

All matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired by a Board Member, that item will be removed from the Consent Agenda and will be considered later in the agenda.

1. Approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers (No Financial Impact)
2. Approval of the Report of Teachers' Out-of-Field Content, Reading, and ESOL (English for Speakers of Other Languages) (No Financial Impact)
3. Approval of the Renewal Agreement Between the School District of Manatee County and Ear, Nose & Throat Associates of Manatee, P.A. for Clinical Experience for Manatee Technical College (MTC) Medical Assisting Students for the 2026-2029 School Years (No Financial Impact)
4. Approval of the Renewal Agreement Between the School District of Manatee County and Intercoastal Medical Group, Inc. for Clinical Experience for Manatee Technical College (MTC) Medical Assisting Students for the 2026-2029 School Years (No Financial Impact)
5. Approval of the Renewal and Revision of the Apprenticeship Training Program Agreement Between Technical Education Council LLC and the School Board of Manatee County Through Manatee Technical College (MTC) (Workforce Funding)
6. Approval of the Articulation Agreements with the University of South Florida and State College of Florida for Dual Enrollment Coursework, SDMC No. 27-0005-BS, Estimated in the Amount of $950,000.00 (General Fund)
7. Approval of the Memorandum of Understanding (MOU) between Manatee Education

Foundation and the School District of Manatee County to Provide Funds Awarded from United Way Suncoast Summer Care Grant (Incoming Grant Funds)

8. Approval of Request to Declare Surplus and Dispose of District Vehicles (Possible Incoming Funds to General Fund)

9. Approval of the Use of State of Florida Contract on Furniture, All Types, SDMC No. 26-0119-MR, Estimated in the Amount of $1,000,000.00 (Multiple Funding Sources)

10. Approval of the Request for Proposal on Aquatic Control Services, SDMC No. 26-0112-MR, Estimated in the Amount of $250,000.00 Annually (Capital Funds)

11. Approval of the Use of Sourcewell Contract on Grounds Maintenance Equipment and Related Attachments, SDMC No. 26-0118-MR, Estimated in the Amount of $350,000.00 Annually (Multiple Funding Sources)

12. Approval of Bayshore High School, Southeast High School, Daughtrey Elementary School, and Horizons Academy Administration Office Enhancements Change Order 1 Final Agreement Between Owner and P.J. Hayes, Inc. dba Tandem Construction Decrease in the Amount of $148,041.17 for a Total Guaranteed Maximum Price of $1,658,244.61 (Capital Funds)

13. Approval of Miller Elementary and Lincoln Middle School Lobby Administrative Office Enhancements Agreement Between Owner and P.J. Hayes Inc. Dba. Tandem Construction, Amendment 1 Increase in the Guaranteed Maximum Price in the Amount $872,152.03 (Multiple Funding Sources)

14. Authorization to Negotiate Construction Management At-Risk Services (CM) Moody Elementary Campus Renovations (No Financial Impact)

15. Approval of Haile Middle School Classroom Addition and Renovation Change Order 5, Final Agreement Between Owner and Halfacre Construction Company, Decrease in the Amount of $3,415.85 (Capital Funds)

16. Approval of Palma Sola Elementary School Campus Renovations Partial Substantial Completion Phase 1 Building Sections E, D, and C (No Financial Impact)

17. Approval of Manatee Technical College Aviation Hangar Agreement between Owner and Johnson-Laux Construction, LLC Amendment 1 EDA Contract Provisions at an Increased Cost of $152,000.00 (Multiple Funding Sources)

18. Approval of Manatee Technical College Aviation Hangar Agreement between Owner and Schenkel & Shultz, Inc. Amendment 2 EDA Contract Provisions at an Increase of $152,000.00 (Multiple Funding Sources)

19. Approval of Miller Elementary Drive Project Agreement Between Owner and P.J. Hayes Dba Tandem Construction, in the Amount of $448,926.43 (Capital Funds)

20. Veterans Elementary School Encroachment Agreement (No Financial Impact)

21. Approval of the Agreed Upon Memorandum of Understanding (MOU) between School District of Manatee County (SDMC) and American Federation of State, County, and Municipal Employees (AFSCME) Local 1584 for Pay Adjustment for Critical Shortage Positions in the Amount of $80,852.21 (General Fund and Millage Referendum)

22. Revision of the Job Description and Position of Supervisor, AV Engineer to Supervisor, Broadcast Operations and A/V Engineering (No Financial Impact)

23. Approval of the Revised Job Descriptions and Position of Principal and Assistant Principal at Elementary, Middle, and High Schools (No Financial Impact)

24. Revision of the Job Description and Position of Supervisor, Food and Nutrition Services

Purchasing (No Financial Impact)

25. Revision of the Job Descriptions and Position of Coordinator, Health Education to Coordinator, Nursing Program (No Financial Impact)

26. Approval of the Proposal on Food Supply and Distribution Services, SDMC No. 27-0009-KD, Estimated in the Amount of $17,500,000.00 (Food Service Fund)

12. PUBLIC COMMENT FOR NEW BUSINESS ITEMS

13. NEW BUSINESS (DISCUSSION ITEMS PULLED FROM CONSENT)

14. NEW BUSINESS (NON-CONSENT ITEMS)

1. Approval of the New Job Description and Position of Specialist, Gifted (Teacher on Assignment) (Multiple Funding Sources Offset by Position Reduction)
2. Approval of a New Job Description and Position of Student Recruiter, Manatee Technical College (Workforce Funding)
3. Approval of the New Job Description and Position of Data Analyst (Multiple Funding Sources Offset by Position Reduction)
4. Reclassification of the Job Description and Position of Lead Guardian to Security Manager (Multiple Funding Sources)
5. Reclassification of the Job Description and Position of Human Resources Specialist I (Multiple Funding Sources)
6. Reclassification of the Job Descriptions and Positions in the Finance Department (Multiple Funding Sources)
7. Reclassification of the Job Descriptions and Positions in the Department of Maintenance and Operations (Multiple Funding Sources)
8. Reclassification of the Job Descriptions and Positions in the Departments of School Bus Transportation (Multiple Funding Sources)
9. Approval of the Shared Facilities Agreement with Manatee Sheriffs Office and the Police Athletic League (PAL) of Manatee County (EDEP Program Funds) - Updated 4/22/2026

15. NEW BUSINESS (NO SUPERINTENDENT RECOMMENDATION)

1. Approval to Name the New High School Rangeland High School

16. CONTINUED PUBLIC COMMENT (IF NECESSARY)

17. INFORMATION ONLY (No Board Action Required)

1. Third Amendment To iHola! Elementary Charter School Program (CSP) Grant
2. School Safety Requirements and Monitoring Reports 2025-2026 Quarter 3 (No Financial Impact)

18. UPDATES
A. INSTRUCTION UPDATE
B. OPERATIONS UPDATE
C. LEGAL UPDATE

19. SUPERINTENDENT REMARKS

20. BOARD COMMENTS

21. ADJOURNMENT

AGENDA ITEM NO. 6.1

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Agenda Amendments - *added after publishing*

Executive Summary
The Chair finds good cause to amend the agenda to include:

Agenda amended Wednesday April 22, 2026, to **update** the Executive Summary and **add** attachment *Shared Facilities Agreement MSO - PAL* **to** New Business (Non-Consent) item Approval of the Shared Facilities Agreement with Manatee Sheriffs Office and the Police Athletic League (PAL) of Manatee County (EDEP Program Funds)-Updated 4/22/2026.

Agenda amended Wednesday April 22, 2026, to **updated** title and **add** *attachment March 31, 2026 Board Workshop Minutes* ***to*** Approval of the Minutes item.

Agenda amended Friday April 24, 2026, to **add** attachment **to** Reports and Presentation item *School Start Time Community Feedback.*

Agenda amended Friday April 24, 2026, to **add** attachment **to** Reports and Presentation item *Exceptional Student Education Department Updates.*

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 7
Promote our schools and District as remaining highly competitive and uniquely designed to produce top-notch graduates, great neighbors, and responsible citizens

Recommendation
The Superintendent recommends the approval of the agenda amendments.

Financial Impact
There is no financial impact to amending the agenda.

Contact
Submitting Department: School Board

AGENDA ITEM NO. 7.1

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Minutes of the March 10, 2026 School Board Meeting and March 31,2026 School Board Workshop -*updated 4/22/2026*

Executive Summary
Approval of the Minutes of the March 10, 2026 School Board Meeting and March 31,2026 School Board Workshop

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 7
Promote our schools and District as remaining highly competitive and uniquely designed to produce top-notch graduates, great neighbors, and responsible citizens

Recommendation
Approval of the Minutes of the March 10, 2026 School Board Meeting and March 31,2026 School Board Workshop.

Financial Impact
No Financial Impact.

Contact
Initiating Department: School Board

Attachments:
March 10, 2026 School Board Meeting Minutes
March 31, 2026 Board Workshop Minutes - added after publishing

Minutes
March 10, 2026
School Board Meeting 5:30 PM
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

1) CALL TO ORDER

Attendee Name	Status
Dr. Laurie Breslin, Superintendent Derek Jensen, Deputy Superintendent of Instructional Services Rachel Sellers, Deputy Superintendent of Business Services Willie Clark, Deputy Superintendent of Operations Kevin Chapman, Associate Superintendent Cindy Spray, Chair Richard Tatem, Vice-Chair Heather Felton, Board Member Charles Kennedy, Board Member Chad Choate, Board Member Kevin Pendley, General Counsel	Present

Chair Spray called the Meeting to order at 5:30 PM.

2) READING OF THE DISTRICT VISION

The District Vision was read by Vice Chair Tatem.

3) INVOCATION

The invocation was provided by Brother Samuel Tillis.

4) COLOR GUARD

Color Guard Presentation was provided by Manatee High School Junior Reserve Officer Training Cadets (JROTC). Escorting the JROTC cadets was Major Ebony Star and 1st Sergeant Quinton Harris. Attending cadets were as follows:

Cadet Marlene Vegara
Cadet Amberly Lopez
Cadet Carla Perez
Cadet Jocelyn Castillo-Serna

5. VETERAN LED PLEDGE OF ALLEGIANCE

5.1 Veteran Led Pledge of Allegiance

Superintendent Breslin introduced Veteran Vincent Fields to lead the district in the Pledge of Allegiance and presented them with a United States flag that has been flown over the US Capital.

6) APPROVAL OF THE AGENDA

6.1 Motion to Approve the Agenda as Amended

RESULT:	**Adopted [UNANIMOUS]**
MOVER:	Chad Choate
SECONDER:	Charles Kennedy
AYES:	Chad Choate, Heather Felton, Charles Kennedy, Cindy Spray, Richard Tatem

The Chair finds good cause to amend the agenda to include:

Agenda amended Friday, March 6, 2026 to **add** Presentation *Advanced Studies and Acceleration* **to** Reports and Presentation item *Advanced Opportunities and College / Career Readiness*.

7) APPROVAL OF THE MINUTES

7.1 Approval of February 3, 2026 School Board Workshop Minutes and February 10, 2026 School Board Meeting Minutes

RESULT:	**Adopted [UNANIMOUS]**
MOVER:	Charles Kennedy
SECONDER:	Heather Felton
AYES:	Chad Choate, Heather Felton, Charles Kennedy, Cindy Spray, Richard Tatem

8) STUDENT CELEBRATIONS / RECOGNITIONS

8.1 Celebration of Boys and Girls Club Youth of the Year

Ms. Jamie Carson, Director of Communications, introduced Ms. Dawn Stanhope CEO and President of Manatee Boys and Girls Club. In attendance for recognition by Ms. Stanhope were the following:

- Ms. Shaylnn J., Youth of the Year, presented her winning speech to the Board.
- Ms. Kiya H., Junior Youth of the Year.

Also in attendance were the families of Shaylnn J. and Kiya H.

8.2 Math Superstars

Ms. Jamie Carson, Director of Communications, introduced Alison Nichols, Director of Elementary Curriculum and Instruction, who then introduced Dawn Becker and Rene Wittenbrook. Math Superstars in attendance were from the following schools:

- Lake Manatee K-8 – Cooper and Andres
- King Middle School – Bridget T.

8.3 VEX Team Recognition

Alison Nichols, Director of Elementary Curriculum and Instruction, introduced Lynn Johnston, District STEM Coordinator who introduced VEX Robotics World Championship teams from the following schools:

- McNeal Elementary School
- Willis Elementary School
- STEM Teacher of the Year award Mr. Tom Rugis from Gene Witt Elementary School

8.4 Recognition of Student Athletes

Ms. Jamie Carson, Director of Communications, introduced Manatee High School Weightlifting Coach Rich Lanskey.
Coach Lanskey presented two-time state championship winner Sherrickia King. Also in attendance were family members and high school staff.

Ms. Carson introduced Braden River's Women Weightlifting coach Jordan Borges and the State Championship women's team:

- Coach Jordan Borges
- Assistant Coach Ashley Avellan and Stacia King
- Fatima Munoz
- Hailie Parker
- Emery Wittman
- Angelina Nguyen
- Maria Guerra-Ramirez
- Camilla Mohammadbhoy
- Leighton Paul
- Isabella Garcia
- Ellen Lehman
- Evelyn Paul
- Payton Mangay-Ayam
- Emily "Alora" Parcells
- Taylor Ford
- Emery Wittman
- Joei Fulghum
- Sophie Page
- Payton Hirst
- Jaaziah Hood
- Chloe Pogoda
- Jeaniya Edwards
- Emmy Seavey
- Riley McGee

8.5 Celebrating District Students – National Merit Finalists

Ms. Jamie Carson, Director of Communications, introduced the following District's National Merit Finalists

- Kevin Chen, Braden River High School
- Richard L, Manatee High School
- Benjamin Barr, Palmetto High School

Also in attendance were the family members and High School Staff of the National Merit Finalists.

9) PUBLIC COMMENT

10) REPORTS AND PRESENTATIONS

10.1 Advanced Opportunities and College / Career Readiness

Mr. Derek Jensen, Deputy Superintendent of Instructional Services, introduced the following staff members to present a presentation regarding advanced opportunities in college and career readiness:

- Ms. Sharon Scarbrough, Executive Director of High Schools

- Dr. Chuck Fradley, Executive Director of Middle Schools
- Ms. Tiffany Spradling, Director of Secondary Curriculum and Instruction

Included in the presentation were the following topics:

Advanced Studies and Acceleration

- Who's Who of SDMC Advanced Studies
- Advanced Placement (AP)
    - Cambridge AICE (AICE)
    - International Baccalaureate (IB)
    - Dual Enrollment (DE)
    - Pre-AP, Pre-AICE, Pre-IB
- Opportunities for Students and Schools
- Middle School Pathways for advanced Studies Success
    - Programming and Participating Schools
- 6-8 Rigorous Course Enrollment
- MS Algebra 1 and Geometry Enrollment
- High School Advanced Studies Offerings
    - Programing and Participating Schools
- 9-12 Advanced Studies Course Enrollment
- AP Course Enrollments
- AP Testing
- 2025 AP Honor Roll Recognitions
- AP Testimonial
- AICE Course Enrollments
- AICE Testing
- Cambridge AICE Student Recognitions
    - Cambridge Scholar Award with Merit
    - Cambridge Scholar Award
- AICE Testimonial
- IB Course Enrollment
- IB Testing
    - IB Testimonial
- DE Course Enrollment
    - DE Testimonial
- Advanced Coursework Funding
- 2025-2026 Academic Acceleration Supplement
- Class of 2025 by the Numbers

The Board asked questions and held discussion throughout the presentation.

11) CONSENT ITEMS

11.1 Motion to Approve the Consent Agenda as Amended

RESULT:	**Adopted [UNANIMOUS]**
MOVER:	Charles Kennedy
SECONDER:	Chad Choate
AYES:	Chad Choate, Heather Felton, Charles Kennedy, Cindy Spray, Richard Tatem

1. **Approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers (No Financial Impact)**

2. **Approval of the Report of Teachers' Out-of-Field Content, Reading, and ESOL (English for Speakers of Other Languages) (No Financial Impact)**

3. **Approval to Apply, Accept and Expend the 2025-2026 Individuals with Disabilities Education Act (IDEA) Part B, K-12, Entitlement Amendment 1, in the Amount of a Decrease of $104,826.90 (Incoming Grant Funds)**

4. **Approval to Apply, Accept and Expend the Individuals with Disabilities Education Act (IDEA), Part B, Preschool Entitlement Amendment 2, in the Amount of $172,325.56 (Incoming Federal Grant Funds)**

5. **Approval of Affiliation Agreement Between the School District of Manatee County and Gannon University from March 10, 2026 through February 24, 2029 (No Financial Impact)**

6. **Approval of the Use of the School Board of Brevard County Bid on Instructional Materials, Library Materials and Services, SDMC No. 26-0098-BS, Not to Exceed $400,000.00 Annually (Multiple Funding Sources)**

7. **Approval to Use the Region 4 ESC-TX/Omnia Partners Contract for Audio Visual Solutions and Services #25-04, SDMC No. 26-0108-KD, Estimated in the Amount of $500,000.00 Annually (Multiple Funding Sources)**

8. **Approval of the Use of The Interlocal Purchasing Systems (TIPS) Proposal on Trades, Labor, and Materials, SDMC No. 25-0104-MR, Estimated in the Amount of $140,000.00 (Capital Funds)**

9. **Approval of the Bid on Irrigation Systems- Installation and Repair Services, SDMC No. 26-0066-MR, Estimated in the Amount of $200,000.00 Annually (Capital Funds)**

10. **Approval of Florida Department of Education - Florida Inventory of School Houses - Certification of Facilities Data (No Financial Impact)**

11. **Approval of Rye Ranch Elementary School Permanent Florida Power and Light Utility Easement (No Financial Impact)**

12. **Approval of Tara Elementary School - Classroom Addition and Renovation - Change Order 4 - Agreement Between Owner and Creative Contractors, Increase in the Amount of $189,415.32 (Capital Funds)**

13. **Approval of the Anna Maria Elementary Guy Harvey Dock, Agreement Between Owner and Reno Boyd Building Co, in the Amount of $7,414.00 (Capital Grant Funds)**

14. **Reclassification of the Job Descriptions and Position of Educator, Health and Well-Being (Cost Savings to General Fund)**

15. **Revisions of Job Descriptions from Information Technology, Assessment, Budget, and ESE Departments (No Financial Impact)**

12) PUBLIC COMMENT FOR NEW BUSINESS ITEMS

13) NEW BUSINESS (DISCUSSION ITEMS PULLED FROM CONSENT)

14) NEW BUSINESS (NON-CONSENT)

14.1 Approval of the Budget Amendments for January 2026

RESULT:	**Adopted [UNANIMOUS]**
MOVER:	Chad Choate
SECONDER:	Heather Felton
AYES:	Chad Choate, Heather Felton, Charles Kennedy, Cindy Spray, Richard Tatem

Ms. Rachel Sellers, Deputy Superintendent of Business Services, provided an overview of the Budget amendments from January 2026.

15) NEW BUSINESS (NO SUPERINTENDENT RECOMENDATION)

16) CONTINUED PUBLIC COMMENT IF NECESSARY

17) INFORMATION ONLY (No Board Action Required)

17.1. Year to date Financial Statements through January 31, 2026

17.2. Year to date Charter School Financial Statements Summary through January 31, 2026

Ms. Rachel Sellers, Deputy Superintendent of Business Services, provided an overview of both District and Charter School Financial Summaries. Ms. Sellers updated the Board regarding two Charter Schools that have consistent deficits in their unrestricted general fund balances. The two charter schools are Visible Men Academy, and Oasis Charter School.

Ms. Sellers stated that Visible Men Academy has been in a deficit since June 2025 and has been presented with a letter in October 2025, noticing the deficiency of their financial condition and requesting a corrective action plan from the governing Board and noticing the state Department of Education.

Ms. Sellers stated that Oasis Charter School has been financially deficient since October 2023 and has been noticed with multiple requests for corrective action plans and state DOE notifications. The district has followed all state requirements for reporting the deficiencies and reviewed the corrective action plans but has not seen a turnaround in the financial standing of the Academy. The Charter School received a 'growing concern' in their audit report for FY ending June 31, 2025.

The Board held discussion regarding the Charter Schools and the rules outlining this issue. After discussion, Chair Spray stated that it is time to request a presentation from Oasis Charter School to the School Board based on the length of time the school has been operating in deficit. Ms. Sellers provided additional information regarding next steps for the two charter schools. Superintendent Breslin noted the contract for the charter school. Legal will look at the contracts and determine if the district can take correctional action.

18) UPDATES

INSTRUCTION UPDATE

Mr. Derek Jensen, Deputy Superintendent of Instructional Services, updated the Board on the following:

- Student Recognition updates
- School Updates
- Upcoming early release dates
- Spring Break updates

OPERATIONS UPDATE

Mr. Willie Clark, Deputy Superintendent of Operations, updated the board on the following:

- Human Resources / recent and upcoming operations job fairs
- Food and Nutrition Services
- School construction
- Technology upgrades at multiple schools to include transportation and training

LEGAL UPDATE

19) SUPERINTENDENT REMARKS

Superintendent Breslin provided the following update to the Board:

- Certificate of Participation (COPS) update with Ms. Sellers from NYC
- Thanked Finance team for getting the COPS loan
- Community and School Celebrations highlights
- Thanked Board for approval of Consent agenda

20) BOARD COMMENTS

Board Member Felton

- Updated Board regarding recent and upcoming District visits
- Thanked staff for hard work and enjoy spring break

Board Member Kennedy

- Expressed appreciation to the staff and superintendent for maintaining a stable and effective financial team.

Board Member Choate

- Expressed appreciation to the staff for organizing student celebrations

Vice-Chair Tatem

- Noted attendance at recent JROTC Ball
- Safety update

Chair Spray

- Expressed gratitude to staff for production of a smooth meeting
- Provided update of recent and upcoming travel

21) ADJOURNMENT

There being no further business to come before the Board, Chair Spray adjourned the Meeting at 7:35 PM.

_____

Cindy Spray
Chairman

NOTICE

Any person who desires to appeal any decision made by the School Board with respect to any matter considered at the above-mentioned meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal may be based. School Board meetings are held in accessible locations. Auxiliary aids will be provided, upon written request received at least 48 hours prior

to the meeting, to participants with disabilities.

Minutes
March 31, 2026
Workshop - 10:00 AM
Manatee County School District
215 Manatee Avenue West
Bradenton, FL 34205
www.manateeschools.net

Times Indicated Are Approximate

1) CALL TO ORDER

Attendee Name	Status
Dr. Laurie Breslin, Superintendent	Present
Willie Clark, Deputy Superintendent of Operations	
Derek Jensen, Deputy Superintendent of Instructional Services	
Rachel Sellers, Deputy Superintendent of Business Services	
Kevin Chapman, Associate Superintendent	
Cindy Spray, Chairman	
Richard Tatem, Vice-Chairman	
Heather Felton, Board Member	
Charles Kennedy, Board Member	
Chad Choate, Board Member	
Stephen Dye, Board Attorney	
Kevin Pendley, General Counsel	

Chair Spray called the Workshop to order at 10:00 AM.

2) AGENDA AMENDMENTS

The Chair has found good cause to amend the agenda to include the following:

Agenda amended Friday, March 27, 2026, to add workshop attachment 2026 Workshop School Start Times to Workshop item Start Times for 2026-2027.

Agenda amended Friday, March 27, 2026, to replace attachment Superintendent Performance Self-Evaluation Form with Superintendent Evaluation Summary Form.

Agenda amended Friday, March 27, 2026, to add all attachments to Workshop item Review and Discussion Regarding New and Updated Policies.

3) PUBLIC COMMENTS

4) WORKSHOP

4.1. Citizen Financial Audit Committee Update

Mr. James Daniel, Audit Committee Chairman, introduced the Internal Audit Report: Referendum-Ad Valorem Millage. The following RSM representatives presented the report; Mr. John Hughes, Project Lead for Ad Valorem Report, and Ms. Ava Doraisamy.

Included in the presentation were the following key points:

- Executive Summary
    - Overall Summary Highlights – Zero Reportable Observations
- Background
- Objectives and Approaches
    - Understanding and Documentation of the Process
    - Evaluation of Process and Controls Design
    - Reporting
- Process Improvement Opportunities
    - Prioritization of Pullback Funds
    - Millage Performance Metrics- establish Key Performance Indicators (KPI's) to measure Return on Investments (ROI's)

The Board asked questions and held discussion regarding the statutory requirements of Charter Schools to report their use of millage funds. Mr. Hughs stated that the Charter School data was not included in this year's audit, however, it will be included in future annual audits. Mr. Daniel did note that while there are other usages, the bulk of the millage funds in the district and charter schools are spent on salary and benefits.
During discussion, Mr. Stephen Dye, Board Attorney, provided additional information and noted the legal opinion that Charter Schools do in fact have a requirement to report their millage expenditure thoroughly to the District.
Superintendent Breslin noted the collaborative efforts of the District with Charter Schools to report and collect data; and stated the new requirements will be shared with the charter schools.

Mr. Daniel informed the board that election for Chairman and Vice-chair of Audit Committee will be voted on at the May Audit Committee meeting.

4.2 Start Times for 2026-2027

Superintendent Breslin provided an introduction and thanked staff for the following presentation regarding start times for the 2026-2027 school year. Mr. Derek Jensen, Deputy Superintendent of Instructional Services, and Mr. Willie Clark, Deputy Superintendent of Operations, presented the following topics:

Manatee County School Start Times

- Overview
    - Mandate
    - Data
    - The Alternative
    - Next Steps
- 2026 Florida Start Time Mandate
- Alternative Compliance Pathway
    - Provision
    - Result
- Elements of the SST-1 State Compliance Report
    - Start Times
    - Strategies & Input
    - Financial Impact
    - Unintended Consequences
- Community Pulse: Survey Demographics
- Start Time Satisfaction Across Grade Levels
- After School Impacts
- Transportation Impacts to Modified Start Times

    - Transportation Compression
    - Financial Burden
    - Traffic Infrastructure
- Meeting the requirements of Rule 6A-1.0455
- Start Time Satisfaction Across Grade Levels

The Board asked questions and held discussion throughout the presentation. Mr. Jensen provided information and answered questions regarding the survey and survey results. Mr. Willie Clark, Deputy Superintendent of Operations, provided information regarding transportation and logistical considerations when discussing a change to school start times.

Board Member Kennedy proposed an alternative to previously discussed options for SY 26-27, suggesting that the start times for all schools be adjusted by shifting each school's start time fifteen (15) minutes later. Board members held discussion regarding the options and considered the potential difficulties surrounding changes to transportation. After discussion, the Board provided direction that they would like to send parents and community members an additional single-issue survey regarding the idea of moving schools fifteen minutes.

Superintendent Breslin stated that she would ensure that a short, focused follow-up survey go out regarding a 15-minute shift to all start times as soon as possible.

Chair Spray called a brief recess at 12:06 PM and reconvened the meeting at 12:35 PM.

4.3. Review and Discussion regarding New and Updated Board Policies

Mr. Kevin Chapman, Associate Superintendent, provided an overview of the policies that were advertised to be amended and noted the policy updates were primarily driven by recent legislative and statutory updates. Included in the updates were the following policies:

- Bylaw 0124 - Standards of Ethical Conduct (Revision)
- Policy 1210 - Standards of Ethical Conduct
- Policy 3210 - Standards of Ethical Conduct
- Policy 4210 - Standards of Ethical Conduct
- Bylaw 0131 - Legislative/Policymaking (Revision)
- Bylaw 0131.1 - Technical Edits (Revision)
- Policy 1120 - Employment of Administrators (Revision)
- Policy 3120 - Employment of Instructional Staff
- Policy 4120 - Employment of Support Staff
- Policy 1121.01 - Background Screening and Employment History Checks (Revision)
- Policy 3120.01 - Background Screening and Employment History Checks
- Policy 4120.01 - Background Screening and Employment History Checks
- Policy 1139 - Educator Misconduct (Revision)
- Policy 3139 - Educator Misconduct
- Policy 1213 - Student Supervision and Welfare (Revision)
- Policy 3213 - Student Supervision and Welfare
- Policy 4213 - Student Supervision and Welfare
- Policy 1242 - Professional Development (Revision)
- Policy 3242 - Professional Learning
- Policy 4242 - Staff Development
- Policy 1410 - Administrative Salary (Revision)
- Policy 3410 - Compensation
- Policy 2260 - Nondiscrimination and access to Equal Educational Opportunity (Revision)
- Policy 2410 - School Health Services (Revision)

- Policy 2417 - Comprehensive Health Education (Revision)
- Policy 3130 - Appointment, Assignment, Transfer, and Promotion of Instructional Staff (Revision)
- Policy 5223 - Absences for Religious Instruction (New)
- Policy 5330.01 - Self-Administered Medication (Revision)
- Policy 5500 - Student Conduct (Revision)
- Policy 5780 - Student/Parent Rights (Revision)
- Policy 6233 - District Budget (Revision)
- Policy 7544 - Social Media (Revision)
- Policy 8407 - Safe-School Officers (Revision)
- Policy 8415 - Emergency and Crisis Management (Revision)
- Policy 8420 - Emergency Management, Emergency Preparedness (Revision)
- Policy 8452 - Automated External Defibrillators (AED) (Revision)
- Policy 8470 - Registered Sexual Predators/Sex Offenders
- Policy 9800 - Charter Schools

The Board briefly discussed Policy 8452 (AED). Following discussion, the Superintendent explained that each district location does in fact have an assigned safety team trained and certified in CPR, First Aid, and AED. These teams also take part in regular emergency drills.

The Board then reviewed Policy 9800-Charter Schools. Board Member Tatem requested clarification regarding the eligibility of homeschool and charter school students to participate in athletics or extracurricular activities at their designated school or any school they are permitted to attend. District Counsel stated the opinion of the District is that the student must be permitted to attend the school; if not the students districted school, the school must have seats available for open enrollment to participate in the sports/extracurriculars of the requested school.

Mr. Chapman indicated that, in accordance with previous guidance from the Board, he intended to present the following policies for consideration and feedback:

Bylaw 0149.1 Public Expressions of Members and Proclamations
Policy 3232 - Political Activities (of staff members)
Policy 3231 - Outside Activities of Staff

The Board held discussion and provided input, Mr. Chapman stated the requested substantivate changes and updates regarding the three items will come before the board at a future meeting for discussion, community input, and finalization.

Chair Spray recessed the Workshop at 1:56 PM and called to order at 2:19 PM.

4.4 New Strategic Plan Discussion

Mr. Kevin Chapman, Associate Superintendent, introduced, Mr. Omar Edwards, Associate Director Strategic Planning, Chrissy Kavanaugh, Associate Director Strategic Planning, and consultant Beth Silveria, from the Florida Association of School Superintendents, and presented the following topics regarding the development of the new Strategic Plan:

- Strategic Planning Journey: From Vision to Impact
    - Listen and Learn
    - Define Direction
    - Make Strategic Choices
    - Design the Plan
    - Implement and Adapt
- Brief context Setting
- Overview of Process and Timeline

- Timeline: Build Understanding through stakeholder input and data analysis
    - Staff and Community Surveys
    - Community Committee Meeting
    - Board Member 1:1 Interviews
    - Educator Focus Groups
- July 2026-2030 – Execute and Adjust
    - Department Plans
    - School Improvement Plans
    - Quarterly reviews and updates to the board
    - Annual action adjustments

- The Foundation: Vision Mission, Core Values
    - Review and affirm current Vision - *the school district of manatee county will be an exemplary student-focused school system that develops lifelong learners to be globally competitive*

Vice-Chair Tatem departed the meeting prior to the main discussion. The Board engaged in a "fist to five" consensus activity to review the district's current vision statement and core values. Board members recommended maintaining a strong focus on words such as "student-focused," "educate," "integrity," and "productive citizens".

The Board discussed the district's existing five values and asked for community feedback before making a final decision. The Superintendent mentioned that community stakeholders will also provide further input.

Ms. Silveria noted the data collected will highlight areas of commonality and allow input from staff parents and other stakeholders.

The Board completed a reflection exercise to identify future priority areas, highlighting themes including student accountability/discipline, academic achievement, financial sustainability, mental health support, early learning opportunities, lifelong learning, and consistent communication.

4.5 Superintendent Evaluation Discussion

Superintendent Breslin reviewed the timeline and documentation for her upcoming performance evaluation and stated that per her contract, her self-evaluation form must be submitted to the Board by June 4, with final discussion and Board Member evaluation on June 23.

The Board members agreed that the evaluation would not encompass a full 12 months of service; instead, it will function as a partial-year review covering her tenure beginning September 2025 and will utilize the current evaluation document. It was noted that future evaluation documents may be revised and updated after the new strategic plan receives approval in July.

5. ADJOURNMENT

Chair Spray adjourned the Workshop at 3:36 PM.

_____

Cindy Spray
Chairman

NOTICE

Any person who desires to appeal any decision made by the School Board with respect to any matter considered at the above-mentioned meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal may be based. School Board meetings are held in accessible locations. Auxiliary aids will be provided, upon written request received at least 48 hours prior to the meeting, to participants with disabilities.

AGENDA ITEM NO. 8.1

School Board of Manatee County
April 28, 2026 - Regular Board Meeting

Title
Celebrating All-State Recognition for Students and Band Directors

Executive Summary
Celebrating All-State recognition for students and band directors; recognition from the National Band Association and Florida Bandmasters Association.

Contact
Submitting Department: Communications
Initiated by: Jamie Carson

AGENDA ITEM NO. 8.2

School Board of Manatee County
April 28, 2026 - Regular Board Meeting

Title
Manatee History Day Winners

Executive Summary
Student Recognition for the Manatee History Day winners from Lakewood Ranch High School.

Contact
Submitting Department: Communications
Initiated by: Jamie Carson

AGENDA ITEM NO. 8.3

School Board of Manatee County
April 28, 2026 - Regular Board Meeting

Title
Recognition of Student Athletes

Executive Summary
Student Athletes achieve state-level recognition at FHSAA weightlifting championship.

Contact
Submitting Department: Communications
Initiated by: Jamie Carson

AGENDA ITEM NO. 8.4

School Board of Manatee County
April 28, 2026 - Regular Board Meeting

Title
MSTV Interns Spotlight

Executive Summary
Recognition for MSTV Internship Program and Students.

Contact
Submitting Department: Communications
Initiated by Jamie Carson

AGENDA ITEM NO. 8.5

School Board of Manatee County
April 28, 2026 - Regular Board Meeting

Title
Project Heart Program Recognition

Executive Summary
Highlight of the success of Project Heart and celebrate the seniors who are set to graduate.

Contact
Submitting Department: Communications
Initiated by: Jamie Carson

AGENDA ITEM NO. 10.1

School Board of Manatee County
April 28, 2026 - Regular Board Meeting

Title
Exceptional Student Education Department Updates - *updated 4/24/2026*

Executive Summary
Mr. Josh Bennett, Director of Exceptional Student Education (ESE), will lead a presentation on the ESE services provides throughout the School District of Manatee County.

Contact
Submitting Department: Exceptional Student Education
Initiated by: Derek Jensen

Attachments:
04-28-2026 ESE Department Updates - added after publishing

Exceptional Student Education Update

“Championing All Students”

April 28, 2026

School Board Meeting

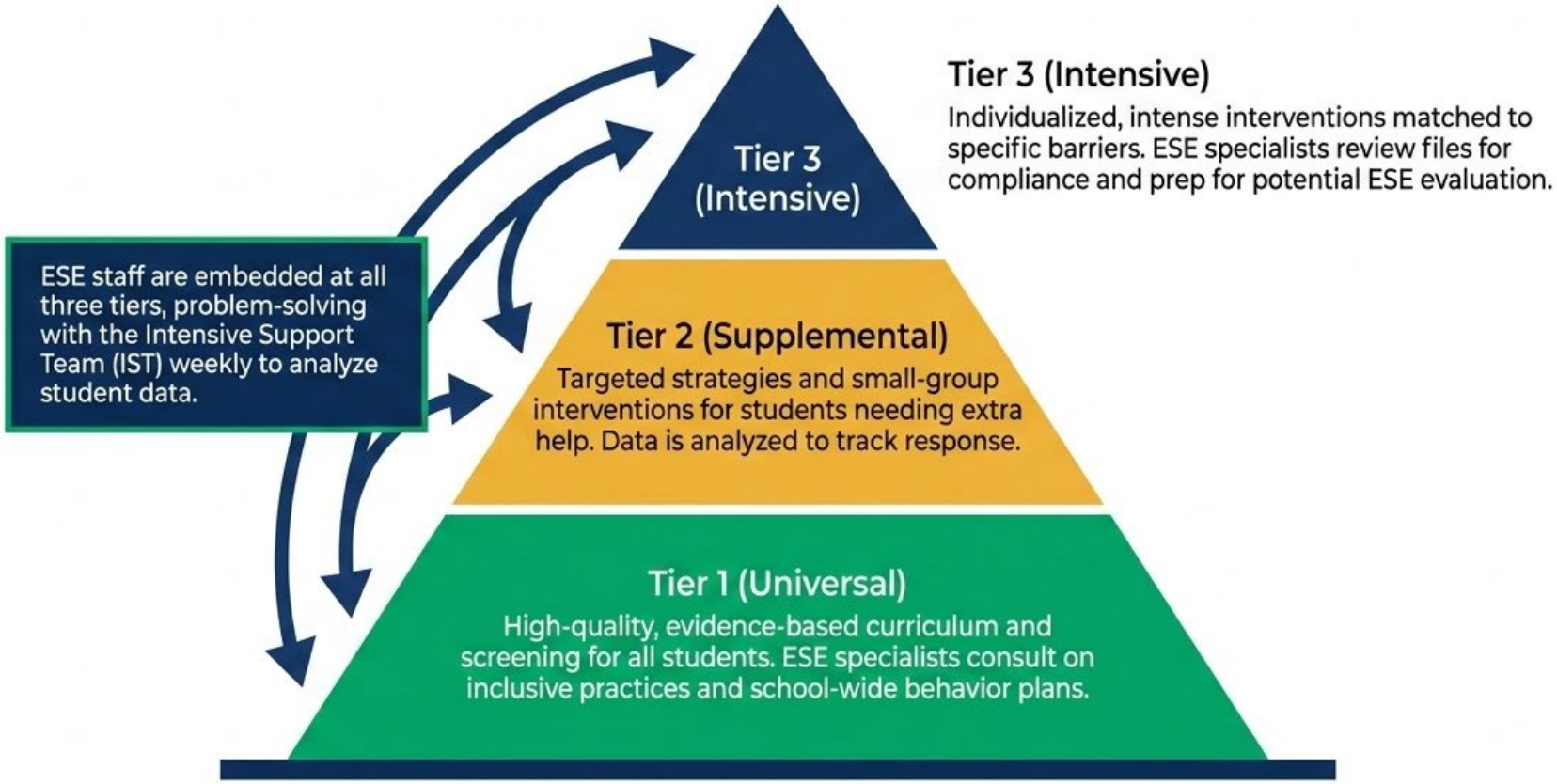
Exceptional Student Education

FAPE	IDEA	Access
Free Appropriate Public Education. Every student has the right to learn.	**Individuals with Disabilities Education Act.** Federal mandate ensuring specialized services and procedural safeguards.	ESE is not a place; it is a set of services enabling students to progress in the general curriculum.

Exceptional Student Education encompasses the services and supports offered under the Individuals with Disabilities Education Act (IDEA) to address the unique needs of students with disabilities. This ensures that these students receive a free appropriate public education (FAPE) and are able to make meaningful progress in school.

Multi-Tiered System of Support

The Foundation: Multi-Tiered System of Supports (MTSS)



Tier 3 (Intensive)

Individualized, intense interventions matched to specific barriers. ESE specialists review files for compliance and prep for potential ESE evaluation.

2025-2026 Allocations

Staff allocations are driven by identified students with disabilities.

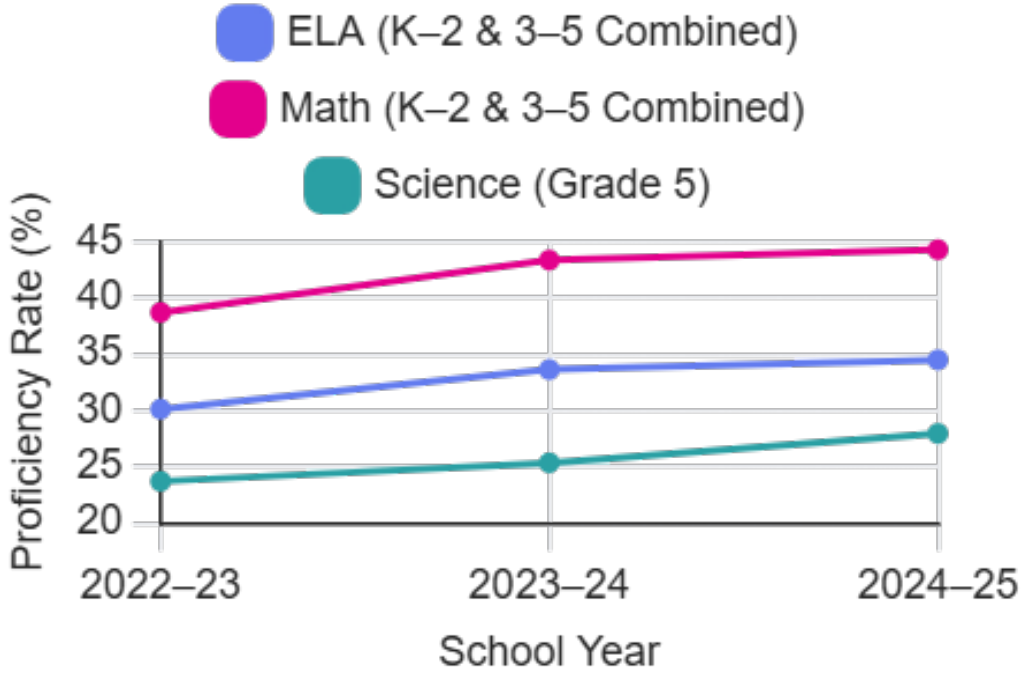
Total SDMC Students with Disabilities: 8,623 (16% of Students)

ESE Teacher Allocations

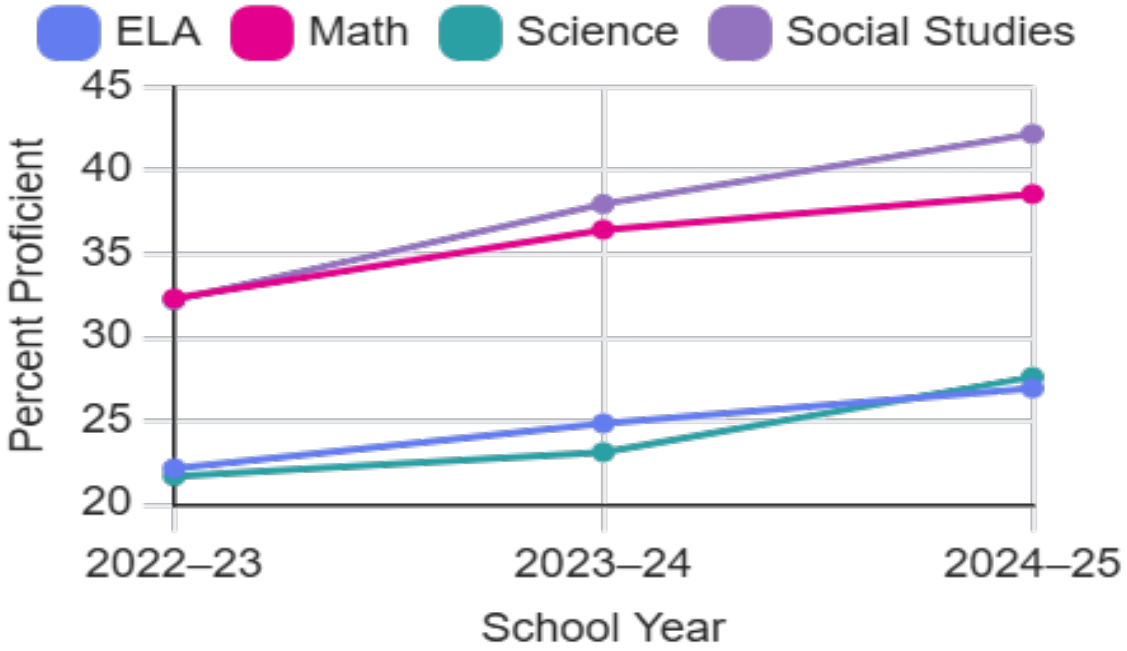
ASD	InD	EBD	VE/SC	Support Facilitation	Gifted
54	**45**	**19**	**39**	**110**	**27**
Consistent schedule, visual supports, communication strategies, behavioral supports.	Learning readiness skills and alternative curriculum focusing on Access points, life skills, communication.	Highly structured positive behavioral support system in place, social skills, and counseling.	Academic intervention, some behavioral supports, independent learning strategies.	General Education supports to students/ teachers to ensure access to instruction.	Pull out and push in to enrich learning by providing problem-project based learning experiences.

Student Outcome & Progress

Elementary SWD Achievement Growth Trend (percent proficient)



Secondary SWD Achievement Growth Trend (percent proficient)

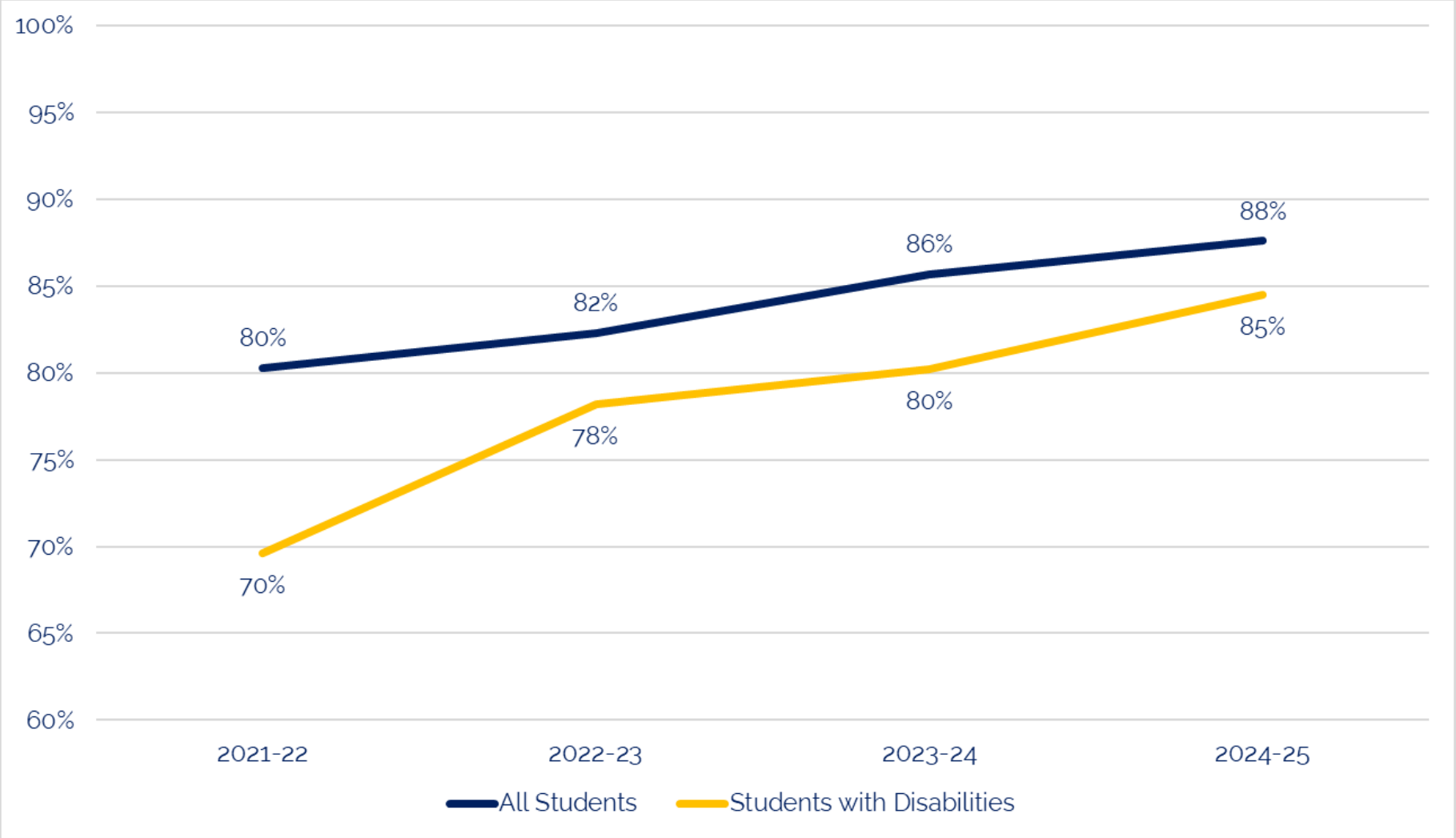


Alternative Assessment Monitoring ESSA

- Students qualify to take the alternative assessment only if they have significant cognitive disabilities and require instruction on Access standards as determined by the IEP team.
- Federal mandates require districts to have less than 1% of the overall student population qualifying to take Alternative Assessments.
- The school district is a model for state compliance by continuously meeting this mandate.

Graduation Data

SWD Graduation Rate



Celebrating Student Athletes

Harvey K-8 and Parrish Community High School held a joint field day event for students with disabilities.

- Students participated in an opening ceremony
- Students with disabilities rotated through activities to demonstrate a wide array of skills
- Students from Harvey K-8 Copperstone Campus made signs and provided cheerleading support

Harvey K-8 & Parrish Community High Special Olympic Day

Celebrating Student Artists

We celebrate our student artists by showcasing their artwork.

In collaboration with **State College of Florida**, over 50 student artworks were celebrated and displayed at the SCF Library this past Fall. More than 100 parents, grandparents, guardians, and community members attended the art show opening.

State College of Florida Campus

Arts4All Florida and **Manatee High School** students collaborated to create an after-school ESE Art Club. 15 students from our ESE programs stayed after school each week to work with a professional artist to create multiple artworks. In April, Manatee High School hosted an evening showcase for families and friends celebrating their work.

Manatee High School

Project Edge

Project Empower Develop Grow Educate (EDGE) is a postsecondary non-degree-seeking transitional program designed for students with intellectual disabilities.

- Leads to a successful transition to either a program on Manatee Technical College's main campus or employment
- Offers hands-on learning and industry certification(s)

Family & Community Engagement

The ESE Department believes in partnering with parents and the community.

The supports provided by the ESE Parent Engagement & Outreach Coordinator:

- Served more than 140 families through multiple points of contact, fostering strong and supportive relationships. Services include phone calls, emails, referrals to external resources, technical assistance, and individual support tailored to students' unique needs.
- Approximately 40 referrals received directly from schools, connecting parents with ESE support.
- Facilitation of monthly online informational workshops for parents.
- Organized annual Agency Fair that includes district and community ESE supports for parents.
- Active presence at monthly Soar in Four events, as well as additional school district and community-based events.
- Regularly scheduled collaboration with Kiwanis to coordinate ESE-specific events.
- Monthly collaboration with the Department of Health, Centerstone, and other student support agencies, including North River Prevention, SWAT, and the Handly Foundation.

Professional Learning & Capacity Building

Professional learning is essential to meeting the ongoing needs of our students and teachers.

ESE creates a department professional learning calendar that covers training for:

- School Administrators
- Teachers (Access curriculum, teaching multi-grade classroom, resources)
- Paraprofessionals (ESE classroom, and one-to-one)
- Speech Language Pathologists
- OTs and PTs
- Nurses
- Gifted Teachers (teachers working toward gifted endorsement)
- Behavior Specialists (District and School Based)

Examples of professional learning are:

- Training in inclusive practices or co-teaching
- Behavior support and MTSS integration
- IEP quality and compliance training

Behavior & Student Supports

The ESE Department provides ongoing behavioral support for students.

- The ESE department has District-Based behavior specialists and School-Based behavior specialists who assist schools to work through specific behavior problem-solving and planning for student success.
- Some schools have a district-hired behavior tech to support individual student behavior.
- The ESE department has provided additional support from a contracted company, “Positive Behavioral Supports,” to provide us with Registered Behavior Techs (RBT) and BCBAs for specific students. This support is provided for immediate intervention and fades after several weeks.
- The ESE department works collaboratively with Student Services to provide all schools with Social Workers, Psychologists, and mental health counselors to provide services on each campus.
- The ESE department works across several departments to provide tiered classroom and behavioral management professional learning sessions throughout our district (Professional Crisis Management (PCM), Behavioral Tools, Ukeru, Mindset, and other specific requested trainings).
- The ESE department meets with the principal of SABLE (School for Academic and Behavioral Learning Excellence) every two weeks to provide support for that specialized program.

Specialized Programs

The ESE Department supports students in a variety of specialized programs based on their individual needs.

Access to Education, administered by Principal Simmons, is located at Harllee Full Service.

- Smaller environment which provides fewer sensory concerns than traditional campuses.
- Students might demonstrate anxiety, behavior concerns, have nursing needs, or communication needs.
- Instruction is based on the principles of applied behavior analysis, applied verbal behavior, and positive behavior support. The curriculum is based on Access Points for Students with a Significant Cognitive Disability.

Hospital Homebound provides instruction for students who are physically unable to attend a traditional school.

- Intermittent programming allows students to access home instruction when needed, while full-time programming allows students to receive all instruction at home, either in-person, virtually, or a hybrid model.
- Two instructors work in the ESE department to provide home instruction full-time, while other instructors are hired to work after their contracted day.

The IDEA grant provides federal funds for students with disabilities.

The grant is used to provide essential services that are required in students' Individual Education Plans:

- Purchasing of specific furniture or fixtures
- Hearing Impaired Teachers
- Visual Impairment Teachers
- Interpreters
- One-to-One Paraprofessionals
- Occupational Therapy Services
- Physical Therapy Services
- Speech Language Services
- Behavioral Supports (Specialists/Techs/RBTs)
- Assistive Technology Programs
- Health Services
- Coordinators/ESE Specialists
- Program Specialists
- NCH for training
- Local travel (mileage)
- Money is set aside for:
  - Charter Schools
  - Proportionate Share for Private Schools

Base total
$12,977,569.00

Roll forward
$3,706,291.10

Total grant funds
$16,683,860.10

Additional Department Supports

The ESE Department oversees other critical areas of support.

Nursing programming is supported by a Nursing Supervisor.

- Last year, in the 2024-2025 school year, the school clinic provided care for 268,988 clinic visits for students across elementary to high school. The clinic made 6885 referrals to school-based and/or community agencies for resources.
- Created strong community connection with programs Sertoma Speech and Hearing Foundation of Florida, Big Smiles Dental, Lions Club, The World Lions Club Institute, Who We Play For, and working on an MOU with MCR Health.

Students are identified for the **Gifted Education** program through the ESE department.

- The ESE Department provides training for teachers seeking their gifted endorsement as well as training for the support of gifted students.
- Currently, there are 1681 students identified as gifted in our schools.

Medicaid provides additional funding sources through reimbursement of services.

- Services that can be reimbursed include counseling services, time sampling, occupational and physical therapies, nursing services, speech/language therapies, and evaluations.
- The ESE department employs one Medicaid specialist to oversee documentation procedures.

Vision: “Be a Champion for Every Learner”

Mission: Be Exceptional for students, schools, and parents.
(Communication, Problem-Solving, Collaboration)

Exceptional Student Education Update

“Championing All Students”

April 28, 2026

School Board Meeting

AGENDA ITEM NO. 10.2

School Board of Manatee County
April 28, 2026 - Regular Board Meeting

Title
School Start Time Community Feedback - *updated 4/24/2026*

Executive Summary
Mr. Derek Jensen, Deputy Superintendent of Instruction, and Mr. Willie Clark, Deputy Superintendent of Operations, will present community feedback on school start time proposals and operational scenarios.

Contact
Submitting Department: Instructional Services
Initiated by: Derek Jensen

Attachments:
4-28-2026 School Start Times Survey Results - added after publishing

Manatee County School Start Times Community Feedback Review

April 28, 2026
School Board Meeting

Survey Demographics

5,081

Total Survey Responses

45%

Completion Rate
(from 11,220 click-throughs)

10,546+

Students
Represented (PK-12)

Elementary (PK-5)
5,408 students

Middle (6-8)
2,336 students

High (9-12)
2,802 students

English (4,811 responses)

Spanish (224 responses)

Additional participation recorded in Portuguese, Chinese, French, Russian, and Haitian Creole.

Current Start Times of Respondents' Students

7:30AM - 2:25PM (High School)	2403
8:25AM - 3:15PM (Elementary & K-8)	3941
9:20AM - 4:10PM (Middle School)	1823

15 Minute Later School Start & End Time Shift

Updated start/end times:
High Schools: 7:45AM-2:40PM
Elementary & K-8 Schools: 8:40AM-3:30PM
Middle Schools: 9:35AM-4:25PM

If school times are shifted 15 minutes the impact on your family (drop-off, pick-up, work, childcare, activities, etc.) would be...

	Very Negative	Negative	About the same	Positive	Very Positive	Net Positive-Negative
All Respondents	**22%**	**16%**	**32%**	**12%**	**18%**	**-8%**
7:30AM - 2:25PM (High School)	19%	13%	33%	12%	23%	+4%
8:25AM - 3:15PM (Elementary & K-8)	24%	18%	32%	11%	14%	-17%
9:20AM - 4:10PM (Middle School)	28%	18%	31%	9%	14%	-23%

15 Minute Later School Start & End Time Shift

Do you have any additional feedback you would like to share on how that potential change would impact your student(s) and family?

Feedback Category

Impact of 15 minute school start time shifts on family:	Work & Childcare Logistics			Extracurriculars & Home Routines			Student Health & Morning Safety					Middle School Specific	Infrastructure & Traffic		Alternative Solutions
	Work Schedule Conflicts	Childcare Costs / Before-Care Needs	Teacher & Staff Impact	Sports & Extracurricular Disruptions	Loss of Family & Homework Time	Teen Employment Impacts	Special Needs/ Autism/ Therapy/ Appts	Sleep Benefits / Circadian Rhythm	Morning Safety & Daylight	Reduced Morning Rush	Weather / Time Change Adjustments	Opposition to Middle School Shift	Rush Hour & Traffic Congestion	Busing & Car Line Frustrations	Alternative Solutions
All Respondents:	**339**	**100**	**5**	**218**	**57**	**9**	**30**	**59**	**23**	**19**	**1**	**34**	**41**	**47**	**11**
Very Negative	215	53	3	118	25	4	15	8	3	2	1	19	13	12	3
Negative	79	23	1	61	19	2	9	3	2	0	0	11	10	10	2
About the same	28	21	0	27	10	2	3	7	5	1	0	4	9	6	4
Positive	3	2	0	3	0	0	1	8	4	6	0	0	1	6	0
Very Positive	14	1	1	9	3	1	2	33	9	10	0	0	8	13	2

Start/End Time Increments

If school start times and end times shift….pick-up/drop-off (and work, childcare, activities, etc.) for your family would be…

Most objectionable time shifts in dark red
least objectionable time shifts in dark blue

All Respondents:	60 minutes earlier	45 minutes earlier	30 minutes earlier	15 minutes earlier	15 minutes later	30 minutes later	45 minutes later	60 minutes later
More Difficult	3022	2885	2331	1525	1577	2243	2737	2783
About the Same	648	708	1044	1861	1847	943	622	544
Easier	547	566	810	853	902	985	745	682
Net Easier-More Difficult	**-2475**	**-2319**	**-1521**	**-672**	**-675**	**-1258**	**-1992**	**-2101**

High School Bell Time Change

AM Data (Current)

High School Start Time: 7:30AM
Elem. School Start Time: 8:25AM
Difference Between Tiers: 55 mins.

PM Data (Current)

High School End Time: 2:25PM
Elem. School End Time: 3:15PM
Difference Between Tiers: 50 mins.

AM Data (Proposed)

High School Start Time: 7:45AM
Elem. School Start Time: 8:25AM
Difference Between Tiers: 40 mins.

PM Data (Proposed)

High School End Time: 2:40PM
Elem. School End Time: 3:15PM
Difference Between Tiers: 35 mins.

Current On-Time Rates

HS		ES	
AM	98%	AM	94%
PM	99%	PM	69%

Annual Costs Per Bus

School Bus Driver: $38,815

School Bus Attendant: $27,924

Additional Operating Costs Per Bus*: $5,312

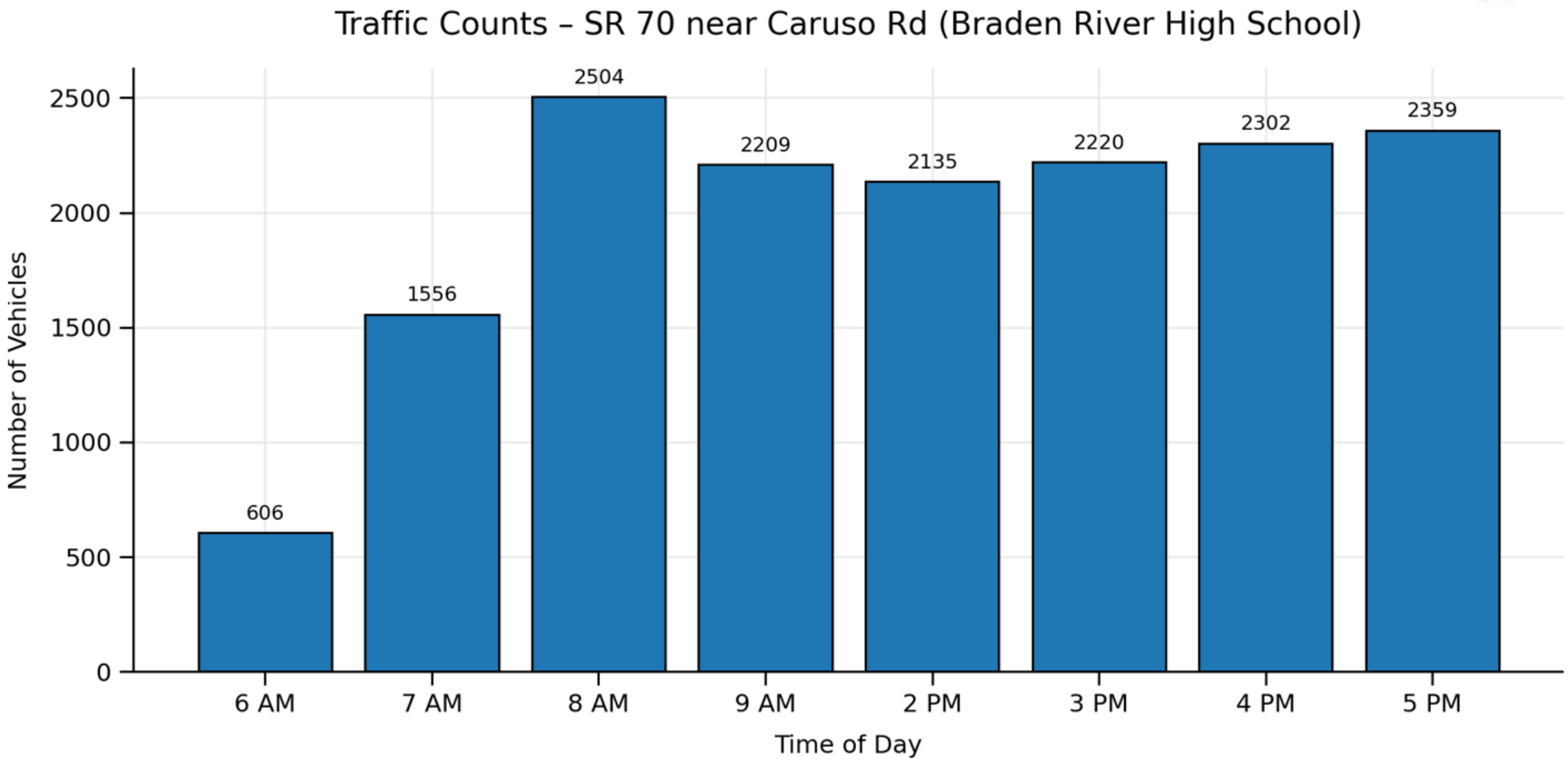
** Assumes Unit Operates 2000 Hours Per Year*

Total Operating Cost For Each New Bus Needed: $72,051

Total Additional Cost: $1,224,867 (based on 17 buses)

Estimated Buses Needed: 15-20

High School Bell Time Change



Source: Florida Department of Transportation

Meeting the Requirements of Rule 6A-1.0455

March 31st Workshop

Board review of start time compliance, community feedback, and SST-1 submission.

April 28th Meeting

Review of start time follow-up survey results and transportation proposal.

May 12th Meeting

Final Board approval of the 2026-27 schedule and the completed SST-1 Compliance Report.

By June 1, 2026

Official submission of Form SST-1 to the FLDOE to achieve permanent compliance status.

Manatee County School Start Times Community Feedback Review

April 28, 2026
School Board Meeting

AGENDA ITEM NO. 11.1

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Appointments, Change of Assignments, Promotions, Reappointments, Reassignments, Resignations, Retirements, Suspensions, Terminations, and Transfers (No Financial Impact)

Executive Summary
The personnel listed under change of assignments, promotions, reappointments, reassignments, resignations, retirements, suspensions, terminations, and transfers have been recommended by their principal or immediate supervisor to the Superintendent of Schools.

The personnel recommended for appointments for the 2025-2026 school years have been interviewed by administrative staff members and have applications with favorable references on file in the Human Resources Department.

The lists for Teachers, Paraprofessionals, SAMP, AFSCME and Non-Bargaining for the 2024-2025 school year are available at the School Support Center in Room 106.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 1
Develop a competitive employee salary schedule to keep and attract the best talent and continue to provide quality customer service to our staff and parents

Ready To Grow | Goal 2
Strengthen our new employee orientation and development program to foster, promote, and retain extraordinary educators and staff

Recommendation
The Superintendent recommends the approval of the appointments, change of assignments, promotions, reappointments, reassignments, resignations, retirements, suspensions, terminations, and transfers (No Financial Impact).

Financial Impact
There is no financial impact.

Contact
Submitting Department: Human Resources
Initiated By: Dr. Christina Britton

Attachments:
4.28.26 Board Material

Hire

Administrative

Type	Name	Department/Location	Position	Effective Date
Hire	Merk, Scott	Manatee Technical College	Analyst, Campus Solutions (Range $64,741 - $124,342)	4-13-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Hire	Cabrera Navarro, Yuri	Food & Nutrition Services	Food Service-5 hr, Floater	4-13-2026
Hire	Cardenas, David	Security	Safety Guardian	4-13-2026
Hire	Crocker, Justin	Buffalo Creek Middle School	Custodian 8 hr	3-30-2026
Hire	Cuadros, Jannie	Braden River Middle School	Tchr Aide, ESE	3-24-2026
Hire	Esparza, Beatriz	Haile Middle School	Asst, School Clerical, 10.5 Mo	3-29-2026
Hire	Figueroa, Tara	Johnson K-8 Sch of Int Studies	Tchr Aide, Pre-K	3-24-2026
Hire	Foster, Vendrick	Tara Elementary School	Custodian 8 Hr	3-30-2026
Hire	Gibson, Christopher	Sugg Middle School	Tchr Aide, ESE	3-30-2026
Hire	Lawrence, Shaunski	Bashaw Elementary School	Tchr Asst, Student Intern	4-12-2026
Hire	Jendrzin, Leopold	Food & Nutrition Services	Worker, Food Service-6 hr	4-13-2026
Hire	MacDonald, Julie	Food & Nutrition Services	Food Service-5 hr, Floater	4-13-2026
Hire	Melillo, Anthony	Freedom Elementary School	Tchr Aide, ESE, 1:1	3-31-2026
Hire	Murray, Rita	School Bus Transportation	Bus Aide	4-12-2026
Hire	Pastor-Hernandez, Elinda	Sea Breeze Elementary School	Asst, School Clerical, 10.5 Mo	4-6-2026
Hire	Perez Santana, Alma	Palmetto High School	Nurse, School, LPN	3-30-2026
Hire	Powell, Ella	Bayshore High School	Teacher Aide, Title I, HS	3-24-2026
Hire	Rojas, Jose	Maintenance & Operations	Custodian 8 Hr, Floater	4-13-2026
Hire	Santucci, Carmen	Warehouse	Worker/Driver, Warehouse I	4-13-2026
Hire	Seeley, Erica	Food & Nutrition Services	Manager, Cafeteria I, Floater	4-13-2026
Hire	Shaw, Jessica	School Bus Transportation	Bus Driver	4-13-2026
Hire	Singletary, Lashonda	Kinnan Elementary School	Tchr Aide, ESE, 1:1	3-25-2026
Hire	Smith, Lorie	Food & Nutrition Services	Food Service-5 hr, Floater	4-13-2026
Hire	Wallace-Lawrence, Alexa	Miller Elementary School	Tchr Aide, ESE	3-26-2026
Hire	Watson, Jesse	Sea Breeze Elementary School	Tchr Aide, ESE	3-30-2026
Hire	Williams, Camri	School Bus Transportation	Dispatcher, School Bus Trans	4-13-2026
Hire	Wolford, David	Food & Nutrition Services	Worker, Food Service-6 hr	4-13-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Hire	Luce, Nicole	Jain Middle School	Specialist, Student Support University of Maine BA	4-12-2026

Promotion

Administrative

Type	Name	Department/Location	Position	Effective Date
Promotion	Albano, Jonathan	From: Lakewood Ranch HS To: Professional Support Center	From: Field Technician To: Coord, Info Applications	3-29-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Promotion	Frazier, Aydin	From: Moody Elementary School To: Moody Elementary School	From: Paraprofessional, Title I, ES To: Clerk, Guidance	3-29-2026
Promotion	Walker, Matthew	From: Harllee Middle School To: Braden River ES	From: Clinic Attendant/Health Aide To: Head Custodian I	3-29-2026

Resignation

Administrative

Type	Name	Department/Location	Position	Effective Date
Resignation	Molchany, Megan	ESE	Behavior Specialist	4-9-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Resignation	Alvarez, Kirstie	Gullett Elementary School	Tchr Aide, ESE, 1:1	3-24-2026
Resignation	Coppa, John	Manatee Elementary School	Tchr Aide, ES, Title I	4-11-2026
Resignation	Flores-Rodriguez, Gabriela	Daughtrey Elementary School	Tchr Aide, ES	5-30-2026
Resignation	Fontanez-Saldana, Brenda	Bayshore High School	Clerk, Guidance	6-6-2026
Resignation	Gavin, Joyce	School Bus Transportation	Bus Aide	2-21-2026

Resignation	Goff, McKayla	McNeal Elementary School	Nurse, School, LPN	4-1-2026
Resignation	Gramman, Julie	Anna Maria Elementary School	Tchr Aide, Pre-K	5-30-2026
Resignation	Gutierrez Quinones, Laura	Bayshore High School	Tchr Aide, ESOL	5-30-2026
Resignation	Guzman, Elsie	School Bus Transportation	Bus Aide	4-2-2026
Resignation	Knight, Karen	Food & Nutrition Services	Worker, Food Service-6 hr	4-16-2026
Resignation	La Fuente Del Toro, Ivis	Manatee Technical College	Custodian 8 Hr	3-28-2026
Resignation	Macedo, Jennifer	Manatee Elementary School	Tchr Aide, ES	3-25-2026
Resignation	Marrero Alvarez, Maria	Tara Elementary School	Custodian 8 Hr	4-1-2026
Resignation	McDade, Erin	McNeal Elementary School	Tchr Aide, ESE	3-24-2026
Resignation	McKay, Maria	Ballard Elementary School	Clerk, Guidance, ES	6-6-2026
Resignation	Myles, Gina	Moody Elementary School	Tchr Aide, ESE	4-6-2026
Resignation	Nixon, Darrell	Security	Safety Guardian	5-31-2026
Resignation	Olivero Dominguez, Maria	Food & Nutrition Services	Worker, Food Service-5 hr	4-3-2026
Resignation	Rainey, Angela	Construction Services	Project Assistant	4-22-2026
Resignation	Ryan, Monica	Nolan Middle School	Secretary, Senior School, MS	4-16-2026
Resignation	Smith, Pepe	Security	Safety Guardian	5-30-2026
Resignation	Stankovic, Jovana	Lake Manatee K-8 School	Tchr Aide, ES	5-30-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Resignation	Baretty-Torres, Anabely	Myakka Elementary School	Tchr, Intellctual Disabilities	4-4-2026
Resignation	Bowers, Ann	Braden River Middle School	Support Facilitator	5-1-2026
Resignation	Bratkowski, Kristen	Harvey K-8 School	Tchr, Pre-K Handicapped	5-30-2026
Resignation	Burkhardt, Peter	Sea Breeze Elementary School	Kindergarten Teacher	4-13-2026
Resignation	Cenizario, Katherine	Gullett Elementary School	Second Grade Teacher	5-30-2026
Resignation	Covert, Isabel	Lee Middle School	Tchr, Language Arts, MS	5-30-2026
Resignation	Downs, Darren	Willis Elementary School	Specialist, Student Support	5-30-2026
Resignation	Dye, Stephanie	Mills Elementary School	First Grade Teacher	5-30-2026
Resignation	Elliott, Kristen	Jain Middle School	Tchr, Technology	5-30-2026
Resignation	Harman, Letitia	Prine Elementary School	Spec, Media, ES	5-30-2026
Resignation	Homan, Alisha	Nolan Middle School	Tchr, Language Arts, MS	5-30-2026
Resignation	Kauzlarich, Maureen	Lincoln Memorial MS	Tchr, Language Arts, MS	5-30-2026
Resignation	Kowle, Daniel	Johnson K-8 Sch of Int Studies	Tchr, Emotion/Behavr Disabi	4-2-2026
Resignation	Leon, Sara	Sugg Middle School	Tchr, Science, MS	3-23-2026
Resignation	Limones, Alicia	Buffalo Creek Middle School	Tchr, Agriculture/Nat Resrcs	4-3-2026
Resignation	Lozano, Candice	Gullett Elementary School	Second Grade Teacher	5-30-2026
Resignation	Mainstone, Angela	Jain Middle School	Tchr, Reading, MS	5-30-2026
Resignation	McCarrison, Kala	Mills Elementary School	Tchr, ASD	3-28-2026
Resignation	Middleton, Paige	Prine Elementary School	Third Grade Teacher	5-30-2026
Resignation	Solano, Gabriella	Oneco Elementary School	First Grade Teacher	7-1-2026
Resignation	Stanaland, Jamie	Williams Elementary School	Tchr, Kindergarten	5-30-2026
Resignation	Wilson, Emily	Freedom Elementary School	Third Grade Teacher	5-30-2026
Resignation	Yavalar, Tyler	Lee Middle School	Specialist, Student Support	5-30-2026

Retirement

Administrative

Type	Name	Department/Location	Position	Effective Date
Retirement	Brush, Deborah 14.70 Years of Service	Personnel	Specialist II, Human Resources	4-1-2026
Retirement	Hird, James 31.11 Years of Service	ESE	Spec, Behavioral, ESE	4-25-2026
Retirement	Troiani, Kathleen 4.42 Years of Service	Finance	Specialist, Accounting	4-7-2026
Retirement	Walsh, Traci 30.32 Years of Service	Moody Elementary School	Behavior Specialist	4-3-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Retirement	Landers-Ackerman, Fran 10 Years of Service	Braden River High School	Tchr Aide, ESE, 1:1	8-1-2026
Retirement	McKinnon, William 8 Years of Service	Security	Safety Guardian	5-30-2026
Retirement	Miller, Martin 4 Years of Service	Braden River High School	Bookkeeper, School, 12 Mo	7-1-2026

Retirement	Muldoon, Susan 20.84 Years of Service	Purchasing	Associate Buyer	7-1-2026
Retirement	Pendley, Deborah 9.90 Years of Service	Gullett Elementary School	Clerk, Guidance, ES	4-4-2026
Retirement	Rardin, Taurina 10.58 Years of Service	Finance	Specialist, Accounts Payable	7-4-2026
Retirement	Stewart, Patricia 30.09 Years of Service	Gullett Elementary School	Registrar, School I, ES	6-3-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Retirement	Beach, Jane 28.80 Years of Service	Braden River Middle School	Tchr, Science, MS	6-1-2026
Retirement	Bowen, Alice 9.90 Years of Service	Daughtrey Elementary School	Tchr, Pre-K Integrated	5-30-2026
Retirement	Brooks, Michael 23 Years of Service	Southeast High School	Tchr, Science, HS	8-1-2026
Retirement	Dugan, Lynnette 8 Years of Service	Palmetto Elementary School	Tchr, Art, ES	6-1-2026
Retirement	Ellis, Theresa 23 Years of Service	ESE	Spec, Exceptional Student Educ	7-1-2026
Retirement	Fallgren, Regina 25.60 Years of Service	Anna Maria Elementary School	Tchr, Gifted	8-1-2026
Retirement	Jarrell, Suzanne 29 Years of Service	Braden River High School	Tchr, Business Technology Educ	5-30-2026
Retirement	Moore, Amy 36.60 Years of Service	Prine Elementary School	Support Facilitator	5-30-2026
Retirement	Rahn, Pamela 33 Years of Service	Nolan Middle School	Tchr, Technology	8-1-2026
Retirement	Sanborn, Kelli 20.60 Years of Service	Freedom Elementary School	Fourth Grade Teacher	5-30-2026
Retirement	Wallace, Kimberly 26.80 Years of Service	Stewart Elementary School	Tchr, Pre-K Integrated	5-30-2026

Termination

Educational Support

Type	Name	Department/Location	Position	Effective Date
Term During Probation	Monreal, Dilma	Jain Middle School	Custodian 8 Hr	4-1-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Job Abandonment	Dienna, Denise	Willis Elementary School	Third Grade Teacher	5-30-2026
Term During Probation	Faerberboeck, Gretchen	Daughtrey Elementary School	Fifth Grade Teacher	3-24-2026
Term During Probation	Peterson, Michael	Prine Elementary School	Fifth Grade Teacher	4-11-2026
Term During Probation	Petrucci, Laura	Bayshore Elementary School	Fifth Grade Teacher	3-14-2026

Transfer

Educational Support

Type	Name	Department/Location	Position	Effective Date
Transfer	Bors, David	From: Gullett Elementary School To: Matzke Support Center	From: Custodian 8 Hr To: Shipping/Receiving Clerk	4-12-2026
Transfer	DeBerry, Donna	From: Manatee Technical College East To: Manatee Technical College Main	From: Tchr, Adult Ed P/T To: Asst, Sch Clerical P/T-Retire	3-29-2026
Transfer	Mays, Phyllis	From: ESE To: SDMC School Support Center	From: Tchr Aide, ESE, 1:1 To: Tchr Aide, ESE, 1:1	3-29-2026
Transfer	Pettas, Jennifer	From: Miller Elementary School To: Wakeland Support Center	From: Manager, Cafeteria I To: Manager, Cafeteria I, Floater	4-12-2026
Transfer	Riojas, Blanca	From: Matzke Support Center To: Matzke Support Center	From: Rep, Customer Svc, Trans To: Asst, Clerical II	3-29-2026
Transfer	Sanchez, Sandy	From: Manatee Technical College Main To: Johnson K-8 Sch of Int Studies	From: Specialist, Financial Aid To: Secretary, Senior School, MS	3-29-2026

AGENDA ITEM NO. 11.2

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Report of Teachers' Out-of-Field Content, Reading, and ESOL (English for Speakers of Other Languages) (No Financial Impact)

Executive Summary
The Out-of-Field Plan for Manatee County Schools provides that teachers are notified of their out-of-field status at the point that their current certification does not meet the required certification for the subject(s) they are teaching. State School Board Rule 6A-1.0503 provides that any out-of-field teacher must be appointed as out-of-field after verifying that an appropriately certified teacher is unavailable. The School Board appointed the attached list of teachers as out-of-field. These teachers can pass the subject area exam or complete a minimum of six semester hours annually toward certification until such time they can pass the test, if applicable.

The Multicultural and Educational Training Advocacy (META) Consent Decree requires that all teachers of English Language Learners (ELLs) receive training in English for Speakers of Other Languages (ESOL) strategies. The required training hours range from 18 to 300 hours and are categorized by the subject in which the teacher gives instruction. Categories are I, II, III, and IV. The category also drives the timeline for completing training hours. Specifics are given to each teacher at the time of hire or when there is a change of assignment. Category I Teachers who are not ESOL Certified or Endorsed must be reported to the Board as out-of-field. The attached list contains the names of the teachers who must be reported to the Board.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 1
Develop a competitive employee salary schedule to keep and attract the best talent and continue to provide quality customer service to our staff and parents

Ready To Grow | Goal 2
Strengthen our new employee orientation and development program to foster, promote, and retain extraordinary educators and staff

Recommendation
The Superintendent recommends approval of the report of teachers' out-of-field content, reading and ESOL (English for Speakers of Other Languages) (No Financial Impact).

Financial Impact
There is no financial impact.

Contact
Submitting Department: Human Resources
Initiated By: Dr. Christina Britton

Attachments:
OOF Content 4.28.26
OOF ESOL 4.28.26
OOF Reading 4.28.26

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Bock,Jessie Rey	Lake Manatee K-8 School	Kindergarten Teacher	Elementary Education K-6
Henriquez Mendoza,Daniela L	Lake Manatee K-8 School	First Grade Teacher	PreKindergarten/Primary Education PK-3
Tovell,Andrew	Lake Manatee K-8 School	Tchr, Art, ES	Elementary Education K-6
Fraley,Leah Nicole	Bayshore Elementary School	Second Grade Teacher	Autism Endorsement Year 1
Hammer,Lisa	Bayshore Elementary School	First Grade Teacher	Educational Media Specialist PK-12
Van Aken,Catherine Hawthorne	Bayshore Elementary School	Spec, Media, ES	Elementary Education K-6
Baker,Caitlyn Alexandria	Bayshore High School	Tchr, Language Arts, HS	Business Education 6-12
Calhoun,Katharine Esther	Bayshore High School	Support Facilitator	Mathematics 6-12
Childers,Kelly L.	Bayshore High School	Tchr, Intellctual Disabilities	Art K-12
Dejneka,Ulyana Bushnell	Bayshore High School	Tchr, ESOL Resource	Art K-12
Jones Jr,Thirus	Bayshore High School	Tchr, Resource	Mathematics 6-12
Mclellan,Denise M.	Bayshore High School	Tchr, IND/SC	Art K-12
Neathery,Michele E.	Bayshore High School	Tchr, Reading, HS	English 6-12
Rupp,Michael	Bayshore High School	Tchr, Physical Educ, HS	Middle Grades Mathematics 5-9
Silva,John L.	Bayshore High School	Tchr, Science, HS	Middle Grades General Science 5-9
Tiger,Natalie Nicole	Bayshore High School	Tchr, Science, HS	Middle Grades Mathematics 5-9
Townson,Dana D.	Bayshore High School	Tchr, Electronics	Engineering and Technology Education
Wilcox,Jennifer Elaine	Bayshore High School	Testing Administrator	Mathematics 6-12
Delgado,Edmundo A.	Manatee Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3
Engram,Leah Sharai	Manatee Elementary School	Counselor, ES	Exceptional Student Education K-12
Franklin,Katrina N.	Manatee Elementary School	Third Grade Teacher	Elementary Education K-6
Hamilton,Sabrina	Manatee Elementary School	Fifth Grade Teacher	Elementary Education K-6
Negroni,Ivette	Manatee Elementary School	Second Grade Teacher	Exceptional Student Education K-12
Shimmell,Mercedes	Manatee Elementary School	Kindergarten Teacher	Elementary Education K-6
Smith,Carleen M.	Manatee Elementary School	Kindergarten Teacher	Elementary Education K-6
Woughter,Cari	Manatee Elementary School	Fifth Grade Teacher	PreKindergarten Disabilities Endorsement
Bollmeyer,Lyn M	Manatee High School	Tchr, Art, HS	Art K-12
Bragg,William E	Manatee High School	Tchr, ESOL Resource	World Language – Spanish K-12
Egyed,Peter P.	Manatee High School	Tchr, ASD	Art K-12
Fontaine,Francine	Manatee High School	Support Facilitator	Middle Grades English 5-9
Garrity,Patrick	Manatee High School	Tchr, Other Classroom	Business Education 6-12
Hawley,Bradley Scott	Manatee High School	Tchr, Applied Technology	Engineering and Technology Education
Manion,Kyle	Manatee High School	Tchr, IND/SC	Middle Grades General Science 5-9
Marconi,Kathy Lynn	Manatee High School	Support Facilitator	Middle Grades English 5-9
Powley Link,Melissa Anne	Manatee High School	Tchr, Applied Technology	Business Education 6-12
Price,Kavious D	Manatee High School	Tchr, Physical Educ, HS	Exceptional Student Education K-12
Reynolds,Jennifer L.	Manatee High School	Tchr, Science, HS	Gifted Endorsement Class 3
Rodgers,Susan D.	Manatee High School	Tchr, Reading, HS	Middle Grades English 5-9
Walters,Kathryn E	Manatee High School	Tchr, Science, HS	Middle Grades General Science 5-9
Davis,Parker	Miller Elementary School	Tchr, STEM	Elementary Education K-6
McGee,Pamela	Miller Elementary School	First Grade Teacher	Elementary Education K-6
Westendorf,Michelle S.	Miller Elementary School	First Grade Teacher	Exceptional Student Education K-12
Greene,Kristin Inderwiesen	Myakka Elementary School	Tchr, Music, ES	Elementary Education K-6
Huber,Kelly E.	Myakka Elementary School	Third Grade Teacher	Elementary Education K-6
Davis,Aleceya	Oneco Elementary School	First Grade Teacher	Elementary Education K-6
Fishman,Farrah	Oneco Elementary School	Second Grade Teacher	Elementary Education K-6
Gregory,Pamela Duke	Oneco Elementary School	Fourth Grade Teacher	Elementary Education K-6
Zabala,Stephanie Grace	Oneco Elementary School	Fifth Grade Teacher	Elementary Education K-6
Artis,Heather E.	Rogers Garden-Bullock ES	Tchr, VE	Exceptional Student Education K-12
CARDER,ARIADNE	Rogers Garden-Bullock ES	First Grade Teacher	World Language – Spanish K-12
Daum,Jennifer	Rogers Garden-Bullock ES	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3
Hazon,Zoe	Rogers Garden-Bullock ES	Tchr, IND/SC	Elementary Education K-6
Huffman,Julia Marie	Rogers Garden-Bullock ES	Coach, Literacy	Elementary Education K-6
Mendez,Jessica	Rogers Garden-Bullock ES	First Grade Teacher	Exceptional Student Education K-12
Miranda,Eliette	Rogers Garden-Bullock ES	Fifth Grade Teacher	Elementary Education K-6
Pollack Servoss,Fay K.	Rogers Garden-Bullock ES	Spec, Media, ES	Middle Grades General Science 5-9
Teahan,Nancy Elizabeth	Rogers Garden-Bullock ES	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3
Zuluaga,Diana	Rogers Garden-Bullock ES	Third Grade Teacher	Elementary Education K-6
Davis,Ieshia Nicole	Palm View K-8 School	Tchr, Language Arts, MS	English 6-12
Gleason,Olivia	Palm View K-8 School	Tchr, Dropout Prevention, MS	Elementary Education K-6
Munn,Kristen M	Palm View K-8 School	Teacher, Woz Support, ES	Elementary Education K-6
Snyder,Brooklyn	Palm View K-8 School	Support Facilitator	Exceptional Student Education K-12
Harwick,Krey Elliot	Palma Sola Elementary School	Tchr, Physical Educ, ES	Physical Education K-12
Lawrence,Tera Nicole	Palma Sola Elementary School	Tchr, ASD	Elementary Education K-6
Borcsok Imri,ZsuZsanna	Palmetto Elementary School	Tchr, VE/SC	Elementary Education K-6

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Tinkham,Kimberley Ann	Palmetto Elementary School	Tchr, ASD	Elementary Education K-6
Ansbro,Emily	Palmetto High School	Tchr, Language Arts, HS	English 6-12
Barco,Adriana	Palmetto High School	Tchr, HS Classroom	World Language – Spanish K-12
Bomar,Laura E	Palmetto High School	Tchr, IND/SC	Art K-12
Corbett,Brooke E.	Palmetto High School	Specialist, Student Support	World Language – Spanish K-12
Corn,Samantha	Palmetto High School	Tchr, IND/SC	Art K-12
Fredericks,Kai	Palmetto High School	Tchr, Mathematics, HS	Mathematics 6-12
Freeman,Cynthia S.	Palmetto High School	Tchr, Autism Spectrum Disorder	English 6-12
Garner,Alex Galen	Palmetto High School	Tchr, Technology	Mathematics 6-12
Lyle,Lauren Elizabeth	Palmetto High School	Tchr, Music, HS - Chorus	English 6-12
Martin,Roderick	Palmetto High School	Tchr, Mathematics, HS	Mathematics 6-12
Thomas-Stockner,Brigid A.	Palmetto High School	Tchr, Reading, HS	English 6-12
Treadwell,Malik	Palmetto High School	Tchr, Social Studies, HS	Social Science 6-12
Zolkos,Jarrett	Palmetto High School	Tchr, Social Studies, HS	Social Science 6-12
Leftwich,Michael	Prine Elementary School	Tchr, ASD	Educational Media Specialist PK-12
Murphy,Matthew	Prine Elementary School	Specialist, Student Support	Art K-12
Tacuba-Roblero,Esteffani	Prine Elementary School	Tchr, Second Grade	Elementary Education K-6
Velez,Stephanie	Prine Elementary School	Kindergarten Teacher	PreKindergarten/Primary Education PK-3
DeMint,Miles Montgomery Scott	Daughtrey Elementary School	Tchr, ASD	Exceptional Student Education K-12
Houston,Carly	Daughtrey Elementary School	Tchr, VE/SC	Elementary Education K-6
Karlsson,Lisbeth	Daughtrey Elementary School	Second Grade Teacher	Elementary Education K-6
Land,Margaret Lynn	Daughtrey Elementary School	Tchr, Pre-K Handicapped	Exceptional Student Education K-12
Mercado,Giovanna	Daughtrey Elementary School	Kindergarten Teacher	PreKindergarten/Primary Education PK-3
Palija,Linda Gray	Daughtrey Elementary School	Support Facilitator	Exceptional Student Education K-12
Ruiz Harrington,Monica Graciela	Daughtrey Elementary School	Fifth Grade Teacher	Elementary Education K-6
Selbeck,Sandra Liliana	Daughtrey Elementary School	Tchr, Dual Language, ES	Elementary Education K-6
Steinberg,Brittney S	Daughtrey Elementary School	Kindergarten Teacher	Autism Endorsement Year 1
Bailey Odom,Sonia	Samoset Elementary School	Kindergarten Teacher	PreKindergarten/Primary Education PK-3
Griggs,Rachel Louise	Samoset Elementary School	Third Grade Teacher	Elementary Education K-6
Keiper,Keala Pamela Ros	Samoset Elementary School	Tchr, Pre-K Handicapped	Elementary Education K-6
Ricks,Nina Shantel	Samoset Elementary School	Fourth Grade Teacher	Elementary Education K-6
Thigpen,Brittany Leigh-Ann	Samoset Elementary School	Fifth Grade Teacher	Elementary Education K-6
Bishop,Meghan Kathleen	Southeast High School	Coordinator, IB	Middle Grades General Science 5-9
Devlin,Brittany	Southeast High School	Tchr, Science, HS	Gifted Endorsement Class 2
Kearney Jr,Vernon Lenior	Southeast High School	Tchr, EBD/SC	Elementary Education K-6
McNamara,Hailey Erica	Southeast High School	Support Facilitator	Business Education 6-12
Mueller,Megan M.	Southeast High School	Tchr, Mathematics, HS	Mathematics 6-12
Muntz,Steve Marshall	Southeast High School	Tchr, Business Technology	Mathematics 6-12
Smith,Anthony Charles	Southeast High School	Tchr, Business Technology	Mathematics 6-12
Swinkels,Katherine	Southeast High School	Tchr, Science, HS	Middle Grades General Science 5-9
Baker,Casey M	Tillman Elementary School	Tchr, ASD	Elementary Education K-6
Li,BingBing	Tillman Elementary School	Tchr, First Grade	Elementary Education K-6
March,Lisa Michelle	Tillman Elementary School	Support Facilitator	Exceptional Student Education K-12
Mauk,Kyle	Tillman Elementary School	Tchr, STEM	Elementary Education K-6
Miller,Angela Glenda	Tillman Elementary School	Tchr, VE/SC	Autism Endorsement Year 1
Murray,Bernatta Dealcia	Tillman Elementary School	Tchr, Pre-K Integrated	Elementary Education K-6
Riggio,Joseph M	Tillman Elementary School	Tchr, Art, ES	Elementary Education K-6
Wright,Fay A	Tillman Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3
Ngo,Jacqueline L	Blackburn Elementary School	First Grade Teacher	World Language – Spanish K-12
Broehm,Diane Y	Sugg Middle School	Tchr, Science, MS	Middle Grades General Science 5-9
Geldmaker,Stephanie	Sugg Middle School	Support Facilitator	Elementary Education K-6
Goodyear,Calaina R	Sugg Middle School	Tchr, Social Studies, MS	Exceptional Student Education K-12
Lanza,Alys	Sugg Middle School	Tchr, Science, MS	Middle Grades General Science 5-9
Mccoy,Vivian	Sugg Middle School	Tchr, Science, MS	Middle Grades General Science 5-9
Salinas Carias,Stephanie G.	Sugg Middle School	Tchr, ESOL Resource	English 6-12
Strom,Cary R	Sugg Middle School	Tchr, Dropout Prevention, MS	English 6-12
Thomas,Jeremy K	Sugg Middle School	Tchr, Science, MS	Middle Grades General Science 5-9
Bennett,Robert C.	Moody Elementary School	Tchr, Physical Educ, ES	Elementary Education K-6
Korschun,Martha	Moody Elementary School	Tchr, ASD	Elementary Education K-6
Regula,Megan Lynn	Moody Elementary School	Fifth Grade Teacher	Elementary Education K-6
Royer,Madison	Moody Elementary School	Second Grade Teacher	Biology 6-12
Briggs,Jonathan David	King Middle School	Tchr, Business Technology	Engineering and Technology Education
Ferguson,Corey Michael	King Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9
Galati,Natasha	King Middle School	Tchr, ASD	Middle Grades English 5-9
Grider,Delanie Rose	King Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Moody,Emma Rachelle	King Middle School	Tchr, Science, MS	Middle Grades General Science 5-9
Moore,Jessica Elizabeth	King Middle School	Support Facilitator	Exceptional Student Education K-12
Noga,Vjola	King Middle School	Tchr, IND/SC	Elementary Education K-6
Harvey,Chondra Tootle	Abel Elementary School	Third Grade Teacher	Exceptional Student Education K-12
Hodge,Doni E.	Abel Elementary School	Teacher, Other Classroom	Educational Media Specialist PK-12
Kent,Noelle V.	Abel Elementary School	Tchr, VE/SC	Elementary Education K-6
Nehus,Jillian Ann	Abel Elementary School	Tchr, ASD	Exceptional Student Education K-12
Bratton,Kamille J	Bashaw Elementary School	Tchr, EBD/SC	Elementary Education K-6
Fitzstephens,Tracey D.	Bashaw Elementary School	Support Facilitator	PreKindergarten/Primary Education PK-3
Yueng-Nieves,Kathryn Paula	Bashaw Elementary School	Tchr, Pre-K Integrated	Elementary Education K-6
Cerpa,Lucy	Braden River Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3
Misla,Rebecca M	Braden River Elementary School	Tchr, Art, ES	Elementary Education K-6
Ramirez,Maria Gabriela	Braden River Elementary School	Second Grade Teacher	Elementary Education K-6
Day,Christina Lynn	Braden River Middle School	Tchr, EBD/SC	Middle Grades Mathematics 5-9
Gkikas,Matina	Braden River Middle School	Tchr, Family & Cnsumr Sciences	Family and Consumer Science 6-12
Guttilla,Charles Joseph	Braden River Middle School	Specialist, Student Support	Educational Media Specialist PK-12
Lindberg,Jessica	Braden River Middle School	Tchr, Technology	Engineering and Technology Education
Massa,Melissa	Braden River Middle School	Tchr, Mathematics, MS	Middle Grades General Science 5-9
Williams,Tara	Braden River Middle School	Support Facilitator	Social Science 6-12
Bailey,Beth	Sea Breeze Elementary School	Kindergarten Teacher	Exceptional Student Education K-12
Dorman,Brianne	Sea Breeze Elementary School	First Grade Teacher	Exceptional Student Education K-12
Miller,Alison D	Sea Breeze Elementary School	Tchr, Third Grade	Elementary Education K-6
Peace,Elizabeth	Sea Breeze Elementary School	Support Facilitator	Exceptional Student Education K-12
Coleman,Brittney M	Tara Elementary School	Second Grade Teacher	Exceptional Student Education K-12
Dillahay,Olivia J.	Tara Elementary School	Tchr, VE/SC	Educational Media Specialist PK-12
Johannessen,Joscelyn Jenna	Tara Elementary School	Tchr, ASD	Elementary Education K-6
Van Zandt,Mary Beth	Tara Elementary School	Support Facilitator	Elementary Education K-6
Berg,Shana M.	Johnson K-8 Sch of Int Studies	Coordinator, IB	PreKindergarten/Primary Education PK-3
Greene-Lu,Nailah D.	Johnson K-8 Sch of Int Studies	First Grade Teacher	Elementary Education K-6
Ivey,Tera Lea	Johnson K-8 Sch of Int Studies	Support Facilitator	Elementary Education K-6
Johnson,Susan K.	Johnson K-8 Sch of Int Studies	Tchr, Mathematics, MS	Gifted Endorsement
Burke,Catherine A.	Witt Elementary School	Fifth Grade Teacher	Exceptional Student Education K-12
McDaniel,Lauren A.	Witt Elementary School	Third Grade Teacher	Educational Media Specialist PK-12
Seiler,Tracy A.	Witt Elementary School	Fourth Grade Teacher	Elementary Education K-6
Tabor,Camissa J.	Witt Elementary School	Third Grade Teacher	Middle Grades Mathematics 5-9
Birakis,Christina Marie	Haile Middle School	Tchr, Social Studies, MS	Middle Grades General Science 5-9
Gibson,Joseph W.	Haile Middle School	Tchr, Art, MS	Engineering and Technology Education
Jones,Matthew Karl	Haile Middle School	Specialist, Student Support	Gifted Endorsement Class 1
Reynolds,Bethany A.	Haile Middle School	Tchr, Language Arts, MS	English 6-12
Thomas,Deanna Marie	Haile Middle School	Tchr, Autism Spectrum Disorder	Exceptional Student Education K-12
Blank,Christopher	Lakewood Ranch High School	Tchr, Phys Ed/Health (HOPE)	Middle Grades General Science 5-9
Cohen,Mariah Claire	Lakewood Ranch High School	Tchr, Language Arts, HS	English 6-12
Gardner,Kelly Sanford	Lakewood Ranch High School	Tchr, ASD	Autism Endorsement Year 2
Henry,Louis Gerol	Lakewood Ranch High School	Tchr, World Language, HS	Middle Grades Mathematics 5-9
Knight,Tiffany M.	Lakewood Ranch High School	Tchr, Mathematics, HS	Mathematics 6-12
Long,Benjamin R.	Lakewood Ranch High School	Tchr, Technology	Business Education 6-12
Nolin,Suzanne	Lakewood Ranch High School	Support Facilitator	Elementary Education K-6
Paravicini,Scott F.	Lakewood Ranch High School	Tchr, Physical Educ, HS	Mathematics 6-12
RUIZ,IVANA Beatriz	Lakewood Ranch High School	Tchr, IND/SC	English 6-12
Schultz,Stephen James	Lakewood Ranch High School	Tchr, Language Arts, HS	Mathematics 6-12
Weaver,Elijah	Lakewood Ranch High School	Tchr, Health, HS	Health K-12
Wilcoxson,Alexandra Schauble	Lakewood Ranch High School	Tchr, Science, HS	Physics 6-12
Critzer,Michael	Horizons Academy	Support Facilitator	Exceptional Student Education K-12
Dykes,Corinne D	Horizons Academy	Graduation Coach	Art K-12
Frost,Timothy A	Horizons Academy	Support Facilitator	Exceptional Student Education K-12
Giraldo,Lori A.	Horizons Academy	Support Facilitator	Elementary Education K-6
Horwitz,Chad Stephan	Horizons Academy	Specialist, Student Support	Middle Grades General Science 5-9
Pimentel,Yris	Horizons Academy	Tchr, ESOL Resource	Elementary Education K-6
Reed,Kenton Myles	Horizons Academy	Tchr, Physical Educ, HS	Health K-12
Sanders,Tracey Lavon	Horizons Academy	Support Facilitator	Elementary Education K-6
Sharbono,Christian C	Horizons Academy	Tchr, IND/SC	English 6-12
Silva,Jaime S	Horizons Academy	Tchr, Science, HS	Mathematics 6-12
Wright,Kimberly	Horizons Academy	Specialist, Student Support	Mathematics 6-12
Austin,Paula	Kinnan Elementary School	Third Grade Teacher	Middle Grades Mathematics 5-9
Guth,Andrea	Kinnan Elementary School	First Grade Teacher	Elementary Education K-6

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Kanai,Kazuki	Kinnan Elementary School	Tchr, ESOL Resource	PreKindergarten/Primary Education PK-3
Fede,Diana Marie	Nolan Middle School	Support Facilitator	Elementary Education K-6
Hermann,Mark L.	Nolan Middle School	Support Facilitator	Elementary Education K-6
Johnson,Mackenzie Taylor	Nolan Middle School	Tchr, Physical Educ, MS	Middle Grades Mathematics 5-9
Ortiz,Joan P.	Nolan Middle School	Tchr, Science, MS	Middle Grades General Science 5-9
Vonseggern,Byron	Nolan Middle School	Tchr, Science, MS	Exceptional Student Education K-12
Albritton,James J	Lee Middle School	Tchr, Language Arts, MS	English 6-12
Atkins,CindyAnn A	Lee Middle School	Tchr, Science, MS	Middle Grades General Science 5-9
Benton,Larry D.	Lee Middle School	Tchr, IND/SC	Hearing Impaired K-12
Clark-Hankerson,Brandi S.	Lee Middle School	Counselor, MS	English 6-12
Cromartie,Kiara Timesha	Lee Middle School	Tchr, Social Studies, MS	English 6-12
Mathis,Holly L.	Lee Middle School	Tchr, ASD	Hearing Impaired K-12
Ottlinghaus,William Patrick	Lee Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9
Shelby,Tiara Danielle	Lee Middle School	Tchr, Mathematics, MS	Elementary Education K-6
Williams,Roshun N.	Lee Middle School	Tchr, EBD/SC	Middle Grades Mathematics 5-9
Bennett,Velma J.	Braden River High School	Tchr, EBD/SC	Mathematics 6-12
Cummings,Stacy A.	Braden River High School	Tchr, ESE, OJT	Business Education 6-12
Diss,Amy	Braden River High School	Tchr, Business Technology Educ	Middle Grades Mathematics 5-9
Money,Kaitlin E.	Braden River High School	Support Facilitator	Art K-12
Vasquez,Andrea C	Braden River High School	Tchr, World Language, HS	Elementary Education K-6
Berninger,Andrea M.	McNeal Elementary School	Tchr, Gifted	Computer Science K-12
Bertrand,Amanda Louise	McNeal Elementary School	Kindergarten Teacher	Gifted Endorsement Class 3
Jendro,Amy Lea	McNeal Elementary School	Counselor, ES	Educational Media Specialist PK-12
Zaehler,Marcelina K.	McNeal Elementary School	Tchr, VE/SC	Elementary Education K-6
Conklin,Gregory Steven	Freedom Elementary School	Support Facilitator	Elementary Education K-6
Loid,Meghan Nicole	Freedom Elementary School	Tchr, Gifted	Gifted Endorsement Class 1
Wilson,Eugena C.	Freedom Elementary School	Third Grade Teacher	Elementary Education K-6
Balsai,Gina Maria	Mills Elementary School	Tchr, Pre-K Handicapped	PreKindergarten Disabilities Endorsement
Plata- Benitez,Elmer	Mills Elementary School	Fifth Grade Teacher	Exceptional Student Education K-12
Taylor,Emily Susanne	Mills Elementary School	Tchr, EBD/SC	Exceptional Student Education K-12
Cendan,Alexander	Willis Elementary School	Tchr, ASD	Elementary Education K-6
French,Jennifer B.	Willis Elementary School	Third Grade Teacher	Elementary Education K-6
Hodge,Toni Ann	Willis Elementary School	Fourth Grade Teacher	Autism Endorsement Year 1
Snyder,Stephanie Michelle	Willis Elementary School	Second Grade Teacher	Exceptional Student Education K-12
Fergusson,Elena	Williams Elementary School	Tchr, VE/SC	Elementary Education K-6
Knapp,Jordan N	Williams Elementary School	Tchr, ASD	Elementary Education K-6
Rush,Cynthia Lee	Williams Elementary School	Tchr, Pre-K Handicapped	Mathematics 6-12
Upson,Stephanie	Williams Elementary School	Second Grade Teacher	English 6-12
Westra,Scott Aaron	Williams Elementary School	Tchr, Physical Educ, ES	Elementary Education K-6
Cobb,Sylvia A.	Buffalo Creek Middle School	Tchr, IND/SC	Exceptional Student Education K-12
Fertig,Dawn M.	Buffalo Creek Middle School	Tchr, Dropout Prevention, MS	English 6-12
Luchuk,Mary A	Buffalo Creek Middle School	Tchr, EBD/SC	Middle Grades English 5-9
Van Serke,Kelly D.	Buffalo Creek Middle School	Spec, Media, MS	Engineering and Technology Education
Bailey,Michael C.	Parrish Community High School	Tchr, Social Studies, HS	Earth-Space Science 6-12
Clark,Robert Dylan	Parrish Community High School	Tchr, Physical Educ, HS	Visually Impaired K-12
Cummins,Morgan	Parrish Community High School	Tchr, Language Arts, HS	English 6-12
Esposito,Juliette	Parrish Community High School	Tchr, Social Studies, HS	Elementary Education K-6
Gingras,Cara E.	Parrish Community High School	Tchr, Reading, HS	English 6-12
Greene,Caitlyn J	Parrish Community High School	Tchr, Agriculture/Nat Resrcs	Middle Grades General Science 5-9
Haushalter,Dawn M.	Parrish Community High School	Tchr, ESOL Resource	Biology 6-12
Henderson,Deanna	Parrish Community High School	Tchr, Science, HS	Social Science 6-12
Hernandez,Daniel Andres	Parrish Community High School	Tchr, EBD/SC	Exceptional Student Education K-12
Jones,Cary Leigh	Parrish Community High School	Tchr, Technology	Exceptional Student Education K-12
Kennedy,Ryan M.	Parrish Community High School	Tchr, Physical Educ, HS	English 6-12
Malcomb,Allison	Parrish Community High School	Tchr, Mathematics, HS	Mathematics 6-12
Metzger,Courtney E.	Parrish Community High School	Tchr, Business Technology	Hearing Impaired K-12
Murphy,Jack Ryan	Parrish Community High School	Support Facilitator	Social Science 6-12
Siegel,Kristin M.	Parrish Community High School	Tchr, Other Classroom	Biology 6-12
Boyd,Stephanie	Jain Middle School	Tchr, Social Studies, MS	Middle Grades English 5-9
Callihan,Amanda Lynn	Jain Middle School	Counselor, MS	Middle Grades English 5-9
Connor,Sally	Jain Middle School	Tchr, Language Arts, MS	Middle Grades English 5-9
Elliott,Leah A	Jain Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9
Hall,Stephanie	Jain Middle School	Tchr, IND/SC	Elementary Education K-6
Reeves,Patricia	Jain Middle School	Tchr, Social Studies, MS	Middle Grades Mathematics 5-9
Bernaert,Cory	Harvey K-8 School	Spec, Media, ES	Educational Media Specialist PK-12

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Casciotta,Jennifer	Harvey K-8 School	Health Science Teacher	Elementary Education K-6
Driggers,Katherine	Harvey K-8 School	Tchr, VE/SC	Elementary Education K-6
Dunfee,Brittany	Harvey K-8 School	Fifth Grade Teacher	Elementary Education K-6
Fenton,Michelle S. Cogswell	Harvey K-8 School	Tchr, VE/SC	Exceptional Student Education K-12
Lear,Shannon Marie	Harvey K-8 School	Tchr, Autism Spectrum Disorder	Exceptional Student Education K-12
Lewis,Ashley M.	Harvey K-8 School	Tchr, Art, ES	Art K-12
Merrill,Kendra	Harvey K-8 School	Second Grade Teacher	Family and Consumer Science 6-12
O'Keefe,Hayley	Harvey K-8 School	Fourth Grade Teacher	Elementary Education K-6
Ray,Mallorie K.	Harvey K-8 School	Tchr, Autism Spectrum Disorder	Exceptional Student Education K-12
Reynolds,Katherine	Harvey K-8 School	Fourth Grade Teacher	Elementary Education K-6
Swartling,Olivia Mayer	Harvey K-8 School	Tchr, Agriculture/Nat Resrcs	Agriculture 6-12
Vranick,Alexa	Harvey K-8 School	Fourth Grade Teacher	Elementary Education K-6
Durocher,Christy A.	Lincoln Memorial Middle School	Tchr, Mathematics, MS	Exceptional Student Education K-12
Fleming,Christine	Lincoln Memorial Middle School	Tchr, Autism Spectrum Disorder	Hearing Impaired K-12
Galik Jr,Peter George	Lincoln Memorial Middle School	Support Facilitator	Exceptional Student Education K-12
Gonzalez,Alexander	Lincoln Memorial Middle School	Tchr, Social Studies, MS	Middle Grades English 5-9
Leonard II,William Fred	Lincoln Memorial Middle School	Tchr, EBD/SC	Elementary Education K-6
Luther,Latece R.	Lincoln Memorial Middle School	Tchr, Physical Educ, MS	Exceptional Student Education K-12
Mckenzie Jr,Charles	Lincoln Memorial Middle School	Support Facilitator	Exceptional Student Education K-12
Ralston,Emily	Lincoln Memorial Middle School	Tchr, Agriculture/Nat Resrcs	Middle Grades Mathematics 5-9
Rumph,Sylvia A.	Lincoln Memorial Middle School	Tchr, IND/SC	Elementary Education K-6
Simmons,Brittany Nicole	Lincoln Memorial Middle School	Tchr, Language Arts, MS	Elementary Education K-6
Warnock,Amelia	Lincoln Memorial Middle School	Tchr, Science, MS	Exceptional Student Education K-12
Ajani-Smith,Leonilla	Access to Education	Tchr, VE/SC	Art K-12
Eash,Andrea L.	Access to Education	Tchr, VE/SC	Art K-12
Lee,Jocelyn Fuentes	Access to Education	Tchr, VE/SC	Elementary Education K-6
Rainey,Kharma Rae	Access to Education	Tchr, VE/SC	Elementary Education K-6
Reyes,Josue	Access to Education	Tchr, VE/SC	Art K-12
Walker,Brandi M.	Access to Education	Tchr, VE/SC	Art K-12
Walker,Michael F.	Access to Education	Tchr, VE/SC	Art K-12
Eldib,Hoda Meshal	Juvenile Detention Center	Tchr, Dropout Prevention, HS	Biology 6-12
Lyons Jr,Robert P.	Juvenile Detention Center	Tchr, Dropout Prevention, HS	Physical Education K-12
Basinger,Christina M.	The Port Academy	Tchr, Dropout Prevention, HS	Mathematics 6-12
Edwards,Robert P.	The Port Academy	Tchr, Dropout Prevention, HS	Middle Grades Mathematics 5-9
Hultgren,Eric	The Port Academy	Tchr, Dropout Prevention, HS	English 6-12
Alfonso,Maridel Lonceroz	Sable Acad Behavioral Learning	Elementary Teacher	Exceptional Student Education K-12
Rosario,Wilfredo	Sable Acad Behavioral Learning	Tchr, Physical Educ, MS	Exceptional Student Education K-12
Keats,Michelle	Exec Dir, Teaching & Learning	Tchr, Spcl Assgn, Basic Instr	Exceptional Student Education K-12
Leggett,James	ESE	Spec, Exceptional Student Educ	Art K-12
Clark,Christy	Adult Career and Tech Educ	Tchr-Spcl Assgn,Basic Instruct	Engineering and Technology Education
Munive,Daniel A	Personnel Non-Allocated	Tchr, ESOL Resource	Exceptional Student Education K-12

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Bock,Jessie Rey	Lake Manatee K-8 School	Kindergarten Teacher	ESOL End. Class 1
Bourdon,Allison	Lake Manatee K-8 School	Kindergarten Teacher	ESOL End. Class 1
Buck,Olivia	Lake Manatee K-8 School	Second Grade Teacher	ESOL End. Class 2
Cricco,Cristina	Lake Manatee K-8 School	Third Grade Teacher	ESOL End. Class 1
Gogoel,Kirsten	Lake Manatee K-8 School	Fifth Grade Teacher	ESOL End. Class 1
Graber,Hailey	Lake Manatee K-8 School	Third Grade Teacher	ESOL End. Class 1
Hannley,Kristine	Lake Manatee K-8 School	Third Grade Teacher	ESOL End. Class 1
Jimenez,Katty Maria	Lake Manatee K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Lopez-Pacheco,Brittaney	Lake Manatee K-8 School	First Grade Teacher	ESOL End. Class 5
Morse,Emily S	Lake Manatee K-8 School	Tchr, First Grade	ESOL End. Class 1
Obrien,Judith Anne	Lake Manatee K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Portaleos,Chelsey	Lake Manatee K-8 School	Kindergarten Teacher	ESOL End. Class 1
Sasso,Kristina	Lake Manatee K-8 School	Second Grade Teacher	ESOL End. Class 3
Sieracki,Eliane	Lake Manatee K-8 School	Fifth Grade Teacher	ESOL End. Class 1
Stanley,Lauren Marie	Lake Manatee K-8 School	First Grade Teacher	ESOL End. Class 1
Tovell,Andrew	Lake Manatee K-8 School	Tchr, Art, ES	ESOL End. Class 1
Wodrich,Stacey	Lake Manatee K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Hoyden,Melanie	Anna Maria Elementary School	Kindergarten Teacher	ESOL End. Class 1
Milhaven,James	Anna Maria Elementary School	Fourth Grade Teacher	ESOL End. Class 2
Thomas,Katrina Ellen	Anna Maria Elementary School	Second Grade Teacher	ESOL End. Class 1
Burt,Thomas	Ballard Elementary School	Third Grade Teacher	ESOL End. Class 1
Capalit,Ross Ann	Ballard Elementary School	Tchr, ASD	ESOL End. Class 2
Cusack,Tracey Boyd	Ballard Elementary School	First Grade Teacher	ESOL End. Class 3
DeVoss,Amy E	Ballard Elementary School	Second Grade Teacher	ESOL End. Class 1
Distasio,Katelyn T	Ballard Elementary School	Kindergarten Teacher	ESOL End. Class 1
Simmons,Solanges	Ballard Elementary School	First Grade Teacher	ESOL End. Class 1
Wylie,Frances C	Ballard Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Albritton,Jade Savannah	Bayshore Elementary School	Kindergarten Teacher	ESOL End. Class 1
Bamrick,Chelsea Marie	Bayshore Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Baroncini,Cara Lena	Bayshore Elementary School	First Grade Teacher	ESOL End. Class 1
Beverly,Camden Rain	Bayshore Elementary School	First Grade Teacher	ESOL End. Class 1
Billings,Kaylie Jean	Bayshore Elementary School	Second Grade Teacher	ESOL End. Class 1
BonRose,Kami Lee	Bayshore Elementary School	Tchr, EBD/SC	ESOL End. Class 1
Brod,Leah Bea	Bayshore Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Brown,Robin	Bayshore Elementary School	Third Grade Teacher	ESOL End. Class 4
Calcorzi,Angel A.	Bayshore Elementary School	Tchr, STEM	ESOL End. Class 2
Callihan-DeWitt,Kristina Lee	Bayshore Elementary School	Coach, Literacy	ESOL End. Class 1
Fraley,Leah Nicole	Bayshore Elementary School	Second Grade Teacher	ESOL End. Class 1
Freitag,Oksana Vitalievna	Bayshore Elementary School	Kindergarten Teacher	ESOL End. Class 3
Juntunen,Kevin	Bayshore Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Mann,Donna M.	Bayshore Elementary School	Third Grade Teacher	ESOL End. Class 1
Nichols,Elizabeth Nicole	Bayshore Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Nobile,Selina	Bayshore Elementary School	Tchr, ESOL Resource	ESOL End. Class 1
Nuccitelli,Tara	Bayshore Elementary School	Third Grade Teacher	ESOL End. Class 2
Padilla,Christopher D	Bayshore Elementary School	Third Grade Teacher	ESOL End. Class 1
Randt,Korrie Lynn	Bayshore Elementary School	Kindergarten Tchr	ESOL End. Class 1
Rath,Halen Chrisitian	Bayshore Elementary School	Tchr, VE/SC	ESOL End. Class 1
Sibbio,Kathleen Delores	Bayshore Elementary School	Second Grade Teacher	ESOL End. Class 1
Van Aken,Catherine Hawthorne	Bayshore Elementary School	Spec, Media, ES	ESOL End. Class 1
Baker,Caitlyn Alexandria	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1
Erby,Lisa Denise	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 3
Lamar,Amber	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1
Suarez,Olivia J.	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1
Tardiel,Marcia Lorriane	Bayshore High School	Tchr, Reading, HS	ESOL End. Class 2
Wilson,Melissa Jan	Bayshore High School	Tchr, Dance, HS	ESOL End. Class 3
Burk,Patricia	Manatee Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Delgado,Edmundo A.	Manatee Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Deligiannis,Maria Mina	Manatee Elementary School	Tchr, Third Grade	ESOL End. Class 1
Engram,Leah Sharai	Manatee Elementary School	Counselor, ES	ESOL End. Class 1
Fields,Vincent	Manatee Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Franklin,Katrina N.	Manatee Elementary School	Third Grade Teacher	ESOL End. Class 1
Hamilton,Sabrina	Manatee Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Negroni,Ivette	Manatee Elementary School	Second Grade Teacher	ESOL End. Class 1
Page,Anita E	Manatee Elementary School	Third Grade Teacher	ESOL End. Class 5
Shimmell,Mercedes	Manatee Elementary School	Kindergarten Teacher	ESOL End. Class 2

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Smith,Carleen M.	Manatee Elementary School	Kindergarten Teacher	ESOL End. Class 1
Thompson,Keisha	Manatee Elementary School	Second Grade Teacher	ESOL End. Class 1
Woughter,Cari	Manatee Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Aadson,Tatyana B.	Manatee High School	Tchr, World Language, HS	ESOL End. Class 1
Baker,Matthew	Manatee High School	Tchr, Reading, HS	ESOL End. Class 3
Carson,Camrynn	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1
Casey,Matthew	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1
Egyed,Peter P.	Manatee High School	Tchr, ASD	ESOL End. Class 2
Fontaine,Francine	Manatee High School	Support Facilitator	ESOL End. Class 1
Mallo,Margaret	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1
Manion,Kyle	Manatee High School	Tchr, IND/SC	ESOL End. Class 2
Marconi,Kathy Lynn	Manatee High School	Support Facilitator	ESOL End. Class 1
Sowa,Audrey	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 2
Casaclang,Aileen	Miller Elementary School	Tchr, ASD	ESOL End. Class 2
Davis,Parker	Miller Elementary School	Tchr, STEM	ESOL End. Class 1
Marello,Amanda	Miller Elementary School	First Grade Teacher	ESOL End. Class 3
McGee,Pamela	Miller Elementary School	First Grade Teacher	ESOL End. Class 1
Miller,Sarah Jeffcoat	Miller Elementary School	Second Grade Teacher	ESOL End. Class 1
Murphy,Bonnie H	Miller Elementary School	Second Grade Teacher	ESOL End. Class 3
Nueva,Abigail Salazar	Miller Elementary School	Tchr, VE/SC	ESOL End. Class 1
Raber,Jillisa	Miller Elementary School	Third Grade Teacher	ESOL End. Class 2
Stephens,Elizabeth Ann	Miller Elementary School	Fourth Grade Teacher	ESOL End. Class 4
Greene,Kristin Inderwiesen	Myakka Elementary School	Tchr, Music, ES	ESOL End. Class 1
Royston,Emily Elizabeth	Myakka Elementary School	Second Grade Teacher	ESOL End. Class 2
Spencer,Melissa	Myakka Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Sullivan,Alexandra	Myakka Elementary School	Kindergarten Teacher	ESOL End. Class 1
Toso,Claudia Lucia	Myakka Elementary School	Tchr, ESOL Resource	ESOL End. Class 3
Walters,Molli Martin	Myakka Elementary School	Third Grade Teacher	ESOL End. Class 1
Allen,Kayci Ann	Oneco Elementary School	First Grade Teacher	ESOL End. Class 2
Cunningham,Jolissa	Oneco Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Davis,Aleceya	Oneco Elementary School	First Grade Teacher	ESOL End. Class 1
Dubernas,Melissa Noelle	Oneco Elementary School	Second Grade Teacher	ESOL End. Class 1
Fishman,Farrah	Oneco Elementary School	Second Grade Teacher	ESOL End. Class 1
Golinar,Krystal Marie	Oneco Elementary School	Kindergarten Teacher	ESOL End. Class 1
Gregory,Pamela Duke	Oneco Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Grobleski,Amy Lee	Oneco Elementary School	First Grade Teacher	ESOL End. Class 1
Johnson,Paige Eldridge	Oneco Elementary School	Tchr, VE/SC	ESOL End. Class 2
Lobozzo,Melissa Westbrook	Oneco Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Lopatinsky,Tiffany Lyn	Oneco Elementary School	Second Grade Teacher	ESOL End. Class 1
Martin,Almark Atoney	Oneco Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Mitchell,Raven Aisha	Oneco Elementary School	Second Grade Teacher	ESOL End. Class 2
Moreno-Hernandez,Diana M	Oneco Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Peart,Tracy Ann N	Oneco Elementary School	Third Grade Teacher	ESOL End. Class 1
Satahoo Graham,Aneisha Sherika	Oneco Elementary School	Third Grade Teacher	ESOL End. Class 3
Scipione,Emily Pauline	Oneco Elementary School	Third Grade Teacher	ESOL End. Class 1
Solano,Gabriella Renee	Oneco Elementary School	First Grade Teacher	ESOL End. Class 1
Steiner,Kati	Oneco Elementary School	Math Coach, ES	ESOL End. Class 1
Wheeler,Lezlie Charlene	Oneco Elementary School	Support Facilitator	ESOL End. Class 1
CARDER,ARIADNE	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 1
Castillo,Johana	Rogers Garden-Bullock ES	Kindergarten Teacher	ESOL End. Class 1
Hazon,Zoe	Rogers Garden-Bullock ES	Tchr, IND/SC	ESOL End. Class 1
Mendez,Jessica	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 4
Miranda,Eliette	Rogers Garden-Bullock ES	Fifth Grade Teacher	ESOL End. Class 1
Petrosino,Morgan N	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 1
Reynolds,Sarah L	Rogers Garden-Bullock ES	Fifth Grade Teacher	ESOL End. Class 1
Soto,Brunilda	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 1
Townsend,Emily B.	Rogers Garden-Bullock ES	Tchr, ASD	ESOL End. Class 2
Viverito,Christin	Rogers Garden-Bullock ES	Second Grade Teacher	ESOL End. Class 1
Allen,Sondra Renee	Palm View K-8 School	Kindergarten Teacher	ESOL End. Class 1
Babakarkhil,Sakhi	Palm View K-8 School	Fifth Grade Teacher	ESOL End. Class 2
Bradley,Maleah L	Palm View K-8 School	Tchr, Language Arts, MS	ESOL End. Class 4
Busick,Katherine	Palm View K-8 School	Third Grade Teacher	ESOL End. Class 1
Ciasto,Kailah Marie	Palm View K-8 School	Fourth Grade Teacher	ESOL End. Class 2
Davis,Ieshia Nicole	Palm View K-8 School	Tchr, Language Arts, MS	ESOL End. Class 1
Deans,Sara S	Palm View K-8 School	Third Grade Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Gleason,Olivia	Palm View K-8 School	Tchr, Dropout Prevention, MS	ESOL End. Class 2
Khader Qasim,Dina	Palm View K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Munn,Kristen M	Palm View K-8 School	Teacher, Woz Support, ES	ESOL End. Class 1
Severo,Pamela	Palm View K-8 School	Second Grade Teacher	ESOL End. Class 3
Van Horn,Brenda	Palm View K-8 School	Second Grade Teacher	ESOL End. Class 1
Hanna,Lisa Ann	Palma Sola Elementary School	First Grade Teacher	ESOL End. Class 1
Ramsey,Destiny	Palma Sola Elementary School	Kindergarten Teacher	ESOL End. Class 1
Alanis,Arlette	Palmetto Elementary School	Third Grade Teacher	ESOL End. Class 1
Beres,Aubrey	Palmetto Elementary School	First Grade Teacher	ESOL End. Class 1
Borcsok Imri,ZsuZsanna	Palmetto Elementary School	Tchr, VE/SC	ESOL End. Class 3
Gardner,Karen Rose	Palmetto Elementary School	Support Facilitator	ESOL End. Class 1
Howard,Kelly	Palmetto Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Ruiperez Sanchez,Maria Teresa	Palmetto Elementary School	Kindergarten Teacher	ESOL End. Class 1
Schaffer,Victoria	Palmetto Elementary School	Third Grade Teacher	ESOL End. Class 2
Tinkham,Kimberley Ann	Palmetto Elementary School	Tchr, ASD	ESOL End. Class 1
Tuchman,Christine A.	Palmetto Elementary School	Kindergarten Teacher	ESOL End. Class 1
Vargas Perez,Alicia	Palmetto Elementary School	Second Grade Teacher	ESOL End. Class 1
Villadangos Perez,Gonzalo	Palmetto Elementary School	First Grade Teacher	ESOL End. Class 1
Wade,Victoria	Palmetto Elementary School	First Grade Teacher	ESOL End. Class 1
Ansbro,Emily	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 4
Corn,Samantha	Palmetto High School	Tchr, IND/SC	ESOL End. Class 1
List,Jennifer	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 1
Rouse,Brandon	Palmetto High School	Tchr, Reading, HS	ESOL End. Class 1
Santiago,Loida	Palmetto High School	Tchr, Reading, HS	ESOL End. Class 2
Simpson,Morgan	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 1
Townson,Taylor	Palmetto High School	Tchr, Language Arts, HS	ESOL End. Class 1
Alvarez,Lindsay Ann	Prine Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Bennett,Tabitha Paige	Prine Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Braendel,Patty Colleen	Prine Elementary School	Tchr, IND/SC	ESOL End. Class 1
Dotti,Sharon Joanne	Prine Elementary School	First Grade Teacher	ESOL End. Class 1
Early,Michelle Sharice	Prine Elementary School	Tchr, ESOL Resource	ESOL End. Class 1
Gardner,Crystal Marie	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1
Geary,Colleen Nelson	Prine Elementary School	Third Grade Teacher	ESOL End. Class 3
Harman,Letitia E	Prine Elementary School	Spec, Media, ES	ESOL End. Class 1
Jordan,Andrea	Prine Elementary School	Kindergarten Teacher	ESOL End. Class 4
Larocca,Sara Anne	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1
Leftwich,Michael	Prine Elementary School	Tchr, ASD	ESOL End. Class 1
Lyssy,Connie Campbell	Prine Elementary School	Tchr, ESOL Resource	ESOL End. Class 1
Middleton,Paige Nicole	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1
Murphy,Matthew	Prine Elementary School	Specialist, Student Support	ESOL End. Class 1
Peterson,Michael Leon	Prine Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Pinckney,Lesley Dione	Prine Elementary School	Kindergarten Teacher	ESOL End. Class 5
Riggins,April L.	Prine Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Rycerz,Cynthia	Prine Elementary School	Tchr, VE/SC	ESOL End. Class 1
Sardi,Nicole	Prine Elementary School	Third Grade Teacher	ESOL End. Class 2
Simpson,Emily Grace	Prine Elementary School	Second Grade Teacher	ESOL End. Class 1
Tacuba-Roblero,Esteffani	Prine Elementary School	Tchr, Second Grade	ESOL End. Class 1
Thoresen,Cassandra Marie	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1
Wagstaff,Michele Lynn	Prine Elementary School	Fourth Grade Teacher	ESOL End. Class 4
Walker,Lindsey	Prine Elementary School	Second Grade Teacher	ESOL End. Class 3
Berumen-Marquez,Blanca Margarita	Daughtrey Elementary School	First Grade Teacher	ESOL End. Class 1
Catania,Christopher Stephen	Daughtrey Elementary School	Tchr, ESOL Resource	ESOL End. Class 1
Collado,Evelyn	Daughtrey Elementary School	First Grade Teacher	ESOL End. Class 4
Cowan,Caroceka Sarica	Daughtrey Elementary School	Tchr, ASD	ESOL End. Class 2
Cromartie-Pindell,Doris W	Daughtrey Elementary School	Third Grade Teacher	ESOL End. Class 4
DeMint,Miles Montgomery Scott	Daughtrey Elementary School	Tchr, ASD	ESOL End. Class 1
Hidalgo,Susel	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
James,Kaitlyn	Daughtrey Elementary School	Tchr, Art, ES	ESOL End. Class 1
Karlsson,Lisbeth	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
Kohn,Allison Jacoba	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
Lewis,Leanna May	Daughtrey Elementary School	Tchr, Third Grade	ESOL End. Class 2
Lovin,Tara Williams	Daughtrey Elementary School	Tchr, VE/SC	ESOL End. Class 3
McClintock,Lyndsie	Daughtrey Elementary School	Support Facilitator	ESOL End. Class 1
Miller,Elena Marie	Daughtrey Elementary School	Kindergarten Teacher	ESOL End. Class 1
Ravn,Rachelle	Daughtrey Elementary School	Kindergarten Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Ruiz Harrington,Monica Graciela	Daughtrey Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Selbeck,Sandra Liliana	Daughtrey Elementary School	Tchr, Dual Language, ES	ESOL End. Class 1
Steffy,Patricia Marie	Daughtrey Elementary School	Third Grade Teacher	ESOL End. Class 1
Thornton,Julie	Daughtrey Elementary School	Tchr, First Grade	ESOL End. Class 1
Tomlin,Nicola Rosalee	Daughtrey Elementary School	Third Grade Teacher	ESOL End. Class 1
Williams,Hannah L.	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
Bailey Odom,Sonia	Samoset Elementary School	Kindergarten Teacher	ESOL End. Class 1
Gonzalez,Yalimary F	Samoset Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Halbman,Michelle Parrott	Samoset Elementary School	First Grade Teacher	ESOL End. Class 1
Mike,Patricia Rae	Samoset Elementary School	Tchr, VE/SC	ESOL End. Class 1
Ricks,Nina Shantel	Samoset Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Scharlow,Hope Elizabeth	Samoset Elementary School	Kindergarten Teacher	ESOL End. Class 1
Walter,Maddison Claire	Samoset Elementary School	First Grade Teacher	ESOL End. Class 3
Walter,Tess	Samoset Elementary School	Third Grade Teacher	ESOL End. Class 2
Anioce,Swenson	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1
Davis,Michael R	Southeast High School	Tchr, Reading, HS	ESOL End. Class 1
Epstein,Nancy	Southeast High School	Tchr, Social Studies, HS	ESOL End. Class 1
Farrow,Brandon Joshua	Southeast High School	Tchr, IND/SC	ESOL End. Class 1
Gratzer,Hope Elizabeth	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1
Greenwood,Naomi E	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 1
Guyre,Brendan C	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 2
Hogue,Kenneth Carrington	Southeast High School	Tchr, Language Arts, HS	ESOL End. Class 4
Kearney Jr,Vernon Lenior	Southeast High School	Tchr, EBD/SC	ESOL End. Class 1
Alimon,Jezreel Kim	Tillman Elementary School	Tchr, ASD	ESOL End. Class 1
Bagwell,Tiffany	Tillman Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Baker,Casey M	Tillman Elementary School	Tchr, ASD	ESOL End. Class 1
Collins,Asia Marie	Tillman Elementary School	Second Grade Teacher	ESOL End. Class 2
Collins,Jessica	Tillman Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Eurich Plevin,Elizabeth	Tillman Elementary School	Tchr, Kindergarten	ESOL End. Class 1
Facer,Rebecca	Tillman Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Feliciano,Sarah	Tillman Elementary School	Kindergarten Teacher	ESOL End. Class 2
Leupold,Jonathan	Tillman Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Li,BingBing	Tillman Elementary School	Tchr, First Grade	ESOL End. Class 1
McGarry,Hunter	Tillman Elementary School	Support Facilitator	ESOL End. Class 1
McNear,Koral	Tillman Elementary School	Second Grade Teacher	ESOL End. Class 1
Miller,Angela Glenda	Tillman Elementary School	Tchr, VE/SC	ESOL End. Class 1
Murray,Bernatta Dealcia	Tillman Elementary School	Tchr, Pre-K Integrated	ESOL End. Class 1
Ruiz,Justin	Tillman Elementary School	Kindergarten Teacher	ESOL End. Class 2
Willsen,Eric	Tillman Elementary School	Kindergarten Teacher	ESOL End. Class 3
Baranowski,Kimberly	Blackburn Elementary School	Support Facilitator	ESOL End. Class 5
Chanelo Rodriguez,Edith Rocio	Blackburn Elementary School	Kindergarten Teacher	ESOL End. Class 4
Hemingway,Denise	Blackburn Elementary School	Tchr, VE/SC	ESOL End. Class 1
Miller,Joseph Levi	Blackburn Elementary School	Kindergarten Teacher	ESOL End. Class 1
Quirino,Amanda	Blackburn Elementary School	Second Grade Teacher	ESOL End. Class 1
Thompson,Kaysee	Blackburn Elementary School	First Grade Teacher	ESOL End. Class 1
Alford-Mears,Shelly-Ann Annakay	Sugg Middle School	Tchr, Reading, MS	ESOL End. Class 4
Arenas,Monique	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Geldmaker,Stephanie	Sugg Middle School	Support Facilitator	ESOL End. Class 1
Malone,Meaghan	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
McElroy,Jeannine	Sugg Middle School	Tchr, Social Studies, MS	ESOL End. Class 1
Nestleroad,Chelsea	Sugg Middle School	Tchr, Resource	ESOL End. Class 1
Pike,Sav L	Sugg Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Russ,Carrie N.	Sugg Middle School	Tchr, Social Studies, MS	ESOL End. Class 4
Acevedo,Cynthia A	Moody Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Allen,Kasie Anne	Moody Elementary School	Third Grade Teacher	ESOL End. Class 1
Avila,Gabriela De Jesus	Moody Elementary School	Third Grade Teacher	ESOL End. Class 2
Bystricky,Katherine	Moody Elementary School	Kindergarten Teacher	ESOL End. Class 1
Gilsenan,Nicole	Moody Elementary School	Third Grade Teacher	ESOL End. Class 1
Jenkins-Wade,Billie	Moody Elementary School	Second Grade Teacher	ESOL End. Class 1
Kelly-Walford,Carla S	Moody Elementary School	First Grade Teacher	ESOL End. Class 2
Korschun,Martha	Moody Elementary School	Tchr, ASD	ESOL End. Class 1
Roche,Rita L	Moody Elementary School	First Grade Teacher	ESOL End. Class 5
Simpson,Nickesha Natalee	Moody Elementary School	Tchr, VE/SC	ESOL End. Class 2
Smith,Gracyn Paige	Moody Elementary School	Third Grade Teacher	ESOL End. Class 1
Smith,Maya E	Moody Elementary School	First Grade Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Trautner,Tracy	Moody Elementary School	Kindergarten Teacher	ESOL End. Class 4
dos Santos Garrido Cabral,Rossana	Moody Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Brown,Destiny Adriana Cynthia	King Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Cunningham,Sherry	King Middle School	Tchr, ESOL Resource	ESOL End. Class 1
Galati,Natasha	King Middle School	Tchr, ASD	ESOL End. Class 1
Highers,Jamie S.	King Middle School	Tchr, Science, MS	ESOL End. Class 2
Shareshian,Michael C	King Middle School	Tchr, Language Arts, MS	ESOL End. Class 3
Cansdale,Emma Mary	Abel Elementary School	Third Grade Teacher	ESOL End. Class 1
Cepeda,Victoria Marie	Abel Elementary School	Third Grade Teacher	ESOL End. Class 1
Forch,Terry Lee	Abel Elementary School	Support Facilitator	ESOL End. Class 1
Gardini,Elizabeth	Abel Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Kent,Noelle V.	Abel Elementary School	Tchr, VE/SC	ESOL End. Class 1
Leiphart,Kayla Elizabeth	Abel Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Nehus,Jillian Ann	Abel Elementary School	Tchr, ASD	ESOL End. Class 1
Paris,Maria Jose	Abel Elementary School	First Grade Teacher	ESOL End. Class 1
Rabie,Lisa Marie	Abel Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Simpson,Miquela	Abel Elementary School	Second Grade Teacher	ESOL End. Class 1
Tobias,Kayla	Abel Elementary School	First Grade Teacher	ESOL End. Class 3
Alvarez,Kaitlyn	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
Anderson,Micah Sarita	Bashaw Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Castiglioni,Emily	Bashaw Elementary School	Kindergarten Teacher	ESOL End. Class 1
Ciambrone,Lauren	Bashaw Elementary School	Tchr, Fifth Grade	ESOL End. Class 1
Clark,David	Bashaw Elementary School	Second Grade Teacher	ESOL End. Class 1
Gonzalez,Ana Maria	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
Ketterman,Jared	Bashaw Elementary School	Fourth Grade Teacher	ESOL End. Class 5
Kilguss,Sarah E	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
Moroney,Nichole Marie	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
O'Neill,John	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1
Ramos Chesnik,Claudia Marija	Bashaw Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Ridore-Hall,Sachiya	Bashaw Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Sofos,Melissa Renee	Bashaw Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Woods,Heather	Bashaw Elementary School	First Grade Teacher	ESOL End. Class 1
Yueng-Nieves,Kathryn Paula	Bashaw Elementary School	Tchr, Pre-K Integrated	ESOL End. Class 1
Austin,Taylor Nicole	Braden River Elementary School	First Grade Teacher	ESOL End. Class 3
Boardman,Kerri	Braden River Elementary School	Tchr, VE/SC	ESOL End. Class 1
Cormany,Denise	Braden River Elementary School	First Grade Teacher	ESOL End. Class 4
Koch,Whitney Carter	Braden River Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Lehman,Tracie Leigh	Braden River Elementary School	Tchr, STEM	ESOL End. Class 3
Maher,Jennifer	Braden River Elementary School	Kindergarten Teacher	ESOL End. Class 1
Messer,Kathleen	Braden River Elementary School	Second Grade Teacher	ESOL End. Class 4
Pena,Alexandra	Braden River Elementary School	Tchr, ASD	ESOL End. Class 1
Ramirez,Maria Gabriela	Braden River Elementary School	Second Grade Teacher	ESOL End. Class 2
Westberry,Kristah Elizabeth	Braden River Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Anderson,Melanie Maria	Braden River Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Bowers,Ann E.	Braden River Middle School	Tchr, VE	ESOL End. Class 2
Dowling,Jennifer	Braden River Middle School	Tchr, Mathematics, MS	ESOL End. Class 3
Gulsby,Nicole T.	Braden River Middle School	Tchr, Reading, MS	ESOL End. Class 1
Llamas,Jacqueline	Braden River Middle School	Tchr, Social Studies, MS	ESOL End. Class 5
Mynatt,Jessica	Braden River Middle School	Tchr, Science, MS	ESOL End. Class 1
Palmiere,Kelly M.	Braden River Middle School	Tchr, Language Arts, MS	ESOL End. Class 5
Alexander,Stephanie	Sea Breeze Elementary School	Tchr, Pre-K	ESOL End. Class 1
Bailey,Beth	Sea Breeze Elementary School	Kindergarten Teacher	ESOL End. Class 1
Bangalisan,Lorilyn D	Sea Breeze Elementary School	Tchr, Pre-K Integrated	ESOL End. Class 1
Barber,Coleman	Sea Breeze Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Burkhardt,Peter	Sea Breeze Elementary School	Kindergarten Teacher	ESOL End. Class 3
Byers,Tabatha	Sea Breeze Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Grundy,Molly	Sea Breeze Elementary School	Second Grade Teacher	ESOL End. Class 1
Jones,Brenda Goble	Sea Breeze Elementary School	First Grade Teacher	ESOL End. Class 1
McCarron,Aurora Jean	Sea Breeze Elementary School	Tchr, VE/SC	ESOL End. Class 3
Michael,Jessica	Sea Breeze Elementary School	Fifth Grade Teacher	ESOL End. Class 3
Miller,Alison D	Sea Breeze Elementary School	Tchr, Third Grade	ESOL End. Class 1
Patrick,Kevin	Sea Breeze Elementary School	Tchr, VE/SC	ESOL End. Class 1
Peace,Elizabeth	Sea Breeze Elementary School	Support Facilitator	ESOL End. Class 1
Randle,Rebecca	Sea Breeze Elementary School	Second Grade Teacher	ESOL End. Class 1
Shelton,Brian Keith	Sea Breeze Elementary School	Tchr, ASD	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Tenchavez,Leah	Sea Breeze Elementary School	Tchr, ASD	ESOL End. Class 1
Toglia,Sabrina	Sea Breeze Elementary School	Third Grade Teacher	ESOL End. Class 1
Walsh,Brennan	Sea Breeze Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Warren,David O'dell	Sea Breeze Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Coleman,Brittney M	Tara Elementary School	Second Grade Teacher	ESOL End. Class 1
Danko,Ashley Anne	Tara Elementary School	Kindergarten Tchr	ESOL End. Class 1
Johannessen,Joscelyn Jenna	Tara Elementary School	Tchr, ASD	ESOL End. Class 1
Ramaglia,Madeline Olivia	Tara Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Stennett,Jessica L.	Tara Elementary School	Kindergarten Teacher	ESOL End. Class 3
Wolfe,Lauren	Tara Elementary School	Third Grade Teacher	ESOL End. Class 1
Bonner-Coats,April Marie	Johnson K-8 Sch of Int Studies	Coach, Literacy	ESOL End. Class 1
Clem,Kathryn Christine	Johnson K-8 Sch of Int Studies	Tchr, Reading, MS	ESOL End. Class 1
Davis,Stacy	Johnson K-8 Sch of Int Studies	Tchr, Pre-K Handicapped	ESOL End. Class 1
Franke,Ashley Nicole	Johnson K-8 Sch of Int Studies	Second Grade Teacher	ESOL End. Class 1
Garber,Valerie Janelle	Johnson K-8 Sch of Int Studies	Third Grade Teacher	ESOL End. Class 1
Litzow,Emily Rose	Johnson K-8 Sch of Int Studies	Tchr, First Grade	ESOL End. Class 1
Martinetti,Megan E	Johnson K-8 Sch of Int Studies	Second Grade Teacher	ESOL End. Class 1
Sidnam,Jessica Sunshine	Johnson K-8 Sch of Int Studies	First Grade Teacher	ESOL End. Class 2
Toller,Alyssa Marie	Johnson K-8 Sch of Int Studies	Third Grade Teacher	ESOL End. Class 1
Williams,Kimberly M	Johnson K-8 Sch of Int Studies	Fourth Grade Teacher	ESOL End. Class 1
Bartlett,Keary Ann	Witt Elementary School	Third Grade Teacher	ESOL End. Class 1
Boone,Jennie Elizabeth	Witt Elementary School	First Grade Teacher	ESOL End. Class 1
Danko,Olivia	Witt Elementary School	Third Grade Teacher	ESOL End. Class 3
Frisch,Tracylyn	Witt Elementary School	Support Facilitator	ESOL End. Class 1
Hammond,Sarah	Witt Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Rubin,Jill Suzanne	Witt Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Woods,Lorraine	Witt Elementary School	Tchr, VE/SC	ESOL End. Class 1
Wykes,Allison C	Witt Elementary School	Kindergarten Teacher	ESOL End. Class 1
Carenza,Kimberly Michelle	Haile Middle School	Support Facilitator	ESOL End. Class 1
Green,Phillip Antonio	Haile Middle School	Tchr, Physical Educ, MS	ESOL End. Class 1
Henry,Sylvie Gabrielle	Haile Middle School	Tchr, Language Arts, MS	ESOL End. Class 3
Cohen,Mariah Claire	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1
Keech-Babcock,Kari Jaclyn	Lakewood Ranch High School	Tchr, Reading, HS	ESOL End. Class 3
Lubbers,Jess William	Lakewood Ranch High School	Tchr, Drama, HS	ESOL End. Class 2
Lumb,Morgan T	Lakewood Ranch High School	Tchr, Physical Educ, HS	ESOL End. Class 3
McCray,Juliette L.	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 3
O'Connor,Brendan	Lakewood Ranch High School	Specialist, Student Support	ESOL End. Class 2
Peters,Julia	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1
Poyner,Christine D.	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 3
RUIZ,IVANA Beatriz	Lakewood Ranch High School	Tchr, IND/SC	ESOL End. Class 5
Schiller,Kristin J	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 3
Vanderford,Michael	Lakewood Ranch High School	Tchr, Social Studies, HS	ESOL End. Class 1
Yates,Kaitlynn	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1
Dykes,Corinne D	Horizons Academy	Graduation Coach	ESOL End. Class 1
Giraldo,Lori A.	Horizons Academy	Support Facilitator	ESOL End. Class 1
Sharbono,Christian C	Horizons Academy	Tchr, IND/SC	ESOL End. Class 1
Wolff,Eric M.	Horizons Academy	Tchr, Language Arts, HS	ESOL End. Class 4
Guth,Andrea	Kinnan Elementary School	First Grade Teacher	ESOL End. Class 3
Hahn,Maggie Rae	Kinnan Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Hinojosa,Rachel Renee	Kinnan Elementary School	Third Grade Teacher	ESOL End. Class 1
Krstic,Jelena	Kinnan Elementary School	Tchr, VE/SC	ESOL End. Class 1
Martinez,Diana Rose Supnad	Kinnan Elementary School	Tchr, IND/SC	ESOL End. Class 2
O'Came,Courtney Marie	Kinnan Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Pendzimaz,Kelsye Jean	Kinnan Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Torres,Alexandria Makaal Ohilani	Kinnan Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Vogt,Samantha Lynn	Kinnan Elementary School	Third Grade Teacher	ESOL End. Class 3
Weingart,Haley Marie	Kinnan Elementary School	Kindergarten Teacher	ESOL End. Class 1
Williams,Ashley Irene	Kinnan Elementary School	Kindergarten Teacher	ESOL End. Class 1
Danyluk,Elizabeth Bruno	Nolan Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Hermann,Mark L.	Nolan Middle School	Support Facilitator	ESOL End. Class 1
Korns,Maria	Nolan Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Sizemore,Mallory Anne	Nolan Middle School	Tchr, Science, MS	ESOL End. Class 2
Smith,Megan Ashley	Nolan Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Albritton,James J	Lee Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Bourdeau,Karen Marie	Lee Middle School	Support Facilitator	ESOL End. Class 2

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Clark-Hankerson,Brandi S.	Lee Middle School	Counselor, MS	ESOL End. Class 1
Covert,Isabel Faith	Lee Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Cromartie,Kiara Timesha	Lee Middle School	Tchr, Social Studies, MS	ESOL End. Class 2
Crouse,Miranda Grey	Lee Middle School	Tchr, Autism Spectrum Disorder	ESOL End. Class 1
Guzman Colon,Wenik	Lee Middle School	Tchr, ESOL Resource	ESOL End. Class 3
Harshaw,Samantha C	Lee Middle School	Tchr, Mathematics, MS	ESOL End. Class 2
Jones III,Sammie Lee	Lee Middle School	Tchr, Social Studies, MS	ESOL End. Class 1
Latoja,Joy Diane Molina	Lee Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Luck,Michelle M.	Lee Middle School	Tchr, Science, MS	ESOL End. Class 4
Mathis,Holly L.	Lee Middle School	Tchr, ASD	ESOL End. Class 1
Mercado,Mary Flor Arenas	Lee Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Alexander,Katherine	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1
Barkasy,Theresa G	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1
Burek,Elisa Grimm	Braden River High School	Tchr, ESOL Resource	ESOL End. Class 3
Clark,Ariane Michelle	Braden River High School	Tchr, Science, HS	ESOL End. Class 1
Duball,Cheri	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1
Foley,Tom	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1
Hamilton,Kara	Braden River High School	Tchr, Language Arts, HS	ESOL End. Class 1
Luther,Shannon	Braden River High School	Tchr, IND/SC	ESOL End. Class 3
Moore,Monica	Braden River High School	Specialist, Student Support	ESOL End. Class 3
Speicher,Carmen I.	Braden River High School	Tchr, World Language, HS	ESOL End. Class 3
Flesche,Kathryn L.	McNeal Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Kolomiychenko,Vyacheslav	McNeal Elementary School	Tchr, STEM	ESOL End. Class 1
Manfredi,Jaden	McNeal Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Masterson,Teresa A	McNeal Elementary School	First Grade Teacher	ESOL End. Class 1
Mulligan,Christina	McNeal Elementary School	Kindergarten Teacher	ESOL End. Class 2
Wagoner,Emily Jean	McNeal Elementary School	Fifth Grade Teacher	ESOL End. Class 4
Bluemlein,Alexis	Freedom Elementary School	Second Grade Teacher	ESOL End. Class 1
Bukowski,Christian	Freedom Elementary School	Fourth Grade Teacher	ESOL End. Class 1
DiNatale,Jacqueline	Freedom Elementary School	Coach, Literacy	ESOL End. Class 1
Goelz,Avery Elizabeth	Freedom Elementary School	Kindergarten Teacher	ESOL End. Class 1
Holt,Kaylinka	Freedom Elementary School	First Grade Teacher	ESOL End. Class 1
Lane,Barbara Ann	Freedom Elementary School	Kindergarten Teacher	ESOL End. Class 2
Nowakowski,Ryan	Freedom Elementary School	Tchr, Fourth Grade	ESOL End. Class 1
Sidonio,Jenna	Freedom Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Thompson,Monique	Freedom Elementary School	Tchr, Fifth Grade	ESOL End. Class 4
Wilson,Emily	Freedom Elementary School	Third Grade Teacher	ESOL End. Class 1
Balsai,Gina Maria	Mills Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Casteel,Kayla Jewel	Mills Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Gill,Katie	Mills Elementary School	Second Grade Teacher	ESOL End. Class 1
Montero,Anicel	Mills Elementary School	Kindergarten Teacher	ESOL End. Class 2
Sabatino,Michael	Mills Elementary School	Tchr, EBD/SC	ESOL End. Class 2
Adamchak,Lauren Nicole	Willis Elementary School	Second Grade Teacher	ESOL End. Class 4
Botros,Carrie	Willis Elementary School	Fourth Grade Teacher	ESOL End. Class 2
Cendan,Alexander	Willis Elementary School	Tchr, ASD	ESOL End. Class 1
Cingle,Brookelynn	Willis Elementary School	Third Grade Teacher	ESOL End. Class 1
Dickens,Christina	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 1
Downs,Darren	Willis Elementary School	Specialist, Student Support	ESOL End. Class 1
Gilbank,Kristen J.	Willis Elementary School	First Grade Teacher	ESOL End. Class 1
Hagan,Barbara	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 1
Hesdra,Jenna	Willis Elementary School	Tchr, First Grade	ESOL End. Class 1
Hunter,Hannah	Willis Elementary School	Tchr, ASD	ESOL End. Class 1
Jacox,Megan	Willis Elementary School	First Grade Teacher	ESOL End. Class 1
Mahn,Juliana	Willis Elementary School	First Grade Teacher	ESOL End. Class 1
Moseley,Lauren	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 2
O'Donnell,Lori	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1
Padro,Jaycey	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1
Raniere,Kristen	Willis Elementary School	Third Grade Teacher	ESOL End. Class 1
Snyder,Stephanie Michelle	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1
Strutt,Stephanie	Willis Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Bergantim,Kristy Lynne	Williams Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Cooper,Kaylee	Williams Elementary School	Tchr, First Grade	ESOL End. Class 1
Fergusson,Elena	Williams Elementary School	Tchr, VE/SC	ESOL End. Class 1
Gallegos,Tiffany Jade	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1
Haacke,Karen	Williams Elementary School	First Grade Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Hudson,Avery G	Williams Elementary School	Second Grade Teacher	ESOL End. Class 1
Huling,Allyson	Williams Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Jackson,Jacqueline S	Williams Elementary School	Tchr, Fifth Grade	ESOL End. Class 1
Johnson,Hillary	Williams Elementary School	Kindergarten Tchr	ESOL End. Class 1
Kirts,Kristin N	Williams Elementary School	First Grade Teacher	ESOL End. Class 1
Knapp,Rachel L	Williams Elementary School	Tchr, Fifth Grade	ESOL End. Class 1
Korompilas,Dena Alexandra	Williams Elementary School	Second Grade Teacher	ESOL End. Class 1
Medaglia,Laura J	Williams Elementary School	Tchr, Third Grade	ESOL End. Class 1
Nazarian,Carianne	Williams Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Newton,Leah M	Williams Elementary School	Tchr, Kindergarten	ESOL End. Class 1
Rush,Cynthia Lee	Williams Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Tackett,Laura Katherine	Williams Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Thum,Theresa I	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1
Topping,Emily	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1
Vaughn,Carla	Williams Elementary School	Tchr, Second Grade	ESOL End. Class 1
Westra,Scott Aaron	Williams Elementary School	Tchr, Physical Educ, ES	ESOL End. Class 1
Beary,Kaylen	Gullett Elementary School	First Grade Teacher	ESOL End. Class 1
Bellew,Vanessa Sue	Gullett Elementary School	Kindergarten Teacher	ESOL End. Class 2
Brondyke,Sarah J.	Gullett Elementary School	Third Grade Teacher	ESOL End. Class 3
Cornett,Wendy	Gullett Elementary School	Kindergarten Teacher	ESOL End. Class 1
Riffle,Jennifer Lynn	Gullett Elementary School	Kindergarten Teacher	ESOL End. Class 3
Rodriguez,Nicole	Gullett Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Shiffman,Susan	Gullett Elementary School	Second Grade Teacher	ESOL End. Class 1
Thoennissen,Alexandra	Gullett Elementary School	First Grade Teacher	ESOL End. Class 3
VanSkiver,Wendy Jeanne	Gullett Elementary School	Third Grade Teacher	ESOL End. Class 2
Vogdanos,Rebecca	Gullett Elementary School	Third Grade Teacher	ESOL End. Class 1
Alston,Holly I	Buffalo Creek Middle School	Tchr, Mathematics, MS	ESOL End. Class 2
Fertig,Dawn M.	Buffalo Creek Middle School	Tchr, Dropout Prevention, MS	ESOL End. Class 1
Kimbrel,Samuel Andrew	Buffalo Creek Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Palero,Blessyl Herrera	Buffalo Creek Middle School	Tchr, Science, MS	ESOL End. Class 1
Ramsaier,Magally	Buffalo Creek Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Zonta,Joshua J	Buffalo Creek Middle School	Tchr, IND/SC	ESOL End. Class 1
Akers,Jennifer Kaye	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 5
Bailey,Michael C.	Parrish Community High School	Tchr, Social Studies, HS	ESOL End. Class 2
Brantley,Katie Leigh	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 3
DePatie,Alison Layne	Parrish Community High School	Tchr, Social Studies, HS	ESOL End. Class 2
Dorman,Emily	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1
Hebert,Remi	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1
Lashway,Brianna Christine	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 2
Lenard,Rachel	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 2
Post,Kristy	Parrish Community High School	Tchr, Reading, HS	ESOL End. Class 2
Riley,Terry	Parrish Community High School	Tchr, Language Arts, HS	ESOL End. Class 1
Anderson,Briana	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Angelillo,Joy	Jain Middle School	Tchr, IND/SC	ESOL End. Class 1
Boyd,Stephanie	Jain Middle School	Tchr, Social Studies, MS	ESOL End. Class 3
Callihan,Amanda Lynn	Jain Middle School	Counselor, MS	ESOL End. Class 1
Connor,Sally	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
David,Kimberly	Jain Middle School	Tchr, Reading, MS	ESOL End. Class 3
Mainstone,Angela Dawn	Jain Middle School	Tchr, Reading, MS	ESOL End. Class 1
Moore,David Allen	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Owens,Felicia	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Skelton,Jenna	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Trousas,Cassandra	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Baker,Emily	Harvey K-8 School	Kindergarten Teacher	ESOL End. Class 1
Brown,Alexus	Harvey K-8 School	First Grade Teacher	ESOL End. Class 1
Brumley,Kaela	Harvey K-8 School	Tchr, Fifth Grade	ESOL End. Class 1
Casciotta,Jennifer	Harvey K-8 School	Health Science Teacher	ESOL End. Class 1
Cousineau,Suzanne Marie	Harvey K-8 School	Tchr, Third Grade	ESOL End. Class 1
Darnell,Amanda Nicole	Harvey K-8 School	Third Grade Teacher	ESOL End. Class 1
Driggers,Katherine	Harvey K-8 School	Tchr, VE/SC	ESOL End. Class 1
Gleason,Jennifer	Harvey K-8 School	Kindergarten Teacher	ESOL End. Class 1
Lear,Shannon Marie	Harvey K-8 School	Tchr, Autism Spectrum Disorder	ESOL End. Class 1
Marciniak,Daniel Lynn	Harvey K-8 School	Second Grade Teacher	ESOL End. Class 1
McLaughlin,William	Harvey K-8 School	Second Grade Teacher	ESOL End. Class 1
Molnar,Nicole	Harvey K-8 School	Support Facilitator	ESOL End. Class 3

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Nelson,Jacquelyn B	Harvey K-8 School	Third Grade Teacher	ESOL End. Class 1
O'Keefe,Hayley	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Ortega,Tabitha	Harvey K-8 School	First Grade Teacher	ESOL End. Class 4
Palkovich,Emily G	Harvey K-8 School	Fifth Grade Teacher	ESOL End. Class 1
Perry,Jaime	Harvey K-8 School	Second Grade Teacher	ESOL End. Class 2
Pescuma,Tarynn Ashley	Harvey K-8 School	Kindergarten Teacher	ESOL End. Class 1
Rademacher,Haley Nicole	Harvey K-8 School	Third Grade Teacher	ESOL End. Class 1
Reynolds,Katherine	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Ruch,Jacquelyn Joy	Harvey K-8 School	First Grade Teacher	ESOL End. Class 4
Schultz,Erin	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Troyer,Amanda	Harvey K-8 School	Second Grade Teacher	ESOL End. Class 1
Vranick,Alexa	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Watts,Ali Nicole	Harvey K-8 School	Third Grade Teacher	ESOL End. Class 3
Wilds,Wanda Sue	Harvey K-8 School	Fifth Grade Teacher	ESOL End. Class 1
Fiore,Remington Tate	Lincoln Memorial Middle School	Tchr, Language Arts, MS	ESOL End. Class 3
Gonzalez,Alexander	Lincoln Memorial Middle School	Tchr, Social Studies, MS	ESOL End. Class 1
Kauzlarich,Maureen	Lincoln Memorial Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Simmons,Brittany Nicole	Lincoln Memorial Middle School	Tchr, Language Arts, MS	ESOL End. Class 1
Alfonso,Raymond Vinarao	Access to Education	Tchr, VE/SC	ESOL End. Class 1
Rainey,Kharma Rae	Access to Education	Tchr, VE/SC	ESOL End. Class 1
Walker,Brandi M.	Access to Education	Tchr, VE/SC	ESOL End. Class 1
Walker,Michael F.	Access to Education	Tchr, VE/SC	ESOL End. Class 1
Burton,Carolyn P.	Hospital-Homebound Instruction	Tchr, Hospital/Homebound	ESOL End. Class 3
Alfonso,Maridel Lonceroz	Sable Acad Behavioral Learning	Elementary Teacher	ESOL End. Class 1
Jackson,Maxine Lee	Sable Acad Behavioral Learning	Tchr, VE	ESOL End. Class 1
Keats,Michelle	Exec Dir, Teaching & Learning	Tchr, Spcl Assgn, Basic Instr	ESOL End. Class 3

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Gogoel,Kirsten	Lake Manatee K-8 School	Fifth Grade Teacher	Reading Endorsement Class 1
Henriquez Mendoza,Daniela L	Lake Manatee K-8 School	First Grade Teacher	Reading Endorsement Class 1
Obrien,Judith Anne	Lake Manatee K-8 School	Fourth Grade Teacher	Reading Endorsement Class 1
Sieracki,Eliane	Lake Manatee K-8 School	Fifth Grade Teacher	Reading Endorsement Class 1
Stanley,Lauren Marie	Lake Manatee K-8 School	First Grade Teacher	Reading Endorsement Class 1
Burt,Thomas	Ballard Elementary School	Third Grade Teacher	Reading Endorsement Class 1
Capalit,Ross Ann	Ballard Elementary School	Tchr, ASD	Reading Endorsement Class 1
Moss,Demonay Tiffany	Ballard Elementary School	Third Grade Teacher	Reading Endorsement Class 1
Navarrete Rivera,Lauren S	Ballard Elementary School	Third Grade Teacher	Reading Endorsement Class 1
Simmons,Solanges	Ballard Elementary School	First Grade Teacher	Reading Endorsement Class 1
Wylie,Frances C	Ballard Elementary School	Fourth Grade Teacher	Reading Endorsement Class 1
Callihan-DeWitt,Kristina Lee	Bayshore Elementary School	Coach, Literacy	Reading Endorsement
Frederick,Donna Mary	Bayshore High School	Tchr, Language Arts, HS	Reading Endorsement Class 1
Baxter,Maurice R.	Manatee Elementary School	Tchr, VE/SC	Reading Endorsement Class 1
Franklin,Katrina N.	Manatee Elementary School	Third Grade Teacher	Reading Endorsement Class 1
Shimmell,Mercedes	Manatee Elementary School	Kindergarten Teacher	Reading Endorsement Class 1
Smith,Carleen M.	Manatee Elementary School	Kindergarten Teacher	Reading Endorsement Class 1
Soto-Mercado,Ana Maria	Manatee Elementary School	First Grade Teacher	Reading Endorsement Class 1
Stewart,Dawn Delores	Manatee Elementary School	Tchr, Pre-K Integrated	Reading Endorsement Class 3
Sutherland,Angela	Manatee Elementary School	Kindergarten Teacher	Reading Endorsement
Lindenauer,Lourdes M.	Miller Elementary School	Third Grade Teacher	Reading Endorsement Class 1
Vicens,Sarah Lyn	Miller Elementary School	Kindergarten Teacher	Reading Endorsement Class 1
Huber,Kelly E.	Myakka Elementary School	Third Grade Teacher	Reading Endorsement Class 1
Sullivan,Alexandra	Myakka Elementary School	Kindergarten Teacher	Reading Endorsement Class 1
Gleason,Katie L	Palm View K-8 School	First Grade Teacher	Reading Endorsement Class 1
Ramsey,Destiny	Palma Sola Elementary School	Kindergarten Teacher	Reading Endorsement Class 1
Miller,Melanie A.	Palmetto Elementary School	Spec, Media, ES	Reading Endorsement
Rouse,Brandon	Palmetto High School	Tchr, Reading, HS	Reading Endorsement Class 1
Murphy,Matthew	Prine Elementary School	Specialist, Student Support	Reading Endorsement Class 1
Catania,Christopher Stephen	Daughtrey Elementary School	Tchr, ESOL Resource	Reading Endorsement Class 1
Williams,Hannah L.	Daughtrey Elementary School	Second Grade Teacher	Reading Endorsement Class 1
Torregrosa,Chelsea M	Southeast High School	Tchr, Language Arts, HS	Reading Endorsement Class 1
Grant,Kimberly A.	Moody Elementary School	Tchr, Music, ES	Reading Endorsement Class 1
Knips,Sophie	King Middle School	Tchr, Language Arts, MS	Reading Endorsement Class 2
Mcclone,Jillian B.	Bashaw Elementary School	Kindergarten Teacher	Reading Endorsement Class 1
Moroney,Nichole Marie	Bashaw Elementary School	Third Grade Teacher	Reading Endorsement Class 1
Badham,Leanne	Braden River Elementary School	Fifth Grade Teacher	Reading Endorsement Class 1
Pierre Navarro,Diana	Braden River Elementary School	Tchr, Dual Language, ES	Reading Endorsement Class 1
Davis,Stacy	Johnson K-8 Sch of Int Studies	Tchr, Pre-K Handicapped	Reading Endorsement
Crouse,Miranda Grey	Lee Middle School	Tchr, Autism Spectrum Disorder	Reading Endorsement Class 1
Guzman Colon,Wenik	Lee Middle School	Tchr, ESOL Resource	Reading Endorsement Class 1
Williams,Roshun N.	Lee Middle School	Tchr, EBD/SC	Reading Endorsement Class 1
Gulbrandsen,Angela M.	McNeal Elementary School	Kindergarten Teacher	Reading Endorsement Class 1
Engelberger,Kristie M.	Freedom Elementary School	Third Grade Teacher	Reading Endorsement Class 1
Cingle,Brookelynn	Willis Elementary School	Third Grade Teacher	Reading Endorsement
Gilbank,Kristen J.	Willis Elementary School	First Grade Teacher	Reading Endorsement
Hunter,Hannah	Willis Elementary School	Tchr, ASD	Reading Endorsement
Moseley,Lauren	Willis Elementary School	Kindergarten Teacher	Reading Endorsement
Padro,Jaycey	Willis Elementary School	Second Grade Teacher	Reading Endorsement
Podolan,Megan Nicole	Willis Elementary School	Fourth Grade Teacher	Reading Endorsement
Senyshyn,Dana	Willis Elementary School	Second Grade Teacher	Reading Endorsement
Tomlin,Suzanne M.	Willis Elementary School	Fifth Grade Teacher	Reading Endorsement
Fergusson,Elena	Williams Elementary School	Tchr, VE/SC	Reading Endorsement
Koepsel,Carole	Gullett Elementary School	Coach, Literacy	Reading Endorsement
VanSkiver,Wendy Jeanne	Gullett Elementary School	Third Grade Teacher	Reading Endorsement Class 1

AGENDA ITEM NO. 11.3

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Renewal Agreement Between the School District of Manatee County and Ear, Nose & Throat Associates of Manatee, P.A. for Clinical Experience for Manatee Technical College (MTC) Medical Assisting Students for the 2026-2029 School Years (No Financial Impact)

Executive Summary
The School Board has, over the years, contracted with providers for clinical experience and/or on-the-job training for district students.

In order for the students to participate in this type of clinical or on-the-job experience, it is necessary for the participating office to sign an agreement with the School District. The opportunity to receive this type of clinical experience is a great advantage to our students. Not only do they obtain a valuable hands-on learning experience, but also placements resulting in permanent jobs for the students after they finish their training.

A copy of the agreement is attached for review.

Clinical Providers for Medical Assisting: Ear, Nose & Throat Associates of Manatee, P.A. - Joan Overby - Administrator

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready For Life | Goal 9
Advance career-centered programs across the District to provide quality post-high school education and employment opportunities

Recommendation
The Superintendent recommends approval of the renewal agreement between the School District of Manatee County and Ear, Nose & Throat Associates of Manatee, P.A. for clinical experience for Manatee Technical College (MTC) Medical Assisting students for the 2026-2029 school years (No Financial Impact).

Financial Impact
There is no financial impact.

Contact
Submitting Department: Adult, Career and Technical Education
Initiated By: Dr. Paul Gansemer

Attachments:
Clinical Experience Agreement with ENT Associates of Manatee, P.A. Board Date 04.28.2026

The School District of Manatee County, Florida
Affiliation Agreement for Clinical Practice
with Ear, Nose & Throat Associates of Manatee, P.A.

This Agreement is entered into by and between The School District of Manatee County, Florida, (District) and Ear, Nose & Throat Associates of Manatee, P.A., a Florida (for Profit) Corporation, (Affiliate).

WHEREAS, it is of mutual interest and benefit to District and Affiliate that the students enrolled in any of the District's Health Science Programs at Manatee Technical College (College) are provided the opportunity and benefit of clinical experience provided by Affiliate (Experience) at any location of Affiliate (Locations).

NOW, THEREFORE, in consideration of the premises, which are hereby deemed to be incorporated into this Agreement as an integral part hereof and not mere recital hereto, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Affiliate and District hereby agree as follows:

1. **DISTRICT RESPONSIBILITIES:** District shall perform all of the following duties and obligations with due diligence, due care and in good faith:

   A. **Educational Services and Coordinator:** District shall provide Affiliate with students enrolled in any of the District's Health Science Programs who have demonstrated a basic level of proficiency and ability to perform technical skills as required by their specific program (Students). District shall also provide the requisite instruction, supervision and guidance to Students as appropriate and required for the clinical phase of their respective program. District hereby authorizes the Director of the College programs to designate one or more coordinators to oversee the Experience on behalf of the District (Coordinators). The Coordinators shall 1) make periodic visits to the Locations, 2) upon request, provide evidence of all initial and periodic reasonable background checks, health screens and drug tests that are conducted or obtained by, or are verified as acceptable to Affiliate, 3) collaborate with assigned Affiliate personnel at the Locations to ensure that Students meet identified curriculum competencies. The Coordinators shall have the authority, after consultation with Affiliate's representative at the Location, to remove the Student from the Experience, if deemed appropriate at the Coordinator's sole discretion.

   B. **Patient Records:** The District shall ensure that all required patient records relating to the educational services rendered by its personnel and students are prepared and maintained in accordance with applicable Florida and Federal law and any other requirements that may be imposed by Affiliate or any applicable Payor. All such records shall be delivered to and maintained by District and in accordance with its policies and procedures. The District shall ensure that its personnel and Students at all times maintain the confidentiality of medical records in accordance with

applicable laws and regulations.

2. **AFFILIATE RESPONSIBILITIES:** Affiliate shall perform all of the following duties and obligations with due diligence, care, and in good faith:

A. Personnel of Affiliate will recognize Students as participants in the Experience, and will be willing to cooperate as appropriate to make arrangements for teaching situations for Students that will contribute to their growth and development of skills.

B. Affiliate shall certify to the District that it is licensed and fully accredited by an appropriate accrediting body and that the individuals responsible for direction of Students are licensed/certified in the State of Florida.

C. Affiliate shall not compensate Students for their participation in the Experience.

D. Affiliate shall provide adequate time for orientation of Students to the Location(s).

E. Affiliate shall ensure that Students, when participating in the Experience at any Affiliate Location, will at all times be under the direct supervision by designated personnel who is/are licensed/certified by the State of Florida.

F. Affiliate shall ensure that all assignments for Students at Locations shall comply with the applicable prevailing professional standards of care and that all applicable state statutes, ratios, guidelines shall be followed by Affiliate.

G. Affiliate shall, at the end of the Experience for each of the Students, complete an evaluation for each individual student in terms of their personal abilities, knowledge and performance of skills. The evaluation report will be developed, in collaboration with the Coordinator, by an employee designated by Affiliate who has direct knowledge of the student's performance in the area in which the student gains experience.

H. Affiliate shall provide Students with emergency medical care (first-aid) in the event of an accident or injury. In the event of accident, injury, or serious illness of any student, Affiliate will immediately notify the Assistant Director of the College and the Coordinator. Affiliate shall not be responsible for notifying the appropriate emergency contact for Students; all responsibility to notify appropriate emergency contacts for Students shall fall upon the District and specifically the Coordinator.

I. Affiliate and District agree that Students will be subject to the rules and regulations of Affiliate. Affiliate shall have the right to discontinue the training of any Students at its Locations, upon consultation with the Coordinator.

J. Affiliate and District agree that Students may be scheduled for assignment during regular operating hours of Affiliate.

K. Affiliate accepts ultimate responsibility for the quality of patient care.

3. **PROVISION OF FACILITIES AND EQUIPMENT:** Affiliate shall provide appropriate space designated for the Experience, plus any equipment, expendable supplies and services necessary for the proper operation of the Experience. In connection with the foregoing, Affiliate shall be responsible for compliance by its facility and its personnel with any state or federal statutes, regulations, rulings or orders related to safe work practices and environment.

4. **PROVISION OF EDUCATIONAL EXPERIENCE:** Affiliate shall, as a part of and in furtherance of the Experience, provide the following:

   A. Observational educational and practice experiences in the patient units and clinics and in other departments.

   B. Orientation of the Students and District personnel to the Locations, physical facilities, policies, and procedures of Affiliate and Locations, as required.

   C. Use and/or patronage of any Affiliate cafeterias or similar areas at Locations by Students and District personnel, if available, at the sole cost and expense of the user/patron.

   D. Proof acceptable to the District that Locations and facilities of Affiliate are properly licensed and fully accredited by the appropriate accrediting body and that the individuals responsible for directing Students are properly licensed in the State of Florida.

5. **NONDISCRIMINATION AND ANTI-HARASSMENT:** District and Affiliate shall not discriminate nor tolerate harassment on the basis of race, color, national origin, sex (including sexual orientation, gender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, or any other classes which are considered protected classes by State and/or Federal law.

6. **INCIDENT/INJURY REPORTING:** District shall be responsible for advising its personnel and Students to report any incident/injury that occurs during the Experience or that is witnessed as having occurred at any Location of Affiliate. Affiliate shall be responsible for implementing the post-exposure protocols in Exhibit A. Neither the District, College, Affiliate, nor their respective personnel shall be responsible for any medical care, counseling or other necessary follow up as a consequence of such incident/injury. The District shall be responsible for compliance by the District and the School, by their respective personnel, and by the Students with any state or federal statutes, regulations, rulings or orders related to safe work practices and environment. District and Affiliate shall follow the post-exposure evaluation protocols established in Exhibit A and shall require their respective personnel and Students to comply with same.

7. **INSURANCE:** During the term of this Agreement and any extension thereof, District shall maintain, at its own cost and expense, professional liability insurance for all assigned students with minimum coverage of at least $1 million per occurrence and $3 million in the aggregate. If such coverage is pursuant to a claims-made policy, and it is terminated for any reason during the term of this Agreement or during a period of three (3) years after the termination of this Agreement, then District will obtain and maintain tail or prior acts coverage for a period of three (3) years after termination thereof. In addition, District agrees to maintain general liability insurance to cover its actions and those of its personnel and Workers' Compensation coverage (in such amounts as may be required by law) for its personnel. Upon request of Affiliate, District will provide a certificate of insurance verifying coverage, and District will notify Affiliate in writing within two (2) business days of any cancellation or adverse modification of such insurance coverage. If District fails to obtain or maintain the insurance required hereunder, Affiliate at its option may terminate this Agreement.

   Affiliate shall obtain and maintain professional liability and general liability insurance in the minimum amounts of $1 million per occurrence and $3 million in the aggregate per annum that provides coverage for activities that Affiliate and their employees participate in pursuant to this Agreement. Evidence of professional and general liability insurance coverage shall be provided to District annually unless requested earlier. Affiliate shall give District thirty (30) days prior written notice to the extent Affiliate has such notice of impending cancellation or termination of such insurance and, upon cancellation or termination thereof, shall immediately notify District. In the event that Affiliate maintains claims-made coverage, and Affiliate's coverage is terminated within three (3) years of the date on which District ceases to participate or have Students participate in the Experience or District employees facilitate participation in the Experience pursuant to this Agreement, Affiliate Site shall obtain "tail coverage," or other prior acts coverage, if such coverage is available, in the amount stated above until the expiration of three (3) years from the last date on which District, any Student or any District employee participated or facilitated in the Experience, as contemplated by this Agreement. Failure to secure and maintain the insurance coverage required by this Agreement shall constitute a material default and the Agreement may be terminated by District.

8. **INDEPENDENCE OF THE PARTIES:** In the performance of their separate businesses, it is understood and agreed by Affiliate and District that each shall be, and at all times is, an independent and unrelated entity acting and performing as a separate business. Accordingly, none of the provisions of this Agreement are intended to create, nor shall be deemed or construed to create any relationship between District and Affiliate other than that of independent entities contracting with each other solely for the purpose of achieving the provisions of this Agreement. The parties hereto shall be considered to be independent, and neither of them, nor any of their respective representatives, employees or agents shall be construed to be the agent, employee, servant or representative of the other.

9. **TERM; EXTENSION; TERMINATION:**

   A. Term and Extension: This Agreement shall be in effect for a period of three school

years commencing on the date of execution by all parties and terminating on June 30, 2029. The parties may agree to mutually extend the Agreement for a period of three additional years in writing on or before June 30, 2029.

B. Termination for Cause: Affiliate shall be considered in material breach of this Agreement and such breach will be considered cause for District to terminate this Agreement, in whole or in part, as further set forth herein, for any of the following reasons: (1) failure to properly and timely perform in accordance with the Agreement; (2) the bankruptcy or insolvency or a general assignment for the benefit of creditors by Affiliate or by any of Affiliate's principals, partners, officers or directors; (3) failure to obey laws, ordinances, regulations or other codes of conduct, or (4) otherwise materially breaching this Agreement. District shall promptly notify Affiliate in writing of the determination and the reason(s) for the termination, together with the effective date of the termination. Payments made to Affiliate or recoveries by District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Notwithstanding anything herein to the contrary, District may unilaterally terminate this Agreement for refusal by Affiliate to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by Affiliate in conjunction with this Agreement.

C. Termination for Convenience: Upon not less than 30 days advance written notice, District may terminate this Agreement, in whole or in part, for District's convenience and without cause in accordance with this clause.

D. Effect of Illegality: If a legislative body, a court of competent jurisdiction or an administrative agency having authority to regulate any of the parties, holds this Agreement or the obligations to be performed hereunder to be illegal under this Agreement, then the parties agree to engage in good faith negotiations towards amending the Agreement.

10. **MISCELLANEOUS PROVISIONS:**

A. Compliance with Jessica Lunsford Act: Affiliate shall comply with the Jessica Lunsford Act (JLA). Affiliate shall comply with Sections 1012.465, 1012.467, 1012.468, Florida Statutes, and all other applicable Florida laws governing background screening requirements, fingerprinting and criminal history checks. Affiliate and Affiliate's personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds shall meet the screening requirements of Section 1012.32, Florida Statutes. Affiliate hereby indemnifies and holds harmless District for any claims made against District related to the failure of Affiliate or Affiliate's personnel to comply with any of the laws referenced in this paragraph or related to Affiliate's obligation to comply with the Jessica Lunsford Act and Florida law governing background screening requirements.

B. Assignment: Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld.) If this matter pertains to a school that becomes a charter school, this Agreement may be cancelled by District upon thirty days written notice and District shall be released of any and all obligations under this Agreement.

C. Entire Agreement: This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements, proposals or representations, written or oral, concerning its subject matter. The parties shall not be bound by any terms, conditions, statements, warranties, or representations, written or oral, not contained herein.

D. Amendments; Waivers: No modification or amendment of any provision of this Agreement will be effective unless in writing and signed by both parties. The failure or neglect by any party to enforce any right under this Agreement shall not be deemed to be a waiver of that party's rights. A waiver shall not be effective unless it is in writing and signed by the party who possesses the right to waive enforcement of same.

E. Governing Law: This Agreement will be governed by the laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this Agreement. All disputes are to be resolved in Manatee County, Florida by binding Arbitration before the American Arbitration Association or other mutually agreed and similar forum. The costs of such dispute will be borne by the individual party.

F. Relationship of Parties: The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency or employment relationship between the parties. It is expressly acknowledged that the District does not direct or control the work or services to be performed, or how to perform such work or services under this Agreement.

G. Indemnification: Affiliate shall defend, indemnify and hold harmless District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, including attorneys' fees and costs of defense, which District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by Affiliate, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. 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. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement.

H. Confidentiality: The parties agree to maintain confidential records and information pursuant to applicable law, including, but not limited to, the Americans with Disabilities Act, the Family and Medical Leave Act, Family Educational Rights and Privacy Act, the Genetic Information Nondiscrimination Act, the Health Insurance Portability and Accountability Act. Regarding data storage and breaches, Affiliate shall employ commercial best practices for ensuring the security of all District data including, but not limited to, electronic, spoken and paper information accessed, used, created, maintained, disposed of, or otherwise handled in the course of Affiliate's performance of this Agreement. In the event of a breach of security as defined in Section 501.171, Florida Statutes, Affiliate shall notify District immediately, but no later than ten days following a determination of a breach of data security. Additionally, Affiliate shall fully cooperate, at its own expense, with District regarding District's statutory notification requirements. This cooperation includes law enforcement and auditors. Additionally, the parties acknowledge that District as a local governmental entity is subject to the State of Florida's public record laws. Should a request be made for disclosure of confidential records of Affiliate, District shall provide notice to the other party who may then, at its discretion, respond to the request. Should Affiliate not disclose the records or documents, Affiliate will defend and indemnify District for any fees and costs which are incurred or taxed against District because of the non-disclosure. Should Affiliate require confidential student information or personally identifiable information as a "school official," it may enter into a separate data privacy and sharing agreement with District.

I. Sovereign Immunity: Affiliate acknowledges and agrees that District does not waive its immunity and nothing herein, including the naming of District as an additional insured, shall be interpreted or deemed as a waiver of District's rights, including the limitation of waiver of immunity, as set forth in Section 768.28, Florida Statutes, or any other statutes, and District expressly reserves these rights to the full extent allowed by law. All defenses relative to sovereign immunity are expressly reserved by District

J. Contact with Students: Unless otherwise specified, Affiliate will not permit any employee, independent contractor, material men, supplier or anyone involved in any manner with work pursuant to this Agreement on District property. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from District. Affiliate shall be responsible for insuring compliance by all employees, independent contractors and subcontractors or other persons involved in any manner with work pursuant to this Agreement.

K. Standards of Conduct: Affiliate will be held to the same standards of conduct as District employees while conducting business with District. These standards, as defined in

District policies, will apply to Affiliate's employees and employees of Affiliate's subcontractors.

L. Severability: If any one or more of the provisions of this Agreement should be held contrary to law or public policy, or should for any reason whatsoever be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this Agreement, which remaining provisions shall continue in full force and effect, provided that the rights and obligations of the parties contained herein are not materially prejudiced and the intentions of the parties continue to be effective.

M. Force Majeure: The term "Force Majeure" means circumstances beyond the reasonable control of a party, (such as an act of God, a government restriction, a war, an insurrection, a labor dispute, a financial insolvency, an economic hardship, a strife, a failure of suppliers, communications or data systems) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. In the event that the Force Majeure persists more than 90 days, the party may elect to terminate this Agreement for convenience upon written notice.

N. Equal Opportunity: Affiliate shall not discriminate on the basis of race, color, ethnicity, sex, national origin, religion, disability, pregnancy, age, ancestry, genetic information, or marital status.

O. Federal Debarment & Suspension Certification: A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), ''Debarment and Suspension.'' SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

P. Compliance With The Public Records Act: By entering into this Agreement, Affiliate acknowledges that the portion of its books and records related to this Agreement with District may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act. Pursuant to Section 119.0701, Florida Statutes, because Affiliate is performing services on behalf of District, Affiliate shall:

   i. Keep and maintain public records required by District to perform pursuant to the Agreement.

   ii. Upon request from District's custodian of public records (identified below), provide District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not

exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

iii. 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 term and following completion of the Agreement if Affiliate does not transfer the records to District.

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

IF AFFILIATE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO AFFILIATE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 215 MANATEE AVENUE W., BRADENTON, FLORIDA, 34205 (941) 708-8770, PUBLICRECORDS@MANATEESCHOOLS.NET.

Q. School District Policy: In accordance with District Policy, no contract for providing supplies, equipment or services shall be effective with any individual or business entity in which any board member of District or District's Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which District's Superintendent, any board member of District, or any spouse or child of the foregoing has an employment relationship or a material interest. No District employee may directly or indirectly purchase or recommend for purchase goods or services from any business organization in which his/her spouse or child has a material interest as defined in Chapter 112, Florida Statutes.

R. Compliance with Regulations: Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by Affiliate will in no way be a cause for relief from responsibility. Affiliate shall have in their possession and must provide all applicable insurance, permits, licenses, etc., which may be required by federal, state, or county law to furnish services under the scope of this Agreement. Affiliate must not be in violation of any zoning or

other ordinances in the performance of this Agreement.

S. Safety Standards: All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards thereunder.

T. Tax Exemptions: When purchasing directly from a supplier, District is exempt from Federal Excise, State Sales and Use Taxes. Tax exemption certificates and numbers will be furnished on request.

U. Possession of Firearms: Possession of firearms will not be tolerated on any District property or setting that is under the control and supervision of District for the purpose of school activities approved and authorized by District. No person who has a firearm in their vehicle may park their vehicle on District property. If any employee or independent contractor of Affiliate, or any of its subcontractors, is found to have brought a firearm on District property, said individual shall be immediately removed from District property by Affiliate and barred from performing further work relative to the Agreement. If a subcontractor fails to terminate said employee or independent contractor, Affiliate shall terminate its agreement with the subcontractor. If Affiliate fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by District. "Firearm" has the same meaning given in Section 790.001, Florida Statutes.

V. Criminal Acts: Employment and performing work relative to the Agreement by Affiliate, or any of its subcontractors, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude (as defined by Fla. Admin. Code R. 6A-10.083) will not be tolerated. If it is determined that any person with such criminal history is performing work relative to the Agreement, Affiliate agrees to take all steps necessary to remove such person from performing work relative to the Agreement and District property. District shall have the right to terminate this Agreement if Affiliate does not comply with this provision.

W. Possession/Use/Under the Influence of Mind Altering Substances: Possession/use and/or being under the influence of any illegal mind-altering substances, such as, but not limited to alcohol and/or substances delineated in Chapter 893, Florida Statutes, by Affiliate employees or independent contractors or its subcontractors' employees or independent contractors will not be tolerated on District property. If any employee or independent contractor is found to have brought and/or used or is under the influence of any illegal mind-altering substances as described above on District property, said employee or independent contractor shall be removed and barred from performing work relative to the Agreement by Affiliate. If a subcontractor fails to terminate said employee or independent contractor, Affiliate shall terminate its agreement with the subcontractor. If Affiliate fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by District.

X. Headings: The headings of the various sections and paragraphs in this Agreement are inserted for the convenience of the parties and shall not affect the meaning, construction or interpretation of this Agreement.

Y. Counterparts: This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, Ear, Nose & Throat Associates of Manatee, P.A. and The School District of Manatee County, Florida have duly executed this Agreement.

THE SCHOOL DISTRICT OF MANATEE COUNTY

Date_____ By: _____

Superintendent, School District of Manatee County

Date_____ By: _____

Chair, School Board of Manatee County

Date_____ By: _____

General Counsel

Date 3-20-26 By: Fran Querby

(Affiliate Authorized Signature)

Title: Administrator

EXHIBIT A

POST-EXPOSURE PROTOCOLS FOR STUDENT EXPOSURES TO BLOODBORNE PATHOGENS AT AFFILIATE

Student Exposure to Bloodborne Pathogens

In the event a Student is exposed to blood or other potentially infectious materials, Affiliate, business, or governmental entity shall immediately provide the attached ***Notification Letter for Adult Health Occupation Students*** to the exposed Student to sign and date. Affiliate shall immediately call the Adult Health Occupations Administrator at the College and provide a signed copy of the attached ***Notification Letter for Adult Health Occupation Student*** to them and retain a copy for their records. Affiliate shall immediately advise the exposed Student to go to their family physician, urgent care facility or hospital emergency room to seek immediate evaluation and treatment. Affiliate shall attempt to obtain consent from the source individual to have their blood tested to determine HBV, HCV and HIV infectivity and provide that information to the Student through their designated licensed healthcare professional. Affiliate shall comply with all federal, state and local regulations related to maintaining medical confidentiality and protection of personal health information. The School District of Manatee County, Florida, and Affiliate are not responsible for the payment of costs related to a Student's post-exposure evaluation, prophylaxis, counseling or treatment. The Student is responsible for the payment of all costs related to exposure evaluation and treatment.

School District of Manatee County
P.O. Box 9069
Bradenton, Florida 34206-9069

Dr. Laurie Breslin
SUPERINTENDENT
* * *
215 MANATEE AVENUE WEST
BRADENTON, FL 34205
TELEPHONE (941)708-8770
FAX (941)708-8686

SCHOOL BOARD
*Cindy Spray, CHAIR**
Richard Tatem, Vice Chair
Chad Choate III
Heather Felton
Charlie Kennedy

Notification Letter for Adult Health Occupation Student

Date: _____

Instructor: _____ Class: _____

Dear Student:

You, _____, were involved in an incident where you may have been exposed to blood and/or other potentially infectious materials on _____.
(Date)

You must consult with your family physician, urgent-care facility or hospital emergency room for further evaluation and follow-up.

This is a very important health matter and your prompt attention is necessary to avoid any possibility of complications in the future.

Please complete the Adult Health Occupation Student section below. The business entity shall provide a copy of the signed letter to you and a copy to your instructor.

Please call your instructor if you have any questions.

_____
Signature

_____
Health Care Facility

TO BE COMPLETED BY THE ADULT HEALTH OCCUPATION STUDENT

I, _____, acknowledge receipt of this letter.

_____ _____
Adult Health Occupation Student's Signature Date Signed

Rev. 11/20/25

Vendor Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: ENT Associates of Manatee

Address: 701 Manatee Ave W, Suite 202, Bradenton FL 34205

Phone Number: 941-748-2455

Authorized Representative's Name: Joan E Overby, CMPE

Authorized Representative's Title: ADministrator

Email Address: joano701@entmanatee.com

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School District of Manatee County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Joan Overby

Signature of Authorized Representative

EARNOSE-01 VTRENT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Des Champs & Gregory, Inc.
1812 Manatee Ave W
Bradenton, FL 34205

CONTACT NAME:
PHONE (A/C, No, Ext): (941) 748-1812 FAX (A/C, No): (941) 750-0307
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : First Community Insurance Co	13990
INSURER B : Bankers Insurance Co	33162
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Ear Nose & Throat Associates of Manatee PA
701 Manatee Ave W #202
Bradenton, FL 34205

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE / X OCCUR			090037804578600	1/13/2026	1/13/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	X POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			090037804578600	1/13/2026	1/13/2027	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Property			09 0004991379 8 12	1/13/2025	1/13/2026	Contents	170,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

The Students of Manatee Technical College
6305 State Road 70 East
Bradenton, FL 34203

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DIVISION OF CORPORATIONS

Department of State / Division of Corporations / Search Records / Search by FEI/EIN Number /

Detail by FEI/EIN Number

Florida Profit Corporation
EAR, NOSE & THROAT ASSOCIATES OF MANATEE, P.A.

Filing Information

Document Number	464329
FEI/EIN Number	59-1553509
Date Filed	10/30/1974
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	06/26/1998
Event Effective Date	NONE

Principal Address

701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Changed: 01/24/2005

Mailing Address

701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Changed: 01/24/2005

Registered Agent Name & Address

Overby, Joan E
701 MANATEE AVE WEST
SUITE 202
BRADENTON, FL 34205

Name Changed: 01/21/2026

Address Changed: 01/24/2005

Officer/Director Detail

Name & Address

Title ST

Kelley, Benjamin, Dr.
701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Title V

HOBAN, BRIAN, Dr.
701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Title V

KALATHIA, AXAY, Dr.
701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Title V

MORRISH, THOMAS, Dr.
701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Title P

NALL, AGNES V, Dr.
701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Title VP

Shelton, John C, Dr.
701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Title VP

Kelley, Benjamin, Dr.
701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Title VP

Frank, Samantha, Dr.
701 MANATEE AVE W
SUITE 202
BRADENTON, FL 34205

Annual Reports

Report Year	Filed Date
2024	01/05/2024
2025	01/08/2025
2026	01/21/2026

Document Images

01/21/2026 -- ANNUAL REPORT	View image in PDF format
01/08/2025 -- ANNUAL REPORT	View image in PDF format
01/05/2024 -- ANNUAL REPORT	View image in PDF format
01/11/2023 -- ANNUAL REPORT	View image in PDF format
01/28/2022 -- ANNUAL REPORT	View image in PDF format
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01/16/2020 -- ANNUAL REPORT	View image in PDF format
02/14/2019 -- ANNUAL REPORT	View image in PDF format
01/18/2018 -- ANNUAL REPORT	View image in PDF format
01/27/2017 -- ANNUAL REPORT	View image in PDF format
02/24/2016 -- ANNUAL REPORT	View image in PDF format
02/23/2015 -- ANNUAL REPORT	View image in PDF format
02/24/2014 -- ANNUAL REPORT	View image in PDF format
02/01/2013 -- ANNUAL REPORT	View image in PDF format
01/25/2012 -- ANNUAL REPORT	View image in PDF format
01/20/2011 -- ANNUAL REPORT	View image in PDF format
01/25/2010 -- ANNUAL REPORT	View image in PDF format
01/27/2009 -- ANNUAL REPORT	View image in PDF format
01/22/2008 -- ANNUAL REPORT	View image in PDF format
01/09/2007 -- ANNUAL REPORT	View image in PDF format
01/16/2006 -- ANNUAL REPORT	View image in PDF format
01/24/2005 -- ANNUAL REPORT	View image in PDF format
02/18/2004 -- ANNUAL REPORT	View image in PDF format
02/03/2003 -- ANNUAL REPORT	View image in PDF format
05/02/2002 -- ANNUAL REPORT	View image in PDF format
02/05/2001 -- ANNUAL REPORT	View image in PDF format
02/01/2000 -- ANNUAL REPORT	View image in PDF format
02/27/1999 -- ANNUAL REPORT	View image in PDF format
06/26/1998 -- Amendment	View image in PDF format
02/02/1998 -- ANNUAL REPORT	View image in PDF format
01/29/1997 -- ANNUAL REPORT	View image in PDF format
04/02/1996 -- ANNUAL REPORT	View image in PDF format
02/02/1995 -- ANNUAL REPORT	View image in PDF format

AGENDA ITEM NO. 11.4

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Renewal Agreement Between the School District of Manatee County and Intercoastal Medical Group, Inc. for Clinical Experience for Manatee Technical College (MTC) Medical Assisting Students for the 2026-2029 School Years (No Financial Impact)

Executive Summary
The School Board has, over the years, contracted with providers for clinical experience and/or on-the-job training for district students.

In order for the students to participate in this type of clinical or on-the-job experience, it is necessary for the participating office to sign an agreement with the School District. The opportunity to receive this type of clinical experience is a great advantage to our students. Not only do they obtain a valuable hands-on learning experience, but also placements resulting in permanent jobs for the students after they finish their training.

A copy of the agreement is attached for review.

Clinical Providers for Medical Assisting: Intercoastal Medical Group, Inc. - Maribeth Bell - Director of Clinical Services

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready For Life | Goal 9
Advance career-centered programs across the District to provide quality post-high school education and employment opportunities

Recommendation
The Superintendent recommends approval of the renewal agreement between the School District of Manatee County and Intercoastal Medical Group, Inc. for clinical experience for Manatee Technical College (MTC) Medical Assisting students for the 2026-2029 school years (No Financial Impact).

Financial Impact
There is no financial impact.

Contact
Submitting Department: Adult, Career and Technical Education
Initiated By: Dr. Paul Gansemer

Attachments:
Clinical Experience Agreement with Intercoastal Medical Group Inc. Board Date 04.28.2026

The School District of Manatee County, Florida
Affiliation Agreement for Clinical Practice
with Intercoastal Medical Group, Inc.

This Agreement is entered into by and between The School District of Manatee County, Florida, (District) and Intercoastal Medical Group, Inc., a Florida profit corporation, (Affiliate).

WHEREAS, it is of mutual interest and benefit to District and Affiliate that the students enrolled in any of the District's Health Science Programs at Manatee Technical College (College) are provided the opportunity and benefit of clinical experience provided by Affiliate (Experience) at any location of Affiliate (Locations).

NOW, THEREFORE, in consideration of the premises, which are hereby deemed to be incorporated into this Agreement as an integral part hereof and not mere recital hereto, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Affiliate and District hereby agree as follows:

1. **DISTRICT RESPONSIBILITIES:** District shall perform all of the following duties and obligations with due diligence, due care and in good faith:

   A. **Educational Services and Coordinator:** District shall provide Affiliate with students enrolled in any of the District's Health Science Programs who have demonstrated a basic level of proficiency and ability to perform technical skills as required by their specific program (Students). District shall also provide the requisite instruction, supervision and guidance to Students as appropriate and required for the clinical phase of their respective program. District hereby authorizes the Director of the College programs to designate one or more coordinators to oversee the Experience on behalf of the District (Coordinators). The Coordinators shall 1) make periodic visits to the Locations, 2) upon request, provide evidence of all initial and periodic reasonable background checks, health screens and drug tests that are conducted or obtained by, or are verified as acceptable to Affiliate, 3) collaborate with assigned Affiliate personnel at the Locations to ensure that Students meet identified curriculum competencies. The Coordinators shall have the authority, after consultation with Affiliate's representative at the Location, to remove the Student from the Experience, if deemed appropriate at the Coordinator's sole discretion.

   B. **Patient Records:** The District shall ensure that all required patient records relating to the educational services rendered by its personnel and students are prepared and maintained in accordance with applicable Florida and Federal law and any other requirements that may be imposed by Affiliate or any applicable Payor. All such records shall be delivered to and maintained by District and in accordance with its policies and procedures. The District shall ensure that its personnel and Students at all times maintain the confidentiality of medical records in accordance with applicable laws and regulations.

2. **AFFILIATE RESPONSIBILITIES:** Affiliate shall perform all of the following duties and obligations with due diligence, care, and in good faith:

A. Personnel of Affiliate will recognize Students as participants in the Experience, and will be willing to cooperate as appropriate to make arrangements for teaching situations for Students that will contribute to their growth and development of skills.

B. Affiliate shall certify to the District that it is licensed and fully accredited by an appropriate accrediting body and that the individuals responsible for direction of Students are licensed/certified in the State of Florida.

C. Affiliate shall not compensate Students for their participation in the Experience.

D. Affiliate shall provide adequate time for orientation of Students to the Location(s).

E. Affiliate shall ensure that Students, when participating in the Experience at any Affiliate Location, will at all times be under the direct supervision by designated personnel who is/are licensed/certified by the State of Florida.

F. Affiliate shall ensure that all assignments for Students at Locations shall comply with the applicable prevailing professional standards of care and that all applicable state statutes, ratios, guidelines shall be followed by Affiliate.

G. Affiliate shall, at the end of the Experience for each of the Students, complete an evaluation for each individual student in terms of their personal abilities, knowledge and performance of skills. The evaluation report will be developed, in collaboration with the Coordinator, by an employee designated by Affiliate who has direct knowledge of the student's performance in the area in which the student gains experience.

H. Affiliate shall provide Students with emergency medical care (first-aid) in the event of an accident or injury. In the event of accident, injury, or serious illness of any student, Affiliate will immediately notify the Assistant Director of the College and the Coordinator. Affiliate shall not be responsible for notifying the appropriate emergency contact for Students; all responsibility to notify appropriate emergency contacts for Students shall fall upon the District and specifically the Coordinator.

I. Affiliate and District agree that Students will be subject to the rules and regulations of Affiliate. Affiliate shall have the right to discontinue the training of any Students at its Locations, upon consultation with the Coordinator.

J. Affiliate and District agree that Students may be scheduled for assignment during regular operating hours of Affiliate.

K. Affiliate accepts ultimate responsibility for the quality of patient care.

3. **PROVISION OF FACILITIES AND EQUIPMENT:** Affiliate shall provide appropriate space designated for the Experience, plus any equipment, expendable supplies and services necessary for the proper operation of the Experience. In connection with the foregoing, Affiliate shall be responsible for compliance by its facility and its personnel with any state or federal statutes, regulations, rulings or orders related to safe work practices and environment.

4. **PROVISION OF EDUCATIONAL EXPERIENCE:** Affiliate shall, as a part of and in furtherance of the Experience, provide the following:

   A. Observational educational and practice experiences in the patient units and clinics and in other departments.

   B. Orientation of the Students and District personnel to the Locations, physical facilities, policies, and procedures of Affiliate and Locations, as required.

   C. Use and/or patronage of any Affiliate cafeterias or similar areas at Locations by Students and District personnel, if available, at the sole cost and expense of the user/patron.

   D. Proof acceptable to the District that Locations and facilities of Affiliate are properly licensed and fully accredited by the appropriate accrediting body and that the individuals responsible for directing Students are properly licensed in the State of Florida.

5. **NONDISCRIMINATION AND ANTI-HARASSMENT:** District and Affiliate shall not discriminate nor tolerate harassment on the basis of race, color, national origin, sex (including sexual orientation, gender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, or any other classes which are considered protected classes by State and/or Federal law.

6. **INCIDENT/INJURY REPORTING:** District shall be responsible for advising its personnel and Students to report any incident/injury that occurs during the Experience or that is witnessed as having occurred at any Location of Affiliate. Affiliate shall be responsible for implementing the post-exposure protocols in Exhibit A. Neither the District, College, Affiliate, nor their respective personnel shall be responsible for any medical care, counseling or other necessary follow up as a consequence of such incident/injury. The District shall be responsible for compliance by the District and the School, by their respective personnel, and by the Students with any state or federal statutes, regulations, rulings or orders related to safe work practices and environment. District and Affiliate shall follow the post-exposure evaluation protocols established in Exhibit A and shall require their respective personnel and Students to comply with same.

7. **INSURANCE:** During the term of this Agreement and any extension thereof, District shall maintain, at its own cost and expense, professional liability insurance for all assigned students with minimum coverage of at least $1 million per occurrence and $3 million in the aggregate. If such coverage is pursuant to a claims-made policy, and it is terminated for any reason during the term of this Agreement or during a period of three (3) years after the termination of this Agreement, then District will obtain and maintain tail or prior acts coverage for a period of three (3) years after termination thereof. In addition, District agrees to maintain general liability insurance to cover its actions and those of its personnel and Workers' Compensation coverage (in such amounts as may be required by law) for its personnel. Upon request of Affiliate, District will provide a certificate of insurance verifying coverage, and District will notify Affiliate in writing within two (2) business days of any cancellation or adverse modification of such insurance coverage. If District fails to obtain or maintain the insurance required hereunder, Affiliate at its option may terminate this Agreement.

   Affiliate shall obtain and maintain professional liability and general liability insurance in the minimum amounts of $1 million per occurrence and $3 million in the aggregate per annum that provides coverage for activities that Affiliate and their employees participate in pursuant to this Agreement. Evidence of professional and general liability insurance coverage shall be provided to District annually unless requested earlier. Affiliate shall give District thirty (30) days prior written notice to the extent Affiliate has such notice of impending cancellation or termination of such insurance and, upon cancellation or termination thereof, shall immediately notify District. In the event that Affiliate maintains claims-made coverage, and Affiliate's coverage is terminated within three (3) years of the date on which District ceases to participate or have Students participate in the Experience or District employees facilitate participation in the Experience pursuant to this Agreement, Affiliate Site shall obtain "tail coverage," or other prior acts coverage, if such coverage is available, in the amount stated above until the expiration of three (3) years from the last date on which District, any Student or any District employee participated or facilitated in the Experience, as contemplated by this Agreement. Failure to secure and maintain the insurance coverage required by this Agreement shall constitute a material default and the Agreement may be terminated by District.

8. **INDEPENDENCE OF THE PARTIES:** In the performance of their separate businesses, it is understood and agreed by Affiliate and District that each shall be, and at all times is, an independent and unrelated entity acting and performing as a separate business. Accordingly, none of the provisions of this Agreement are intended to create, nor shall be deemed or construed to create any relationship between District and Affiliate other than that of independent entities contracting with each other solely for the purpose of achieving the provisions of this Agreement. The parties hereto shall be considered to be independent, and neither of them, nor any of their respective representatives, employees or agents shall be construed to be the agent, employee, servant or representative of the other.

9. **TERM; EXTENSION; TERMINATION:**
   A. Term and Extension: This Agreement shall be in effect for a period of three school years commencing on the date of execution by all parties and terminating on June

30, 2029. The parties may agree to mutually extend the Agreement for a period of three additional years in writing on or before June 30, 2029.

B. Termination for Cause: Affiliate shall be considered in material breach of this Agreement and such breach will be considered cause for District to terminate this Agreement, in whole or in part, as further set forth herein, for any of the following reasons: (1) failure to properly and timely perform in accordance with the Agreement; (2) the bankruptcy or insolvency or a general assignment for the benefit of creditors by Affiliate or by any of Affiliate's principals, partners, officers or directors; (3) failure to obey laws, ordinances, regulations or other codes of conduct, or (4) otherwise materially breaching this Agreement. District shall promptly notify Affiliate in writing of the determination and the reason(s) for the termination, together with the effective date of the termination. Payments made to Affiliate or recoveries by District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Notwithstanding anything herein to the contrary, District may unilaterally terminate this Agreement for refusal by Affiliate to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by Affiliate in conjunction with this Agreement.

C. Termination for Convenience: Upon not less than 30 days advance written notice, District may terminate this Agreement, in whole or in part, for District's convenience and without cause in accordance with this clause.

D. Effect of Illegality: If a legislative body, a court of competent jurisdiction or an administrative agency having authority to regulate any of the parties, holds this Agreement or the obligations to be performed hereunder to be illegal under this Agreement, then the parties agree to engage in good faith negotiations towards amending the Agreement.

10. **MISCELLANEOUS PROVISIONS:**

A. Compliance with Jessica Lunsford Act: Affiliate shall comply with the Jessica Lunsford Act (JLA). Affiliate shall comply with Sections 1012.465, 1012.467, 1012.468, Florida Statutes, and all other applicable Florida laws governing background screening requirements, fingerprinting and criminal history checks. Affiliate and Affiliate's personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds shall meet the screening requirements of Section 1012.32, Florida Statutes. Affiliate hereby indemnifies and holds harmless District for any claims made against District related to the failure of Affiliate or Affiliate's personnel to comply with any of the laws referenced in this paragraph or related to Affiliate's obligation to comply with the Jessica Lunsford Act and Florida law governing background screening requirements.

B. Assignment: Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld.) If this matter pertains to a school that becomes a charter school, this Agreement may be cancelled by District upon thirty days written notice and District shall be released of any and all obligations under this Agreement.

C. Entire Agreement: This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements, proposals or representations, written or oral, concerning its subject matter. The parties shall not be bound by any terms, conditions, statements, warranties, or representations, written or oral, not contained herein.

D. Amendments; Waivers: No modification or amendment of any provision of this Agreement will be effective unless in writing and signed by both parties. The failure or neglect by any party to enforce any right under this Agreement shall not be deemed to be a waiver of that party's rights. A waiver shall not be effective unless it is in writing and signed by the party who possesses the right to waive enforcement of same.

E. Governing Law: This Agreement will be governed by the laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this Agreement. All disputes are to be resolved in Manatee County, Florida by binding Arbitration before the American Arbitration Association or other mutually agreed and similar forum. The costs of such dispute will be borne by the individual party.

F. Relationship of Parties: The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency or employment relationship between the parties. It is expressly acknowledged that the District does not direct or control the work or services to be performed, or how to perform such work or services under this Agreement.

G. Indemnification: Affiliate shall defend, indemnify and hold harmless District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, including attorneys' fees and costs of defense, which District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by Affiliate, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. 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.

The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement.

H. Confidentiality: The parties agree to maintain confidential records and information pursuant to applicable law, including, but not limited to, the Americans with Disabilities Act, the Family and Medical Leave Act, Family Educational Rights and Privacy Act, the Genetic Information Nondiscrimination Act, the Health Insurance Portability and Accountability Act. Regarding data storage and breaches, Affiliate shall employ commercial best practices for ensuring the security of all District data including, but not limited to, electronic, spoken and paper information accessed, used, created, maintained, disposed of, or otherwise handled in the course of Affiliate's performance of this Agreement. In the event of a breach of security as defined in Section 501.171, Florida Statutes, Affiliate shall notify District immediately, but no later than ten days following a determination of a breach of data security. Additionally, Affiliate shall fully cooperate, at its own expense, with District regarding District's statutory notification requirements. This cooperation includes law enforcement and auditors. Additionally, the parties acknowledge that District as a local governmental entity is subject to the State of Florida's public record laws. Should a request be made for disclosure of confidential records of Affiliate, District shall provide notice to the other party who may then, at its discretion, respond to the request. Should Affiliate not disclose the records or documents, Affiliate will defend and indemnify District for any fees and costs which are incurred or taxed against District because of the non-disclosure. Should Affiliate require confidential student information or personally identifiable information as a "school official," it may enter into a separate data privacy and sharing agreement with District.

I. Sovereign Immunity: Affiliate acknowledges and agrees that District does not waive its immunity and nothing herein, including the naming of District as an additional insured, shall be interpreted or deemed as a waiver of District's rights, including the limitation of waiver of immunity, as set forth in Section 768.28, Florida Statutes, or any other statutes, and District expressly reserves these rights to the full extent allowed by law. All defenses relative to sovereign immunity are expressly reserved by District

J. Contact with Students: Unless otherwise specified, Affiliate will not permit any employee, independent contractor, material men, supplier or anyone involved in any manner with work pursuant to this Agreement on District property. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from District. Affiliate shall be responsible for insuring compliance by all employees, independent contractors and subcontractors or other persons involved in any manner with work pursuant to this Agreement.

K. Standards of Conduct: Affiliate will be held to the same standards of conduct as District employees while conducting business with District. These standards, as defined in District policies, will apply to Affiliate's employees and employees of Affiliate's

subcontractors.

L. Severability: If any one or more of the provisions of this Agreement should be held contrary to law or public policy, or should for any reason whatsoever be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this Agreement, which remaining provisions shall continue in full force and effect, provided that the rights and obligations of the parties contained herein are not materially prejudiced and the intentions of the parties continue to be effective.

M. Force Majeure: The term "Force Majeure" means circumstances beyond the reasonable control of a party, (such as an act of God, a government restriction, a war, an insurrection, a labor dispute, a financial insolvency, an economic hardship, a strife, a failure of suppliers, communications or data systems) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. In the event that the Force Majeure persists more than 90 days, the party may elect to terminate this Agreement for convenience upon written notice.

N. Equal Opportunity: Affiliate shall not discriminate on the basis of race, color, ethnicity, sex, national origin, religion, disability, pregnancy, age, ancestry, genetic information, or marital status.

O. Federal Debarment & Suspension Certification: A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), ''Debarment and Suspension.'' SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

P. Compliance With The Public Records Act: By entering into this Agreement, Affiliate acknowledges that the portion of its books and records related to this Agreement with District may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act. Pursuant to Section 119.0701, Florida Statutes, because Affiliate is performing services on behalf of District, Affiliate shall:

   i. Keep and maintain public records required by District to perform pursuant to the Agreement.

   ii. Upon request from District's custodian of public records (identified below), provide District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise

provided by law.

iii. 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 term and following completion of the Agreement if Affiliate does not transfer the records to District.

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

IF AFFILIATE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO AFFILIATE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 215 MANATEE AVENUE W., BRADENTON, FLORIDA, 34205 (941) 708-8770, PUBLICRECORDS@MANATEESCHOOLS.NET.

Q. School District Policy: In accordance with District Policy, no contract for providing supplies, equipment or services shall be effective with any individual or business entity in which any board member of District or District's Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which District's Superintendent, any board member of District, or any spouse or child of the foregoing has an employment relationship or a material interest. No District employee may directly or indirectly purchase or recommend for purchase goods or services from any business organization in which his/her spouse or child has a material interest as defined in Chapter 112, Florida Statutes.

R. Compliance with Regulations: Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by Affiliate will in no way be a cause for relief from responsibility. Affiliate shall have in their possession and must provide all applicable insurance, permits, licenses, etc., which may be required by federal, state, or county law to furnish services under the scope of this Agreement. Affiliate must not be in violation of any zoning or other ordinances in the performance of this Agreement.

S. Safety Standards: All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards thereunder.

T. Tax Exemptions: When purchasing directly from a supplier, District is exempt from Federal Excise, State Sales and Use Taxes. Tax exemption certificates and numbers will be furnished on request.

U. Possession of Firearms: Possession of firearms will not be tolerated on any District property or setting that is under the control and supervision of District for the purpose of school activities approved and authorized by District. No person who has a firearm in their vehicle may park their vehicle on District property. If any employee or independent contractor of Affiliate, or any of its subcontractors, is found to have brought a firearm on District property, said individual shall be immediately removed from District property by Affiliate and barred from performing further work relative to the Agreement. If a subcontractor fails to terminate said employee or independent contractor, Affiliate shall terminate its agreement with the subcontractor. If Affiliate fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by District. "Firearm" has the same meaning given in Section 790.001, Florida Statutes.

V. Criminal Acts: Employment and performing work relative to the Agreement by Affiliate, or any of its subcontractors, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude (as defined by Fla. Admin. Code R. 6A-10.083) will not be tolerated. If it is determined that any person with such criminal history is performing work relative to the Agreement, Affiliate agrees to take all steps necessary to remove such person from performing work relative to the Agreement and District property. District shall have the right to terminate this Agreement if Affiliate does not comply with this provision.

W. Possession/Use/Under the Influence of Mind Altering Substances: Possession/use and/or being under the influence of any illegal mind-altering substances, such as, but not limited to alcohol and/or substances delineated in Chapter 893, Florida Statutes, by Affiliate employees or independent contractors or its subcontractors' employees or independent contractors will not be tolerated on District property. If any employee or independent contractor is found to have brought and/or used or is under the influence of any illegal mind-altering substances as described above on District property, said employee or independent contractor shall be removed and barred from performing work relative to the Agreement by Affiliate. If a subcontractor fails to terminate said employee or independent contractor, Affiliate shall terminate its agreement with the subcontractor. If Affiliate fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by District.

X. Headings: The headings of the various sections and paragraphs in this Agreement are inserted for the convenience of the parties and shall not affect the meaning, construction or interpretation of this Agreement.

Y. Counterparts: This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, Intercoastal Medical Group, Inc. and The School District of Manatee County, Florida have duly executed this Agreement.

THE SCHOOL DISTRICT OF MANATEE COUNTY

Date_____

By: _____

Superintendent, School District of Manatee County

Date_____

By: _____

Chair, School Board of Manatee County

Date_____

By: _____

General Counsel

Date 3/19/26

By: Maribeth Bell
(Affiliate Authorized Signature)

Title: Director of Clinical Services

EXHIBIT A

POST-EXPOSURE PROTOCOLS FOR STUDENT EXPOSURES TO BLOODBORNE PATHOGENS AT AFFILIATE

Student Exposure to Bloodborne Pathogens

In the event a Student is exposed to blood or other potentially infectious materials, Affiliate, business, or governmental entity shall immediately provide the attached ***Notification Letter for Adult Health Occupation Students*** to the exposed Student to sign and date. Affiliate shall immediately call the Adult Health Occupations Administrator at the College and provide a signed copy of the attached ***Notification Letter for Adult Health Occupation Student*** to them and retain a copy for their records. Affiliate shall immediately advise the exposed Student to go to their family physician, urgent care facility or hospital emergency room to seek immediate evaluation and treatment. Affiliate shall attempt to obtain consent from the source individual to have their blood tested to determine HBV, HCV and HIV infectivity and provide that information to the Student through their designated licensed healthcare professional. Affiliate shall comply with all federal, state and local regulations related to maintaining medical confidentiality and protection of personal health information. The School District of Manatee County, Florida, and Affiliate are not responsible for the payment of costs related to a Student's post-exposure evaluation, prophylaxis, counseling or treatment. The Student is responsible for the payment of all costs related to exposure evaluation and treatment.

School District of Manatee County
P.O. Box 9069
Bradenton, Florida 34206-9069

Dr. Laurie Breslin
SUPERINTENDENT
** * **
215 MANATEE AVENUE WEST
BRADENTON, FL 34205
TELEPHONE (941)708-8770
FAX (941)708-8686

SCHOOL BOARD
*Cindy Spray, CHAIR**
Richard Tatem, Vice Chair
Chad Choate III
Heather Felton
Charlie Kennedy

Notification Letter for Adult Health Occupation Student

Date: _____

Instructor: _____ Class: _____

Dear Student:

You, _____, were involved in an incident where you may have been exposed to blood and/or other potentially infectious materials on _____.
(Date)

You must consult with your family physician, urgent-care facility or hospital emergency room for further evaluation and follow-up.

This is a very important health matter and your prompt attention is necessary to avoid any possibility of complications in the future.

Please complete the Adult Health Occupation Student section below. The business entity shall provide a copy of the signed letter to you and a copy to your instructor.

Please call your instructor if you have any questions.

_____
Signature

_____
Health Care Facility

TO BE COMPLETED BY THE ADULT HEALTH OCCUPATION STUDENT

I, _____, acknowledge receipt of this letter.

_____ _____
Adult Health Occupation Student's Signature Date Signed

Rev. 11/20/25

Vendor Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: Intercoastal Medical Group

Address: 943 S. Beneva Rd., Suite 306, Sarasota, FL 34232

Phone Number: 941-955-1108

Authorized Representative's Name: Maribeth Bell

Authorized Representative's Title: Director of Clinical Services

Email Address: mbell@intercoastalmedical.com

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School District of Manatee County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Maribeth Bell 3/19/26

Signature of Authorized Representative

THE DOCTORS COMPANY

CERTIFICATE OF INSURANCE	Issue Date: **06/25/2025**
Effective Date: **07/31/2025**	**A Claims-Made Professional Liability Policy**
First Named Insured: **Intercoastal Medical Group, Inc.** **943 S. Beneva Road** **Suite 306** **Sarasota, FL 34232**	**IMPORTANT NOTICE:** This document is issued as a matter of information and does not confer rights to any recipient. This document is not binding, is not part of the Policy described below, and does not change or extend the coverage provided by that Policy.

Insured: **Intercoastal Medical Group, Inc.**	
Specialty: **ENTITY - Entity**	
Policy Number:	Policy Period:
0058096	**From: 07/31/2025 To: 07/31/2026**
Retroactive Date:	Departure Period:
12/01/1993	**From: N/A To: N/A**
The Insured above is: ☒ A Named Insured ☐ A Locum Tenens ☐ An Additional Insured	Agency and Address: **The Doctors Company Insurance Services** **12724 Gran Bay Parkway, W.** **Suite 400** **Jacksonville, FL 32258** **(800)421-2368**

LIMITS OF LIABILITY

Claim Limit:	**$500,000**
Aggregate Limit:	**$1,500,000**

I. Locum Tenens and Additional Insureds share Limits of Liability with the applicable Named Insured.

II. Individuals who occupy a "slot" share Limits of Liability with all others who occupy the same "slot" during the Policy Period.

III. Photocopies of this document are deemed as valid as the original.

IV. The Policy, including Endorsements, determines the coverage provided. Some Claims may not be covered by the terms of the Policy, or may be subject to restrictions such as lower Limits of Liability.

V. If the Policy, or coverage for any person, is canceled for any reason or if the terms of the Policy are changed, we will notify the First Named Insured (and any additional Named Insureds as required by applicable state law). Coverage is not in effect unless and until all payments are received when due.

VI. If a Departure Period is indicated, the Policy will not respond to Probable Claim Events arising from Professional Services Incidents or Review Incidents that take place during the designated period; however, the Policy will respond if we receive a Claim Report during this period.

185 Greenwood Road : P.O. Box 2900 : Napa, CA 94558-0900 : (707)226-0100 : (800)421-2368 : www.thedoctors.com

DIVISION OF CORPORATIONS

Detail by Entity Name

Florida Profit Corporation
INTERCOASTAL MEDICAL GROUP, INC.

Filing Information

Document Number	P97000086126
FEI/EIN Number	65-0784345
Date Filed	09/29/1997
State	FL
Status	ACTIVE

Principal Address

943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Changed: 02/25/2020

Mailing Address

943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Changed: 02/25/2020

Registered Agent Name & Address

SIMON, GEOFFREY G
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Name Changed: 08/11/2004

Address Changed: 02/25/2020

Officer/Director Detail

Name & Address

Title President

STEELE, JOHN M
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title V

CREEVY, JOSPEH J
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title Treasurer

RAMOS, MARK
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title Secretary

RABINS, SY
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title VP

CONCHA, MAURICIO
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title VP

Baten, Charles
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title VP

Byers, Matthew
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title VP

Quarles, Peter
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title VP

Daiello, David
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title VP

Elsishans, Phyllis
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title VP

Golub, Richard
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title VP

Grice, Josette
943 S. BENEVA RD, SUITE 306
SARASOTA, FL 34232

Title VP

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Title VP

Oettinger, Jeffrey
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Pail, Dennis
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Perez, Jesus
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Ramos-Rivera, Diego
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Rubin, Phillip
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Yaryura, Ricardo
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Yenari, Jon
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Yohn, Joseph
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Arroyo, Reinaldo
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Stevens, Scott
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Bentze, Michael
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Perez-Singh, Arnoldo
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Quartermaine, Samuel
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Cantero, Julio
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Long, Erin
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HOLLEN, CHARLES
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Morsli, Hakim
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Skidmore, Anthony
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Kozlow, Wende
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Canada, Felicia
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Cohen, Louis
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Hemmer, Anthony
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Reichel, David
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Lipscomb, Kevin
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Thacker, Alexander
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Summerlee, Robert
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Thomas, Jessica
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Lindberg, Amanda
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AHMAD, FAISAL
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Johnson, Daniel
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Lutton, Suzanne
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Rahal, Kinan
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Schwartz, Robert
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Martin, Will
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Annual Reports

Report Year	Filed Date
2023	02/16/2023
2024	02/06/2024
2025	02/20/2025

Document Images

02/20/2025 -- ANNUAL REPORT	View image in PDF format
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03/23/2009 -- ANNUAL REPORT	View image in PDF format
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05/02/2007 -- ANNUAL REPORT	View image in PDF format
04/03/2006 -- ANNUAL REPORT	View image in PDF format
04/26/2005 -- ANNUAL REPORT	View image in PDF format
08/11/2004 -- Reg. Agent Change	View image in PDF format
04/29/2004 -- ANNUAL REPORT	View image in PDF format
05/01/2003 -- ANNUAL REPORT	View image in PDF format
09/05/2002 -- ANNUAL REPORT	View image in PDF format
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05/12/1998 -- ANNUAL REPORT	View image in PDF format
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Florida Department of State, Division of Corporations

AGENDA ITEM NO. 11.5

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Renewal and Revision of the Apprenticeship Training Program Agreement Between Technical Education Council LLC and the School Board of Manatee County Through Manatee Technical College (MTC) (Workforce Funding)

Executive Summary
This Apprenticeship Training Program Agreement is in place to establish written policies to provide MTC students with realistic work experience and related classroom experiences to meet the journeymen level of efficiency and enhance the skills of journeymen in their trade area. To continue to develop a highly trained workforce, MTC is collaborating with Technical Education Council LLC, to assist students with flexible training options and developing career skills targeted to specific trades. Students in the Apprenticeship Programs will have an opportunity for a higher level of education and earn while they learn. This agreement will allow for expansion of future trade occupation programs as driven by local employer demand. Attached is the Apprenticeship Training Program Agreement between Technical Education Council LLC and the School Board of Manatee County through Manatee Technical College (MTC).

MTC will provide supervision of the Related Technical Instruction (RTI), while Technical Education Council LLC will provide administration and coordination of apprenticeship work sites for the program along with providing documentation of On-The-Job Training (OJT) to Manatee Technical College (MTC). Technical Education Council LLC will recruit apprentices for the program through local companies and MTC graduates. Financial impact to MTC will be utilizing a part-time instructor for the Related Training Instruction (RTI) hours of the program. Technical Education Council LLC will receive 25% of the Full Time Equivalent (FTE) funding Collected by MTC from Related Technical Instruction (RTI) and On-The-Job Training (OJT) resulting from Technical Education Council LLC apprenticeship yearly enrollment at MTC.

A copy of the MTC Apprenticeship Agreement with Technical Education Council LLC is attached for review.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready For Life | Goal 9
Advance career-centered programs across the District to provide quality post-high school education and employment opportunities

Recommendation
The Superintendent recommends approval of the renewal and revision of the Apprenticeship Training Program agreement between Technical Education Council LLC and the School Board of Manatee County through Manatee Technical College (MTC) (Workforce Funding).

Financial Impact
MTC will utilize part-time staff to facilitate the required Related Technical Instruction (RTI). Technical Education Council LLC will receive 25% of the Full Time Equivalent (FTE) funding collected by MTC from Related Technical Instruction (RTI) and On-The-Job Training (OJT) resulting from Technical Education Council LLC apprenticeship yearly enrollment at MTC. MTC will receive the balance of FTE 75% through workforce funding from the State Department of Education.

Contact
Submitting Department: Adult, Career and Technical Education

Initiated By: Dr. Paul Gansemer

Attachments:
MTC Apprenticeship Agreement with Technical Education Council LLC, Board Date 04.28.2026 - Previous
MTC Apprenticeship Agreement with Technical Education Council LLC, Board Date 04.28.2026 - Revised

THE SCHOOL DISTRICT OF MANATEE COUNTY
APPRENTICESHIP TRAINING PROGRAM AGREEMENT

This Agreement is entered into between The School Board of Manatee County, Florida, 215 Manatee Avenue West, Bradenton, FL 34205, hereinafter referred to as "DISTRICT" and Technical Education Council LLC, 579 Interstate Blvd. Sarasota FL hereinafter referred to as "APPR".

WHEREAS, DISTRICT is authorized by the State Department of Education (DOE) to provide career training programs in accordance with Florida and State Board of Education Rules; and

WHEREAS, DISTRICT desires to cooperate with APPR in implementing an apprenticeship training program through its Manatee Technical College (the "Program"); and

WHEREAS, APPR has experienced staff to provide apprenticeship students with realistic work experiences and related classroom experiences; and

WHEREAS, DISTRICT and APPR desire to train the students to meet the journeymen level of efficiency and enhance the skills of journeymen in their trade area.

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

1. **DISTRICT RESPONSIBILITIES:** DISTRICT shall perform all of the following duties and obligations with due diligence, due care and in good faith:

   A. Provide a liaison to coordinate the activities of this Program between APPR and DISTRICT.

   B. Maintain the attendance, grades, on-the-job training (OJT) and Florida Department of Education (FLDOE) required training records for the Program.

   C. Provide appropriate classrooms (classrooms with tables), facilities, instructor workstation, and office equipment, and technology agreed upon by both parties.

   D. Furnish required DISTRICT forms and letters necessary to support this Program.

   E. Employ and Compensate Instructors utilizing the standard rate of pay of at least $21.42/hour with a minimum 10:1 student ratio.

   F. Provide APPR with 25% of the Full Time Equivalent (FTE) funding collected by MTC from Related Technical Instruction (RTI) and On the Job Training (OJT) resulting from APPR's apprenticeship student enrollment for each year thereafter.

   G. Maintain residue of Workforce Development funds for instructors, facilities and equipment.

2. **APPR RESPONSIBILITIES:** APPR shall perform all of the following duties and obligations with due diligence, care and in good faith:

   A. Provide a training director, who will maintain all Florida Division of Workforce Development Office of Apprenticeship (DWDA) required training records and files for the

Program, including OJT official credential files.

B. Supply curriculum and provide equipment.

C. Provide all appropriate and required DWDA registration forms, documentation, and data for each class, use DISTRICT registration forms, attendance rosters, and provide other information necessary to meet Florida Statutes and DISTRICT Rules.

D. Provide written assurance to DISTRICT that:

   i. APPR does not discriminate against its members or applicants for participants on the basis of race, color, national origin, sex or disability; and

   ii. Apprentice training will be offered and conducted for its participants free of such discrimination. Be responsible for the placement of all student work assignments for accomplishment of OJT in conformance with participating employer agreements.

E. Allow DISTRICT to recommend students for the apprenticeship Program providing they meet APPR's requirements. Should any student recommended by DISTRICT be denied into the Program, APPR agrees to provide a written explanation to DISTRICT.

F. Communicate written plans to appropriate DISTRICT personnel within no less than thirty (30) days should APPR require a dissolution of the Program. APPR will assist apprentices in transferring to another approved apprenticeship Program.

3. **JOINT RESPONSIBILITIES:** APPR and the DISTRICT shall perform all of the following duties and obligations with due diligence, care and in good faith:

A. Develop Program standards and create the APPR syllabus;

B. Collaborate in the development of policies and operational procedures for the efficient management and operation of this Program;

C. Recruit and assign students to the Program;

D. Coordinate and supervise the day-to-day administration of the Program, it being understood and agreed by the parties that APPR shall be responsible for the coordination and supervision of the OJT portion of the Program, and the DISTRICT shall be responsible for the coordination and supervision of Related Technical Instruction (RTI) portion of the Program; and

E. In the event there are any new state legislative recommendations mandated for the DISTRICT operations or funding of apprenticeship programs, then the parties shall review and incorporate necessary changes to the Program to comply with such recommendations.

4. APPR REGULATORY COMPLIANCE:

A. APPR understands that, by coordinating the apprenticeship Program, it will have access to records that contain individually identifiable information. The Family Educational Rights and Privacy Act of 1974, better known as the Buckley Amendment or "FERPA," prohibits the disclosure of such information. APPR acknowledges that it fully understands that intentional disclosure of this information to any unauthorized person could result in criminal and civil penalties imposed by law. APPR further acknowledges that such willful or unauthorized disclosure also violates the provisions of this Agreement and could constitute just cause for termination of this Agreement.

B. **Compliance with Jessica Lunsford Act:** APPR shall comply with the Jessica Lunsford Act (JLA). APPR shall comply with Sections 1012.465, 1012.467, 1012.468, Florida Statutes, and all other applicable Florida laws governing background screening requirements, fingerprinting and criminal history checks. APPR and APPR's personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds shall meet the screening requirements of Section 1012.32, Florida Statutes. APPR hereby indemnifies and holds harmless DISTRICT for any claims made against DISTRICT related to the failure of APPR or APPR's personnel to comply with any of the laws referenced in this paragraph or related to APPR's obligation to comply with the Jessica Lunsford Act and Florida law governing background screening requirements.

5. **PROVISION OF FACILITIES AND EQUIPMENT:** All equipment, supplies, and materials provided by DISTRICT under this Agreement shall remain the property of DISTRICT. It is further understood that all equipment, supplies, and materials provided by APPR under this Agreement shall remain the property of APPR. However, any and all capital improvements to DISTRICT facilities, funded by APPR, remain the property of the DISTRICT Board.

6. **PROVISION OF EDUCATIONAL EXPERIENCE:** APPR shall, as a part of and in accordance with the prescribed Program standards, provide the following:

A. The administration of the "Apprenticeship" Program and the general welfare of the apprentices is the responsibility of APPR.

B. Ensure that the apprenticeship Program and all participants reported for Full Time Equivalent (FTE) have been registered with the Division of Jobs & Benefits, Department of Labor, and Employment Security of Federal Bureau of Apprenticeship Training.

C. Ensure that the classroom-related instruction and on-the-job training for apprentices are reported as job preparatory under the postsecondary occupational program title appropriated for instruction being given.

D. The related classroom instructors and apprenticeship coordinators shall be approved by APPR and DISTRICT.

E. Ensure that supervised related classroom instruction in a formal setting is provided to each apprentice for not less than 156 hours per year and has been approved by APPR.

F. Ensure the capability in the instructional delivery to accomplish the apprenticeship Program objectives as evidenced by adequate facilities, equipment supplies, and instructional materials.

G. The ratio of Apprenticeship Coordinator/Instructor to apprentices is in accordance with state standards to enable the effective delivery of OJT and other services to the apprentices.

H. The term of the apprenticeship shall be no less than 2000 hours, approximately 12 months of continuous on-the-job employment (including the probationary period).

I. The records shall be available documenting coordination of related instruction with job experience.

7. **NONDISCRIMINATION AND ANTI-HARASSMENT:** DISTRICT and APPR shall not discriminate nor tolerate harassment on the basis of race, color, national origin, sex (including sexual orientation, gender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, or any other classes which are considered protected classes by State and/or Federal law.

8. **INCIDENT/INJURY REPORTING:** DISTRICT shall be responsible for advising its personnel and students to report any incident/injury that occurs during the experience or that is witnessed as having occurred at any location of APPR. Neither DISTRICT, APPR, nor their respective personnel shall be responsible for any medical care, counseling or other necessary follow-up as a consequence of such incident/injury. DISTRICT shall be responsible for compliance by DISTRICT, by its personnel, and by the students with any state or federal statutes, regulations, rulings or orders related to safe work practices and environment.

9. INSURANCE: During the term of this Agreement and any extension thereof, District shall maintain, at its own cost and expense, professional liability insurance for all assigned students with minimum coverage of at least $1 million per occurrence and $3 million in the aggregate. If such coverage is pursuant to a claims-made policy, and it is terminated for any reason during the term of this Agreement or during a period of three (3) years after the termination of this Agreement, then District will obtain and maintain tail or prior acts coverage for a period of three (3) years after termination thereof.

   In addition, District agrees to maintain general liability insurance to cover its actions and those of its personnel and Workers' Compensation coverage (in such amounts as may be required by law) for its personnel. Upon request of Affiliate, District will provide a certificate of insurance verifying coverage, and District will notify Affiliate in writing within two (2) business days of any cancellation or adverse modification of such insurance coverage. If District fails to obtain or maintain the insurance required hereunder, Affiliate at its option may terminate this Agreement.

   APPR shall obtain and maintain professional liability and general liability insurance in the minimum amounts of $1 million per occurrence and $3 million in the aggregate per annum that provides coverage for activities that APPR and their employees participate in pursuant to this Agreement. Evidence of professional and general liability insurance coverage shall be provided to DISTRICT annually unless requested earlier. APPR shall give DISTRICT thirty (30) days prior

written notice to the extent APPR has such notice of impending cancellation or termination of such insurance and, upon cancellation or termination thereof, shall immediately notify DISTRICT. In the event that APPR maintains claims-made coverage, and APPR's coverage is terminated within three (3) years of the date on which DISTRICT ceases to participate or have students participate in the site activities or DISTRICT employees facilitate participation in the site activities pursuant to this Agreement, APPR site shall obtain "tail coverage," or other prior acts coverage, if such coverage is available, in the amount stated above until the expiration of three (3) years from the last date on which DISTRICT, any Student or any DISTRICT employee participated or facilitated in the site activities, as contemplated by this Agreement. Failure to secure and maintain the insurance coverage required by this Agreement shall constitute a material default and the Agreement may be terminated by DISTRICT.

10. **INDEPENDENCE OF THE PARTIES**: APPR is an independent contractor and DISTRICT has no supervisory authority or control over APPR or APPR's employees in the performance of this Agreement. Neither APPR nor APPR's employees shall be deemed agents or employees of DISTRICT and any representation to the contrary by APPR or its employees shall constitute a violation of this Agreement and shall be grounds for immediate Termination for Cause. APPR shall not employ, contract with, or otherwise use the services of any officer or employee of DISTRICT. APPR certifies that its owner(s), officers, directors or agents, and members of their Immediate family, do not have an employee relationship or other material interest with DISTRICT.

11. TERM; EXTENSION; TERMINATION:

A. **Term and Extension:** The agreement is effective upon the signature of all parties, through June 30, 2029, unless terminated sooner. This Agreement shall be reviewed at the conclusion of each academic year for Program adjustments.

B. **Termination for Cause:** APPR shall be considered in material breach of this Agreement and such breach will be considered cause for DISTRICT to terminate this Agreement, in whole or in part, as further set forth herein, for any of the following reasons: (1) failure to properly and timely perform in accordance with the Agreement; (2) the bankruptcy or insolvency or a general assignment for the benefit of creditors by APPR or by any of APPR's principals, partners, officers or directors; (3) failure to obey laws, ordinances, regulations or other codes of conduct, or (4) otherwise materially breaching this Agreement. DISTRICT shall promptly notify APPR in writing of the determination and the reason(s) for the termination, together with the effective date of the termination. Payments made to APPR or recoveries by DISTRICT under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Notwithstanding anything herein to the contrary, DISTRICT may unilaterally terminate this Agreement for refusal by APPR to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by APPR in conjunction with this Agreement.

C. **Termination for Convenience:** Upon not less than Thirty (30) days advance written notice, DISTRICT may terminate this Agreement, in whole or in part, for DISTRICT's convenience and without cause in accordance with this clause.

D. **Effect of Illegality**: If a legislative body, a court of competent jurisdiction or an administrative agency having authority to regulate any of the parties, holds this Agreement or the obligations to be performed hereunder to be illegal under this Agreement, then the parties agree to engage in good faith negotiations towards amending the Agreement.

12. MISCELLANEOUS PROVISIONS:

A. **Assignment:** Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld.) If this matter pertains to a school that becomes a charter school, this Agreement may be cancelled by DISTRICT upon thirty days written notice and DISTRICT shall be released of any and all obligations under this Agreement.

B. **Entire Agreement:** This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements, proposals or representations, written or oral, concerning its subject matter. The parties shall not be bound by any terms, conditions, statements, warranties, or representations, written or oral, not contained herein.

C. **Amendments; Waivers:** No modification or amendment of any provision of this Agreement will be effective unless in writing and signed by both parties. The failure or neglect by any party to enforce any right under this Agreement shall not be deemed to be a waiver of that party's rights. A waiver shall not be effective unless it is in writing and signed by the party who possesses the right to waive enforcement of same.

D. **Governing Law:** This Agreement will be governed by the laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this Agreement. All disputes are to be resolved in Manatee County, Florida by binding Arbitration before the American Arbitration Association or other mutually agreed and similar forum. The costs of such dispute will be borne by the individual party.

E. **Indemnification:** APPR shall defend, indemnify and hold harmless DISTRICT, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, including attorneys' fees and costs of defense, which DISTRICT, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by APPR, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. 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. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement.

F. **Confidentiality:** The parties agree to maintain confidential records and information pursuant to applicable law, including, but not limited to, the Americans with Disabilities Act, the Family and Medical Leave Act, Family Educational Rights and Privacy Act, the Genetic Information Nondiscrimination Act, the Health Insurance Portability and Accountability Act. Regarding data storage and breaches, APPR shall employ commercial best practices for ensuring the security of all DISTRICT data including, but not limited to, electronic, spoken and paper information accessed, used, created, maintained, disposed of, or otherwise handled in the course of APPR's performance of this Agreement. In the event of a breach of security as defined in Section 501.171, Florida Statutes, APPR shall notify DISTRICT immediately, but no later than ten days following a determination of a breach of data security. Additionally, APPR shall fully cooperate, at its own expense, with DISTRICT regarding DISTRICT's statutory notification requirements. This cooperation includes law enforcement and auditors. Additionally, the parties acknowledge that DISTRICT as a local governmental entity is subject to the State of Florida's public record laws. Should a request be made for disclosure of confidential records of APPR, DISTRICT shall provide notice to the other party who may then, at its discretion, respond to the request. Should APPR not disclose the records or documents, APPR will defend and indemnify DISTRICT for any fees and costs which are incurred or taxed against DISTRICT because of the non-disclosure. Should APPR require confidential student information or personally identifiable information as a "school official," it may enter into a separate data privacy and sharing agreement with DISTRICT.

G. **Sovereign Immunity:** APPR acknowledges and agrees that DISTRICT does not waive its immunity and nothing herein, including the naming of DISTRICT as an additional insured, shall be interpreted or deemed as a waiver of DISTRICT's rights, including the limitation of waiver of immunity, as set forth in Section 768.28, Florida Statutes, or any other statutes, and DISTRICT expressly reserves these rights to the full extent allowed by law. All defenses relative to sovereign immunity are expressly reserved by DISTRICT.

H. **Contact with Students:** Unless otherwise specified, APPR will not permit any employee, independent contractor, material men, supplier or anyone involved in any manner with work pursuant to this Agreement on DISTRICT property. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from DISTRICT. APPR shall be responsible for insuring compliance by all employees, independent contractors and subcontractors or other persons involved in any manner with work pursuant to this Agreement.

I. **Standards of Conduct:** APPR will be held to the same standards of conduct as DISTRICT employees while conducting business with DISTRICT. These standards, as defined in DISTRICT policies, will apply to APPR's employees and employees of APPR's subcontractors.

J. **Severability:** If any one or more of the provisions of this Agreement should be held contrary to law or public policy, or should for any reason whatsoever be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this Agreement, which

remaining provisions shall continue in full force and effect, provided that the rights and obligations of the parties contained herein are not materially prejudiced and the intentions of the parties continue to be effective.

K. **Force Majeure:** The term "Force Majeure" means circumstances beyond the reasonable control of a party, (such as an act of God, a government restriction, a war, an insurrection, a labor dispute, a financial insolvency, an economic hardship, a strife, a failure of suppliers, communications or data systems) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. In the event that the Force Majeure persists more than 90 days, the party may elect to terminate this Agreement for convenience upon written notice.

L. **Equal Opportunity:** APPR shall not discriminate on the basis of race, color, ethnicity, sex, national origin, religion, disability, pregnancy, age, ancestry, genetic information, or marital status.

M. **Federal Debarment & Suspension Certification:** A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), ‘‘Debarment and Suspension.’’ SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

N. **Compliance With The Public Records Act:** By entering into this Agreement, APPR acknowledges that the portion of its books and records related to this Agreement with DISTRICT may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act. Pursuant to Section 119.0701, Florida Statutes, because APPR is performing services on behalf of DISTRICT, APPR shall:

i. Keep and maintain public records required by DISTRICT to perform pursuant to the Agreement.

ii. Upon request from DISTRICT's custodian of public records (identified below), provide DISTRICT with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

iii. 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 term and following completion of the Agreement if APPR does not transfer the records to DISTRICT.

iv. Upon completion of this Agreement, transfer, at no cost, to DISTRICT all public records in possession of APPR or keep and maintain public records required by DISTRICT to perform the service. If APPR transfers all public records to DISTRICT upon completion of this Agreement, APPR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If APPR keeps and maintains public records

upon completion of this Agreement, APPR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to DISTRICT, upon request from DISTRICT's custodian of public records, in a format that is compatible with the information technology systems of DISTRICT.

IF APPR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO APPR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 215 MANATEE AVENUE W., BRADENTON, FLORIDA, 34205 (941) 708-8770, PUBLICRECORDS@MANATEESCHOOLS.NET.

O. **School District Policy:** In accordance with DISTRICT Policy, no contract for providing supplies, equipment or services shall be effective with any individual or business entity in which any board member of DISTRICT or DISTRICT's Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which DISTRICT's Superintendent, any board member of DISTRICT, or any spouse or child of the foregoing has an employment relationship or a material interest. No DISTRICT employee may directly or indirectly purchase or recommend for purchase goods or services from any business organization in which his/her spouse or child has a material interest as defined in Chapter 112, Florida Statutes.

P. **Compliance with Regulations:** Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by APPR will in no way be a cause for relief from responsibility. APPR shall have in their possession and must provide all applicable insurance, permits, licenses, etc., which may be required by federal, state, or county law to furnish services under the scope of this Agreement. APPR must not be in violation of any zoning or other ordinances in the performance of this Agreement.

Q. **Safety Standards:** All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards thereunder.

R. **Tax Exemptions:** When purchasing directly from a supplier, DISTRICT is exempt from Federal Excise, State Sales and Use Taxes. Tax exemption certificates and numbers will be furnished on request.

S. **Possession of Firearms:** Possession of firearms will not be tolerated on any DISTRICT property or setting that is under the control and supervision of DISTRICT for the purpose of school activities approved and authorized by DISTRICT. No person who has a firearm in their vehicle may park their vehicle on DISTRICT property. If any employee or independent contractor of APPR, or any of its subcontractors, is found to have brought a firearm on DISTRICT property, said individual shall be immediately removed from DISTRICT property by APPR and barred from performing further work relative to the Agreement. If a subcontractor fails to terminate said employee or independent contractor, APPR shall terminate its agreement with the subcontractor. If APPR fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by DISTRICT. "Firearm" has the same meaning given in Section 790.001, Florida Statutes.

T. **Criminal Acts:** Employment and performing work relative to the Agreement by APPR, or any of its subcontractors, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude (as defined by Fla. Admin. Code R. 6A-10.083) will not be tolerated. If it is determined that any person with such criminal history is performing work relative to the Agreement, APPR agrees to take all steps necessary to remove such person from performing work relative to the Agreement and DISTRICT property. DISTRICT shall have the right to terminate this Agreement if APPR does not comply with this provision.

U. **Possession/Use/Under the Influence of Mind-Altering Substances**: Possession/use and/or being under the influence of any illegal mind-altering substances, such as, but not limited to alcohol and/or substances delineated in Chapter 893, Florida Statutes, by APPR employees or independent contractors or its subcontractors' employees or independent contractors will not be tolerated on DISTRICT property. If any employee or independent contractor is found to have brought and/or used or is under the influence of any illegal mind-altering substances as described above on DISTRICT property, said employee or independent contractor shall be removed and barred from performing work relative to the Agreement by APPR. If a subcontractor fails to terminate said employee or independent contractor, APPR shall terminate its agreement with the subcontractor. If APPR fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by DISTRICT.

V. **Headings:** The headings of the various sections and paragraphs in this Agreement are inserted for the convenience of the parties and shall not affect the meaning, construction or interpretation of this Agreement.

W. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, Technical Education Council and The School District of Manatee County, Florida have duly executed this Agreement.

THE SCHOOL DISTRICT OF MANATEE COUNTY

Date: _____ By: _____

Superintendent, School District of Manatee County

Date: _____ By: _____

Chair, School Board of Manatee County

Date: _____ By: _____

General Counsel

Date: 03/25/2026 By: _____

(APPR Authorized Signature)

Title: CFO/ Co-Founder, Technical Education Council

Vendor Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: TECHNICAL EDUCATION COUNCIL

Address: 579 Interstate Blvd SARASOTA

Phone Number: 941-363-1632

Authorized Representative s Name: KELSEY USHER

Authorized Representative s Title: APPRENTICESHIP COORDINATOR

Email Address: kelsey@TECHNICALEDUCATIONCOUNCIL.COM

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School District of Manatee County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

USHER

Signature of Authorized Representative

THE SCHOOL DISTRICT OF MANATEE COUNTY
APPRENTICESHIP TRAINING PROGRAM AGREEMENT

This Agreement is entered into between The School Board of Manatee County, Florida, 215 Manatee Avenue West, Bradenton, FL 34205, hereinafter referred to as "DISTRICT" and Technical Education Council 579 Interstate Blvd. Sarasota FL hereinafter referred to as "APPR".

WHEREAS, DISTRICT is authorized by the State Department of Education (DOE) to provide career training programs in accordance with Florida and State Board of Education Rules; and

WHEREAS, DISTRICT desires to cooperate with APPR in implementing an apprenticeship training program through its Manatee Technical College (the "Program"); and

WHEREAS, APPR has experienced staff to provide apprenticeship students with realistic work experiences and related classroom experiences; and

WHEREAS, DISTRICT and APPR desire to train the students to meet the journeymen level of efficiency and enhance the skills of journeymen in their trade area.

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

1. **DISTRICT RESPONSIBILITIES:** DISTRICT shall perform all of the following duties and obligations with due diligence, due care and in good faith:

   A. Provide a liaison to coordinate the activities of this Program between APPR and DISTRICT.

   B. Maintain the attendance, grades, on-the-job training (OJT) and Florida Department of Education (FLDOE) required training records for the Program.

   C. Provide appropriate classrooms (classrooms with tables), facilities, instructor workstation, and office equipment, and technology agreed upon by both parties.

   D. Furnish required DISTRICT forms and letters necessary to support this Program.

   E. Employ and Compensate Instructors utilizing the standard rate of pay of at least $21.42/hour with a minimum 10:1 student ratio.

   F. Provide APPR with 25% of the District Workforce Education Funding collected by MTC from Related Technical Instruction (RTI) and On the Job Training (OJT) resulting from APPR's student apprenticeship FTE enrollment for each year thereafter.

   G. Retain the remaining 75% of the District Workforce Education Funding resulting from APPR's student apprenticeship FTE enrollment for costs associated with instructors, facilities, and equipment.

   H. Retain 100% of Performance Based funding received from FLDOE resulting from qualified industry certifications earned for costs associated with test preparation, administrative costs, and instructors.

2. **APPR RESPONSIBILITIES:** APPR shall perform all of the following duties and obligations with due diligence, care and in good faith:

   A. Provide a training director, who will maintain all Florida Division of Workforce Development Office of Apprenticeship (DWDA) required training records and files for the Program, including OJT official credential files.

   B. Supply curriculum and provide equipment.

   C. Provide all appropriate and required DWDA registration forms, documentation, and data for each class, use DISTRICT registration forms, attendance rosters, and provide other information necessary to meet Florida Statutes and DISTRICT Rules.

   D. Provide written assurance to DISTRICT that:

      i. APPR does not discriminate against its members or applicants for participants on the basis of race, color, national origin, sex or disability; and

      ii. Apprentice training will be offered and conducted for its participants free of such discrimination. Be responsible for the placement of all student work assignments for accomplishment of OJT in conformance with participating employer agreements.

   E. Allow DISTRICT to recommend students for the apprenticeship Program providing they meet APPR's requirements. Should any student recommended by DISTRICT be denied into the Program, APPR agrees to provide a written explanation to DISTRICT.

   F. Communicate written plans to appropriate DISTRICT personnel within no less than thirty (30) days should APPR require a dissolution of the Program. APPR will assist apprentices in transferring to another approved apprenticeship Program.

3. **JOINT RESPONSIBILITIES:** APPR and the DISTRICT shall perform all of the following duties and obligations with due diligence, care and in good faith:

   A. Develop Program standards and create the APPR syllabus;

   B. Collaborate in the development of policies and operational procedures for the efficient management and operation of this Program;

   C. Recruit and assign students to the Program;

   D. Coordinate and supervise the day-to-day administration of the Program, it being understood and agreed by the parties that APPR shall be responsible for the coordination and supervision of the OJT portion of the Program, and the DISTRICT shall be responsible for the coordination and supervision of Related Technical Instruction (RTI) portion of the Program; and

   E. In the event there are any new state legislative recommendations mandated for the DISTRICT operations or funding of apprenticeship programs, then the parties shall review and incorporate necessary changes to the Program to comply with such recommendations.

4. **APPR REGULATORY COMPLIANCE:**

   A. APPR understands that, by coordinating the apprenticeship Program, it will have access to records that contain individually identifiable information. The Family Educational Rights and Privacy Act of 1974, better known as the Buckley Amendment or "FERPA," prohibits the disclosure of such information. APPR acknowledges that it fully understands that intentional disclosure of this information to any unauthorized person could result in criminal and civil penalties imposed by law. APPR further acknowledges that such willful or unauthorized disclosure also violates the provisions of this Agreement and could constitute just cause for termination of this Agreement.

   B. **Compliance with Jessica Lunsford Act:** APPR shall comply with the Jessica Lunsford Act (JLA). APPR shall comply with Sections 1012.465, 1012.467, 1012.468, Florida Statutes, and all other applicable Florida laws governing background screening requirements, fingerprinting and criminal history checks. APPR and APPR's personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds shall meet the screening requirements of Section 1012.32, Florida Statutes. APPR hereby indemnifies and holds harmless DISTRICT for any claims made against DISTRICT related to the failure of APPR or APPR's personnel to comply with any of the laws referenced in this paragraph or related to APPR's obligation to comply with the Jessica Lunsford Act and Florida law governing background screening requirements.

5. **PROVISION OF FACILITIES AND EQUIPMENT:** All equipment, supplies, and materials provided by DISTRICT under this Agreement shall remain the property of DISTRICT. It is further understood that all equipment, supplies, and materials provided by APPR under this Agreement shall remain the property of APPR. However, any and all capital improvements to DISTRICT facilities, funded by APPR, remain the property of the DISTRICT Board.

6. **PROVISION OF EDUCATIONAL EXPERIENCE:** APPR shall, as a part of and in accordance with the prescribed Program standards, provide the following:

   A. The administration of the "Apprenticeship" Program and the general welfare of the apprentices is the responsibility of APPR.

   B. Ensure that the apprenticeship Program and all participants reported for Full Time Equivalent (FTE) have been registered with the Division of Jobs & Benefits, Department of Labor, and Employment Security of Federal Bureau of Apprenticeship Training.

   C. Ensure that the classroom-related instruction and on-the-job training for apprentices are reported as job preparatory under the postsecondary occupational program title appropriated for instruction being given.

   D. The related classroom instructors and apprenticeship coordinators shall be approved by APPR and DISTRICT.

E. Ensure that supervised related classroom instruction in a formal setting is provided to each apprentice for not less than 156 hours per year and has been approved by APPR.

F. Ensure the capability in the instructional delivery to accomplish the apprenticeship Program objectives as evidenced by adequate facilities, equipment supplies, and instructional materials.

G. The ratio of Apprenticeship Coordinator/Instructor to apprentices is in accordance with state standards to enable the effective delivery of OJT and other services to the apprentices.

H. The term of the apprenticeship shall be no less than 2000 hours, approximately 12 months of continuous on-the-job employment (including the probationary period).

I. The records shall be available documenting coordination of related instruction with job experience.

7. **NONDISCRIMINATION AND ANTI-HARASSMENT:** DISTRICT and APPR shall not discriminate nor tolerate harassment on the basis of race, color, national origin, sex (including sexual orientation, gender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, or any other classes which are considered protected classes by State and/or Federal law.

8. **INCIDENT/INJURY REPORTING:** DISTRICT shall be responsible for advising its personnel and students to report any incident/injury that occurs during the experience or that is witnessed as having occurred at any location of APPR. Neither DISTRICT, APPR, nor their respective personnel shall be responsible for any medical care, counseling or other necessary follow-up as a consequence of such incident/injury. DISTRICT shall be responsible for compliance by DISTRICT, by its personnel, and by the students with any state or federal statutes, regulations, rulings or orders related to safe work practices and environment.

9. INSURANCE: During the term of this Agreement and any extension thereof, District shall maintain, at its own cost and expense, professional liability insurance for all assigned students with minimum coverage of at least $1 million per occurrence and $3 million in the aggregate. If such coverage is pursuant to a claims-made policy, and it is terminated for any reason during the term of this Agreement or during a period of three (3) years after the termination of this Agreement, then District will obtain and maintain tail or prior acts coverage for a period of three (3) years after termination thereof.

   In addition, District agrees to maintain general liability insurance to cover its actions and those of its personnel and Workers' Compensation coverage (in such amounts as may be required by law) for its personnel. Upon request of Affiliate, District will provide a certificate of insurance verifying coverage, and District will notify Affiliate in writing within two (2) business days of any cancellation or adverse modification of such insurance coverage. If District fails to obtain or maintain the insurance required hereunder, Affiliate at its option may terminate this Agreement.

   APPR shall obtain and maintain professional liability and general liability insurance in the minimum amounts of $1 million per occurrence and $3 million in the aggregate per annum that provides coverage for activities that APPR and their employees participate in pursuant to this Agreement. Evidence of professional and general liability insurance coverage shall be provided to

DISTRICT annually unless requested earlier. APPR shall give DISTRICT thirty (30) days prior written notice to the extent APPR has such notice of impending cancellation or termination of such insurance and, upon cancellation or termination thereof, shall immediately notify DISTRICT. In the event that APPR maintains claims-made coverage, and APPR's coverage is terminated within three (3) years of the date on which DISTRICT ceases to participate or have students participate in the site activities or DISTRICT employees facilitate participation in the site activities pursuant to this Agreement, APPR site shall obtain "tail coverage," or other prior acts coverage, if such coverage is available, in the amount stated above until the expiration of three (3) years from the last date on which DISTRICT, any Student or any DISTRICT employee participated or facilitated in the site activities, as contemplated by this Agreement. Failure to secure and maintain the insurance coverage required by this Agreement shall constitute a material default and the Agreement may be terminated by DISTRICT.

10. **INDEPENDENCE OF THE PARTIES**: APPR is an independent contractor and DISTRICT has no supervisory authority or control over APPR or APPR's employees in the performance of this Agreement. Neither APPR nor APPR's employees shall be deemed agents or employees of DISTRICT and any representation to the contrary by APPR or its employees shall constitute a violation of this Agreement and shall be grounds for immediate Termination for Cause. APPR shall not employ, contract with, or otherwise use the services of any officer or employee of DISTRICT. APPR certifies that its owner(s), officers, directors or agents, and members of their Immediate family, do not have an employee relationship or other material interest with DISTRICT.

11. TERM; EXTENSION; TERMINATION:

A. **Term and Extension:** The agreement is effective upon the signature of all parties, through June 30, 2029, unless terminated sooner. This Agreement shall be reviewed at the conclusion of each academic year for Program adjustments.

B. **Termination for Cause:** APPR shall be considered in material breach of this Agreement and such breach will be considered cause for DISTRICT to terminate this Agreement, in whole or in part, as further set forth herein, for any of the following reasons: (1) failure to properly and timely perform in accordance with the Agreement; (2) the bankruptcy or insolvency or a general assignment for the benefit of creditors by APPR or by any of APPR's principals, partners, officers or directors; (3) failure to obey laws, ordinances, regulations or other codes of conduct, or (4) otherwise materially breaching this Agreement. DISTRICT shall promptly notify APPR in writing of the determination and the reason(s) for the termination, together with the effective date of the termination. Payments made to APPR or recoveries by DISTRICT under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Notwithstanding anything herein to the contrary, DISTRICT may unilaterally terminate this Agreement for refusal by APPR to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by APPR in conjunction with this Agreement.

C. **Termination for Convenience:** Upon not less than Thirty (30) days advance written notice, DISTRICT may terminate this Agreement, in whole or in part, for DISTRICT's convenience and without cause in accordance with this clause.

D. **Effect of Illegality**: If a legislative body, a court of competent jurisdiction or an administrative agency having authority to regulate any of the parties, holds this Agreement or the obligations to be performed hereunder to be illegal under this Agreement, then the parties agree to engage in good faith negotiations towards amending the Agreement.

12. MISCELLANEOUS PROVISIONS:

A. **Assignment:** Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld.) If this matter pertains to a school that becomes a charter school, this Agreement may be cancelled by DISTRICT upon thirty days written notice and DISTRICT shall be released of any and all obligations under this Agreement.

B. **Entire Agreement:** This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements, proposals or representations, written or oral, concerning its subject matter. The parties shall not be bound by any terms, conditions, statements, warranties, or representations, written or oral, not contained herein.

C. **Amendments; Waivers:** No modification or amendment of any provision of this Agreement will be effective unless in writing and signed by both parties. The failure or neglect by any party to enforce any right under this Agreement shall not be deemed to be a waiver of that party's rights. A waiver shall not be effective unless it is in writing and signed by the party who possesses the right to waive enforcement of same.

D. **Governing Law:** This Agreement will be governed by the laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this Agreement. All disputes are to be resolved in Manatee County, Florida by binding Arbitration before the American Arbitration Association or other mutually agreed and similar forum. The costs of such dispute will be borne by the individual party.

E. **Indemnification:** APPR shall defend, indemnify and hold harmless DISTRICT, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, including attorneys' fees and costs of defense, which DISTRICT, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by APPR, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. 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. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement.

F. **Confidentiality:** The parties agree to maintain confidential records and information pursuant to applicable law, including, but not limited to, the Americans with Disabilities Act, the Family and Medical Leave Act, Family Educational Rights and Privacy Act, the Genetic Information Nondiscrimination Act, the Health Insurance Portability and Accountability Act. Regarding data storage and breaches, APPR shall employ commercial best practices for ensuring the security of all DISTRICT data including, but not limited to, electronic, spoken and paper information accessed, used, created, maintained, disposed of, or otherwise handled in the course of APPR's performance of this Agreement. In the event of a breach of security as defined in Section 501.171, Florida Statutes, APPR shall notify DISTRICT immediately, but no later than ten days following a determination of a breach of data security. Additionally, APPR shall fully cooperate, at its own expense, with DISTRICT regarding DISTRICT's statutory notification requirements. This cooperation includes law enforcement and auditors. Additionally, the parties acknowledge that DISTRICT as a local governmental entity is subject to the State of Florida's public record laws. Should a request be made for disclosure of confidential records of APPR, DISTRICT shall provide notice to the other party who may then, at its discretion, respond to the request. Should APPR not disclose the records or documents, APPR will defend and indemnify DISTRICT for any fees and costs which are incurred or taxed against DISTRICT because of the non-disclosure. Should APPR require confidential student information or personally identifiable information as a "school official," it may enter into a separate data privacy and sharing agreement with DISTRICT.

G. **Sovereign Immunity:** APPR acknowledges and agrees that DISTRICT does not waive its immunity and nothing herein, including the naming of DISTRICT as an additional insured, shall be interpreted or deemed as a waiver of DISTRICT's rights, including the limitation of waiver of immunity, as set forth in Section 768.28, Florida Statutes, or any other statutes, and DISTRICT expressly reserves these rights to the full extent allowed by law. All defenses relative to sovereign immunity are expressly reserved by DISTRICT.

H. **Contact with Students:** Unless otherwise specified, APPR will not permit any employee, independent contractor, material men, supplier or anyone involved in any manner with work pursuant to this Agreement on DISTRICT property. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from DISTRICT. APPR shall be responsible for insuring compliance by all employees, independent contractors and subcontractors or other persons involved in any manner with work pursuant to this Agreement.

I. **Standards of Conduct:** APPR will be held to the same standards of conduct as DISTRICT employees while conducting business with DISTRICT. These standards, as defined in DISTRICT policies, will apply to APPR's employees and employees of APPR's subcontractors.

J. **Severability:** If any one or more of the provisions of this Agreement should be held contrary to law or public policy, or should for any reason whatsoever be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this Agreement, which

remaining provisions shall continue in full force and effect, provided that the rights and obligations of the parties contained herein are not materially prejudiced and the intentions of the parties continue to be effective.

K. **Force Majeure:** The term "Force Majeure" means circumstances beyond the reasonable control of a party, (such as an act of God, a government restriction, a war, an insurrection, a labor dispute, a financial insolvency, an economic hardship, a strife, a failure of suppliers, communications or data systems) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. In the event that the Force Majeure persists more than 90 days, the party may elect to terminate this Agreement for convenience upon written notice.

L. **Equal Opportunity:** APPR shall not discriminate on the basis of race, color, ethnicity, sex, national origin, religion, disability, pregnancy, age, ancestry, genetic information, or marital status.

M. **Federal Debarment & Suspension Certification:** A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), ‘‘Debarment and Suspension.’’ SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

N. **Compliance With The Public Records Act:** By entering into this Agreement, APPR acknowledges that the portion of its books and records related to this Agreement with DISTRICT may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act. Pursuant to Section 119.0701, Florida Statutes, because APPR is performing services on behalf of DISTRICT, APPR shall:

i. Keep and maintain public records required by DISTRICT to perform pursuant to the Agreement.

ii. Upon request from DISTRICT's custodian of public records (identified below), provide DISTRICT with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

iii. 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 term and following completion of the Agreement if APPR does not transfer the records to DISTRICT.

iv. Upon completion of this Agreement, transfer, at no cost, to DISTRICT all public records in possession of APPR or keep and maintain public records required by DISTRICT to perform the service. If APPR transfers all public records to DISTRICT upon completion of this Agreement, APPR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If APPR keeps and maintains public records

upon completion of this Agreement, APPR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to DISTRICT, upon request from DISTRICT's custodian of public records, in a format that is compatible with the information technology systems of DISTRICT.

IF APPR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO APPR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 215 MANATEE AVENUE W., BRADENTON, FLORIDA, 34205 (941) 708-8770, PUBLICRECORDS@MANATEESCHOOLS.NET.

O. **School District Policy:** In accordance with DISTRICT Policy, no contract for providing supplies, equipment or services shall be effective with any individual or business entity in which any board member of DISTRICT or DISTRICT's Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which DISTRICT's Superintendent, any board member of DISTRICT, or any spouse or child of the foregoing has an employment relationship or a material interest. No DISTRICT employee may directly or indirectly purchase or recommend for purchase goods or services from any business organization in which his/her spouse or child has a material interest as defined in Chapter 112, Florida Statutes.

P. **Compliance with Regulations:** Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by APPR will in no way be a cause for relief from responsibility. APPR shall have in their possession and must provide all applicable insurance, permits, licenses, etc., which may be required by federal, state, or county law to furnish services under the scope of this Agreement. APPR must not be in violation of any zoning or other ordinances in the performance of this Agreement.

Q. **Safety Standards:** All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards thereunder.

R. **Tax Exemptions:** When purchasing directly from a supplier, DISTRICT is exempt from Federal Excise, State Sales and Use Taxes. Tax exemption certificates and numbers will be furnished on request.

S. **Possession of Firearms:** Possession of firearms will not be tolerated on any DISTRICT property or setting that is under the control and supervision of DISTRICT for the purpose of school activities approved and authorized by DISTRICT. No person who has a firearm in their vehicle may park their vehicle on DISTRICT property. If any employee or independent contractor of APPR, or any of its subcontractors, is found to have brought a firearm on DISTRICT property, said individual shall be immediately removed from DISTRICT property by APPR and barred from performing further work relative to the Agreement. If a subcontractor fails to terminate said employee or independent contractor, APPR shall terminate its agreement with the subcontractor. If APPR fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by DISTRICT. "Firearm" has the same meaning given in Section 790.001, Florida Statutes.

T. **Criminal Acts:** Employment and performing work relative to the Agreement by APPR, or any of its subcontractors, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude (as defined by Fla. Admin. Code R. 6A-10.083) will not be tolerated. If it is determined that any person with such criminal history is performing work relative to the Agreement, APPR agrees to take all steps necessary to remove such person from performing work relative to the Agreement and DISTRICT property. DISTRICT shall have the right to terminate this Agreement if APPR does not comply with this provision.

U. **Possession/Use/Under the Influence of Mind-Altering Substances**: Possession/use and/or being under the influence of any illegal mind-altering substances, such as, but not limited to alcohol and/or substances delineated in Chapter 893, Florida Statutes, by APPR employees or independent contractors or its subcontractors' employees or independent contractors will not be tolerated on DISTRICT property. If any employee or independent contractor is found to have brought and/or used or is under the influence of any illegal mind-altering substances as described above on DISTRICT property, said employee or independent contractor shall be removed and barred from performing work relative to the Agreement by APPR. If a subcontractor fails to terminate said employee or independent contractor, APPR shall terminate its agreement with the subcontractor. If APPR fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by DISTRICT.

V. **Headings:** The headings of the various sections and paragraphs in this Agreement are inserted for the convenience of the parties and shall not affect the meaning, construction or interpretation of this Agreement.

W. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, Technical Education Council and The School District of Manatee County, Florida have duly executed this Agreement.

THE SCHOOL DISTRICT OF MANATEE COUNTY

Date: _____ By: _____

Superintendent, School District of Manatee County

Date: _____ By: _____

Chair, School Board of Manatee County

Date: _____ By: _____

General Counsel

Date: 03/25/2026 By: _____

(APPR Authorized Signature)

Title: CFO/ Co-Founder, Technical Education Council

Vendor Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: TECHNICAL EDUCATION COUNCIL

Address: 579 Interstate Blvd SARASOTA

Phone Number: 941-363-1632

Authorized Representative s Name: KELSEY USHER

Authorized Representative s Title: APPRENTICESHIP COORDINATOR

Email Address: kelsey@TECHNICALEDUCATIONCOUNCIL.COM

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School District of Manatee County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

USHER

Signature of Authorized Representative

AGENDA ITEM NO. 11.6

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Articulation Agreements with the University of South Florida and State College of Florida for Dual Enrollment Coursework, SDMC No. 27-0005-BS, Estimated in the Amount of $950,000.00 (General Fund)

Executive Summary
Each year, the School District of Manatee County, University of South Florida (USF S-M) and State College of Florida (SCF) prepare the Articulation Agreements to specify the operations of the dual enrollment programs for all high schools in the District, including charter schools. Florida Statute requires that these annual agreements are approved by both the School Board of Manatee County, University of South Florida and State College of Florida.

The Articulation Agreements serve as a resource to administrators, school counselors, and faculty concerning all aspects of the dual enrollment programs.

Through dual enrollment, secondary students may enroll in postsecondary courses creditable toward both high school graduation and a career or an associate or baccalaureate degree. The University of South Florida agreement allows students to experience the academic rigor of university courses both at USF S-M and on the high school campus.

The State College of Florida's agreement provides three curricular avenues for students to participate in early college: dual enrollment (college credit), career dual enrollment, and early admission.

The District encourages students to seek opportunities for academic enhancement and, upon completion of dual enrollment and early admission courses, the students can submit transcripts from State College of Florida, Manatee-Sarasota and University of South Florida, Manatee.

Approval does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow. The requested contract is for the period of July 01, 2026 through June 30, 2027.

Historical Expenditures are as follows:

- YTD 2025-2026 $701,385.69 (07/01/2025 – 03/25/2026)
- 2024-2025 $992,807.38
- 2023-2024 $553,157.78

Florida Statutes Section 1010.04(4)(a) "The State Board of Education may, by rule, provide for alternative procedures for school districts and Florida College System institutions for bidding or purchasing in cases in which the character of the item requested renders competitive bidding impractical."

Subsection 6A-1.012(11) F.A.C. states, "The requirement for requesting competitive solicitations for commodities or contractual services from three or more sources is hereby waived as authorized by Section 1010.04(4)(a), F.S., for: (a) The purchase by district school boards of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration; and, (b) The purchase by district school boards 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;"

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready For Life | Goal 7
Implement additional research-based initiatives that support first generation college students by expanding literacy-building opportunities and critical thinking elements in secondary classrooms

Recommendation
The Superintendent recommends approval of the articulation agreements with the University of South Florida and State College of Florida for dual enrollment coursework, SDMC No. 27-0005-BS, estimated in the amount of $950,000.00 (General Fund).

Financial Impact
Per legislation, school districts are required to pay institutes of higher education for dual enrollment courses. School districts are required to pay the local institution the standard tuition rate (SCF $71.98 per credit hour and USF $105.07 per credit hour) from funds provided in the Florida Education Finance Program when dual enrollment course instruction takes place on the postsecondary institution's campus and the course is taken during the fall or spring term. The funding source for students at District operated schools is the General Fund. Charter schools pay all dual enrollment expenses incurred by their students, including books and tuition, from their respective budgets.

Contact
Submitting Departments: Curriculum and Purchasing
Initiated By: Derek Jensen and Tiffany Spradling

Attachments:
26-27 SCF Articulation Agreement
26-27 USF Chart InSchool Articulation Agreement
26-27 USF District Online USF Campus Articulation Agreement
26-27 USF Early Admin Articulation Agreement

EARLY COLLEGE
(DUAL ENROLLMENT)
ARTICULATION AGREEMENT

MANATEE COUNTY SCHOOL BOARD
&
STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA

2026-2027

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Introduction

The Dual Enrollment Program is authorized under s. 1007.271, Florida Statutes. This program is a cooperative effort between the **Manatee County School Board** and **State College of Florida, Manatee-Sarasota (SCF),** and is designed to provide accelerated learning mechanisms for qualified high school students on an individual basis. The Florida Legislature has defined a variety of options intended to shorten the time necessary to complete the requirements of a high school diploma, postsecondary certificate or degree and broaden the scope of curricular options available for secondary students ("Early College Programs").

Through dual enrollment, public secondary students may enroll in postsecondary courses creditable toward high school graduation, a career certificate, and an associate or baccalaureate degree. Dual enrollment students are required to be enrolled on a full-time basis with their high school in a combination of dual enrollment and high school courses (a total of 7 high school credits – 3.5 per semester).

Early College Programs Defined

Dual enrollment (DE)

DE refers to academic or college credit coursework at the postsecondary level that leads to a college credit, certificate, or degree. Early college dual enrollment is available through community colleges and universities.

Early Admission (EA)

EA is a form of dual enrollment through which eligible secondary students enroll, during grade 12, in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

Accelerated Dual Enrollment program (ADE)

ADE is a form of dual enrollment through which eligible high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school and college credits by attending classes at SCF. This program will provide students with the opportunity to earn an associate's degree.

Career Dual Enrollment (CDE)

Career dual enrollment shall be provided as a curricular option for secondary students to pursue to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma.

Career Early Admission (CEA)

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time with State College of Florida, Manatee-Sarasota in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, Florida Statutes, which are creditable toward the high school diploma and the certificate or associate degree.

College Enrichment

College enrichment ***is not*** considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses

to add depth to their high school academic program. To take part in College Enrichment a student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Purpose

The purpose of the Agreement is to develop and implement a comprehensive accelerated program for public high school students reducing the time needed to complete requirements of a high school diploma and college degree, broaden the scope of curricular options available to students, and increase the rigor and variety of course offerings available to students. The program provides eligible secondary students with the opportunity to take SCF classes while concurrently enrolled in high school.

Through this formal articulation agreement, the school district accepts college-level courses that fulfill high school graduation requirements. After high school graduation, these credits may also be used for degree and certificate programs at SCF and other regionally accredited colleges, universities, and technical education centers.

All required costs associated with tuition and fees for Early College programs are waived. Students enrolled in these programs can also participate in both the academic and extracurricular activities provided by the college, have full library privileges, and access to the Tutoring and Academic Success Center.

Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction. Additional requirements included in the agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in dual enrollment courses or limit the number of dual enrollment courses in which a student may enroll based solely upon enrollment by the student at an independent postsecondary institution. §1007.271, Florida Statutes.

In accordance with this statutory language, SCF and the school district have carefully considered the admissions criteria which are best suited to ensure students can be successful in their dual enrollment coursework.

Early College Deadlines

Enrollment deadlines include submission of an application for Early College, placement test results, Early College (dual enrollment) Contract, online Orientation, and Registration. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the Early College programs.

- Summer and Fall Deadline—May 15th
- Spring Deadline—December 1st

Deadlines for each term will remain constant as defined above.

No exceptions will be made after these published deadlines.

Eligibility, Responsibilities, and Impact

Dual Enrollment

Students enrolled in county district schools, including charter schools, may enroll in DE coursework on an SCF campus, while also taking at least one course on their high school campus. This coursework may not exceed 11 credit hours per semester.

Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on a common placement test and/or alternative methods (Appendix A) by the published deadlines in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Early College (dual enrollment) Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted) to remain eligible for the Early College Programs. The student has maintained a college term GPA of at least 2.0.
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript.*

Student Enrollment Responsibilities

The student will complete and submit an application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college enrichment/non-degree program or have been absent for an academic year are required to submit a new application by the published deadline.

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student may schedule testing using this link: Testing Services
2. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the Early College (dual enrollment) admissions process and the appropriate deadlines and timelines for submitting applications/forms and taking the appropriate admissions assessment.
2. Verify the student's eligibility status through the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* Early College (dual enrollment) textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

Early Admission

Students enrolled in Grade12 in public district schools, including charter schools, may enroll in Early College (dual enrollment) coursework on an SCF campus, and must enroll in at least 12 credits, but may not exceed 15 credit hours per term. If a student does not maintain their credit load, they must communicate with their counselor regarding a return to the high school for enrollment in additional courses.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on a common placement test and/or alternative methods (Appendix A) by the published deadlines in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Early College (dual enrollment) Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted). The student has maintained a college term GPA of at least 2.0.
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, Early College (dual enrollment) courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college

enrichment/non-degree program will need to submit a new application by the published deadline.

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link: Testing Services
2. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the Early College (dual enrollment) admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment.
2. Verify the student's eligibility status through the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

Accelerated Dual Enrollment

Accelerated Dual Enrollment is a form of dual enrollment through which eligible public high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school graduation requirements and college AA degree by attending classes, and receiving guidance related to college course work, at the State College of Florida.

Initial Eligibility

1. The student is entering 11th grade and has completed coursework which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher).
2. The student has a minimum unweighted 3.3 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on a common placement test and/or alternative methods (Appendix A) by the published deadlines in mathematics, reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student must have completed the following high school courses:
   a. English I-or equivalent.
   b. English II-or equivalent.
   c. Algebra I and passed Algebra I end of course exam, earned a concordant SAT/ACT or PERT score, or met this requirement to the satisfaction of the high school though a waiver.
   d. Geometry
   e. Passed Grade 10 English Language Assessment or ACT/SAT with concordant score or has met this requirement to the satisfaction of the high school through a waiver, or other concordant score.
6. The student has satisfied the course prerequisites as required by the current SCF catalog.
7. The student must register for at least 12 college credits and should register for 15 college credits each full-term semester to remain on track to receive an Associate in Arts Degree.
8. The student has obtained written authorization from parent/guardian and high school counselor on the Early College (dual enrollment) Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted).
2. The student has maintained a college term GPA of at least 2.0.
3. The student must obtain permission from the high school counselor to repeat a course for grade forgiveness (in which a D, W or F was earned). This coursework at SCF is considered College Enrichment, not Dual Enrollment. This course repeat will be at the student's expense for tuition and books and other associated fees.

Academic Impact

The Accelerated Dual Enrollment (ADE) student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, Early College (dual enrollment) courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. The Accelerated Dual Enrollment (ADE) students must meet all state and district course graduation requirements to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link: Testing Services
3. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning required DE textbooks.

Career Dual Enrollment

Career dual enrollment is a specific form of dual enrollment that allows students to enroll in postsecondary courses that lead to an industry certification as identified in s. 1008.44, F.S., and are creditable toward a high school diploma and a certificate or associate degree.

Initial Eligibility

1. The student has a minimum unweighted 2.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on a common placement test and/or alternative methods (Appendix A) by the published deadlines in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Early College (dual enrollment) Contract from their high school counselor and their parent /guardian.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the Early College (dual enrollment) program if eligibility returns.

Academic Impact

The Career Dual Enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, Early College (dual enrollment) courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript.*

Student Enrollment Responsibilities

1. The student will complete and submit an application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing.
3. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.

4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the Early College (dual enrollment) admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment.
2. Verify the student's eligibility status through the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Career Early Admissions

Career Early Admissions is a specific form of career dual enrollment that allows students to enroll full-time in postsecondary courses that lead to an industry certification as identified in s. 1008.44, F.S., and are creditable toward a high school diploma and a certificate or associate degree.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 2.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on a common placement test and/or alternative methods (Appendix A) by the published deadlines. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Early College (dual enrollment) Contract from their high school counselor and parent/guardian.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The career early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript.* The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link: Testing Services

3. The student will complete and submit the electronic Early College (dual enrollment) Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the Early College (dual enrollment) admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment.
2. Verify the student's eligibility status through the approval of the electronic SCF Early College (dual enrollment) Contract.
3. Assist the student in making course selections, to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

FOR STUDENT IN GRADES 6-9TH

Approval for students in grades 6-9 to dual enroll in a specific SCF courses may be made only by the Program Director for Early College Programs and/or designee. Students must achieve a qualifying score in Reading AND Writing AND Math on a Common Placement Test and/or Alternative Methods by the published deadlines. The applicant and parent of the applicant must submit a written request including the reasons for wishing to participate in dual enrollment and specify the college level course into which the student wishes to enroll. The applicant must also include evidence of ability to master the postsecondary courses.

College Enrichment

College enrichment ***is not*** considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses to add depth to their high school academic program. To take part in College Enrichment a student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Academic Impact

Credits earned may be applicable to an associate degree, and with district approval **only** may be credited towards the high school diploma; this exception is for students participating in grade forgiveness retake of a SCF course in which the student earned a D or F grade.

Costs

Tuition

For students enrolled in Early College Programs, the School District shall pay per hour tuition at the standard tuition rate of $71.98 per credit hour from funds provided in the Florida Education Finance Program to SCF when such instruction takes place on the SCF campus or online (E-Campus).

SCF will invoice the School District for the Fall and Spring terms (final settlement within thirty (30) days of receipt). SCF shall provide the School District records adequate to reconcile costs, including student name, hours attended, courses taken, and fees to be assessed. All withdrawals and refunds shall be in accordance with SCF policy as provided in the College Catalog.

As state funds become available for summer enrollment SCF will invoice the FLDOE for instructional costs/tuition. However, first year Early College students are not allowed to start during the summer term.

Note: College Enrichment ***is not*** included in DE, thus the student is responsible for all tuition, fees, and textbook expenses.

Textbooks

1. Instructional materials dollars can only be used to pay for the "Required" or "Alternate" not "Optional" texts. The purchase of lab supplies (protective equipment) and/or hardware (graphing calculators) are the responsibility of the students.
2. The School Board will be responsible to SCF for the purchase/rental and replacement costs for all instructional materials obtained through SCF for the Fall and Spring Terms. As state funds become available for summer enrollment SCF will invoice the FLDOE for instructional materials. However, first year Early College students are not allowed to start during the summer term.
3. The student is responsible to follow all procedures outlined by the School District related to acquisition and return of textbooks.
4. The SCF Store will charge retail price for required textbooks provided for all dual enrollment students. Purchases from the SCF Store are not required. Charges for any one-time use access codes are the responsibility of the School District.

Special Notes and Requirements

General Notes

1) For scheduling convenience, dual enrollment students are permitted to take courses on all SCF campuses, which include online, blended, and lecture courses.
2) Students are strongly encouraged to take full-term (16 week) courses during Fall and Spring semesters.

3) Students interested in summer coursework should be aware of various start and end times. Students may select 5, 6, 8, 10 or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours.

4) Early College (dual enrollment) students are allowed one attempt per course as a part of dual enrollment. Any courses a student wishes to repeat must be taken as a part of the College Enrichment Program by applying to SCF as a non-degree seeking student as described above. (A grade of "W" is considered an attempt).

5) Students who do not officially withdraw from classes by the drop/add deadline will be reported as a no-show and will receive a "W" on their transcript. Fees will still be charged to the district.

6) Students who earn a W, D, or F will not be eligible for the early college program for one semester, unless approved to do so as an exception approved by the school district representative, and the college representative.

7) Students who withdraw or who are withdrawn from SCF must notify the high school counselor immediately.

8) Students are permitted to enroll in dual enrollment courses offered before, during or after school hours during the Spring and Fall semesters. Summer dual enrollment will be allowed contingent upon available funding from the state. However, first year Early College students are not allowed to start during the summer term. Any courses registered for by a student outside of the parameters described in this agreement shall not be considered dual enrollment.

9) Students may **not** be classified as both Dual Enrollment and College Enrichment in the same semester.

10) Not all college courses offered by State College of Florida, Manatee-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:

    a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses and the high school credit awarded for those courses. This listing is updated annually on https://www.fldoe.org/core/fileparse.php/20872/urlt/9-2.pdf (Appendix B).

    b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.

    c. Upper-level baccalaureate courses will not be available as part of SCF's Early College programs.

    d. Certain nursing and health science courses are not available for Early College (dual enrollment) programs as they are a part of a limited enrollment program.

    e. Courses eligible for Early College (dual enrollment) must be applicable to the certificate, A.S., or A.A. degree and the high school diploma.

11) Courses must be worth 3 or more college credits to earn high school credit.

12) Students are responsible for their own transportation.

13) In the event of an administrative emergency order(s) and/or natural disaster(s) the college and district will entertain alternative methods for placement testing. PSAT scores according to 6A-10.0315 may be used to assess student readiness for college-level work in communication and computation.

Student Information

Campus Resources

Early College students are entitled and encouraged to use SCF resources including libraries, tutoring and academic success centers, computer labs, and tutorial labs.

Parking Decals

All Early College students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their class schedule to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

SCF Student I.D.

All Early College students may obtain a free SCF Student I.D. with a photo ID and another form of photo identification at the Security Office. This SCF Student I.D. will also act as a library card for the student.

SCF Policies

Academic Policies

College-Level Course Expectations

The student will receive a syllabus from the instructor during the first week of class outlining college-level course expectations. This syllabus is to be shared by the student with their parents, as a reference to the expectations of each course.

Students Requesting Accommodation for a Documented Disability

SCF provides reasonable academic accommodations to qualified Early College (dual enrollment) students with disabilities enrolled in dual enrollment courses on SCF and SCF e-Campuses. The SCF Disability Resource Center (DRC) has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Students must self-identify to the DRC office and provide documentation of their disability. DRC staff will review submitted documentation and meet with the student to develop an Accommodation Agreement. The DRC staff will explain the accommodation process, DRC services/resources, the importance of self-advocacy and working collaboratively with instructors. Students must take an active role in the accommodation process and are responsible for requesting accommodations each semester.

Repeat Policy

SCF will not waive the tuition for a second attempt on a dual enrollment course. Students wishing to repeat a course are required to pay all tuition and fees associated with the second attempt as well as meet all residency requirements and published deadlines as part of the college enrichment program. Participating students will be eligible for SCF's grade forgiveness policy (see SCF catalog for grade forgiveness policy).

Withdrawal Policy

A student may withdraw from any/all coursework without the academic penalty of an "F" grade by the withdrawal deadline as listed in the State College of Florida, Manatee-Sarasota Academic Calendar. SCF encourages students to discuss withdrawal with the instructor or SCF Success Coach and the high school counselor prior to withdrawing.

It is the responsibility of the student to initiate the withdrawal procedure**.** Prior to withdrawing from a dual enrollment course, the student must speak with his/her school counselor. For students taking DE courses on an SCF campus or online, they would log into their MySCF Portal and withdraw online. Failure to follow this procedure could result in a grade of "F" being recorded for the student and "F" calculated in the grade point average [GPA]. Students seeking a full withdrawal must complete a hard copy withdrawal form with the Office of the Registrar.

Withdrawals occurring after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student's control. All such requests must be made directly to the Associate Provost for Faculty and Academic Affairs, who has the final approval/disapproval authority. In such approved cases, the "F" would be changed to a "W" grade, with no GPA consequences.

Grading Policy

It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA to remain eligible for the Dual Enrollment/Early Admissions Programs, and a 2.0 unweighted high school GPA to remain eligible for the Career Dual Enrollment and Career Early Admissions Programs.

Transcripts

SCF does not send grade reports to students. **Students are responsible for submitting their official transcripts each semester to their high schools.**

- Final grades for high school credit will be awarded on high school academic transcripts.
- Students must request a transcript from SCF to be sent to their high school registrar for posting on the high school transcript. A fee is charged for the transcript.
- SCF will send a copy of each student's grades to the high school following each semester, per statute these are the grades that must appear in the student's high school transcript.

Student Services Policies

Student Code of Conduct

Students taking dual enrollment courses are subject to the rules and regulations of State College of Florida, Manatee-Sarasota as established in the SCF Catalog and the Student Handbook Planner and County School Board Policies.

Collegiate Environment

While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented at an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Impact on Future College/University Admissions and Financial Aid

Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

Attendance Policy

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. There is a general attendance policy available in the SCF Catalog; however, each instructor will communicate a specific attendance policy that notes consequences in their syllabus (deduction of points for late arrival, early departure, or complete absence.)

Academic Misconduct

Should any instance of academic misconduct arise, the instructor will confer with the Department Chair on the proper way to proceed. Additional information on the student code of conduct can be found in the current SCF Catalog and the Student Handbook/Planner.

Statement of Plagiarism Policy

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Administrative Policies and Procedures

Career Pathways Articulation

Career Pathways is a term used by Federal, State, and Local education to describe activities that are carried on by local consortia which exist for the purpose of promoting the transition from high school career and technical education to post-secondary technical degrees and certificates. The Suncoast Career Pathways Consortium consists of State College of Florida Manatee- Sarasota, Sarasota County Schools, and Manatee County Schools. This organization is supported by the Carl D. Perkins Grant to carry on activities including yearly grant writing, creation of promotional materials, in-class presentations, staff development, parent presentations, committee assignments, articulation agreements, and any other activity that promotes the transfer of credits from secondary to postsecondary Career and Technical Programs.

Students who complete a secondary Career Pathway and meet the eligibility requirements can receive college or technical school credit. The students must choose to continue in the same area of study at the postsecondary level to receive credit through articulation agreements with partner postsecondary schools. All Career Pathways are based on the course progression identified by the Florida Department of Education; the articulation agreements support more than 150 programs of study in the consortium.

Assurance of High School Credit

Upon satisfactory completion of dual enrollment courses, students will be awarded high school credit. Credits will be noted on the high school transcript as well as the official SCF transcript.

Procedure to Inform Students and Parents

The County School Board will provide eligible students with an informational document describing the educational benefits and eligibility requirements for Early College programs. In a cooperative effort, SCF Outreach and Early College staff will be available to assist in providing information and answering specific questions. All requirements, deadlines, and other information pertaining to the dual enrollment program have been made available on SCF's website.

Exercise of Options to Participate

Students and their parents may exercise their option to participate in dual enrollment by choosing from among any of the above programs for which the student meets the eligibility requirements.

Excess Hours and Acceleration Mechanisms

All twelve (12) of the state's public universities agree that credit hours earned through accelerated programs such as Advanced Placement, Dual Enrollment or College Level Examination Programs, and/or do not contribute toward the completion of a student's degree, will not be counted for excess hours purposes.

Relationship of Responsibilities

Due to the parallel nature of dual enrollment and early admission course offerings, administrative and procedural responsibilities must be shared between the County School Board and SCF. Students must adhere to registration, attendance, and withdraw policies as determined by County School Board and State College of Florida, Manatee-Sarasota.

Student Complaint/Conflict Resolution

SCF provides students with an appropriate means to resolve conflicts or complaints concerning college rules, procedures, and/or course policies at the lowest level possible. The complete process can be found at:

https://www.scf.edu/about/scf-policies/student-code-of-conduct/

Statement of Nondiscrimination

SCF is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules, and regulations in any of its educational programs, services, or activities, including admission and employment. To report or discuss equity concerns, contact the SCF Equity Officer at 941-752-5323.

State College of Florida, Manatee-Sarasota conforms to the Family Educational Rights and Privacy Act of 1974 (FERPA). No student grades are posted in any public manner; no grades are provided by telephone. Students obtain their grades by conferring in person with their instructors or by accessing them online via SCF Connect.

APPENDIX A

Early College Qualifying Test Scores

6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation

Common Placement Testing Methods	
Florida Postsecondary Education Readiness Test (PERT)	Standard Score
Reading	106
Writing	103
Mathematics	114
Next-Generation ACCUPLACER, The College Board (Interim Scores) Through July 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	242
Reading	245
Writing	245
Next-Generation ACCUPLACER, The College Board Since August 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	261
Reading	256
Writing	253
SAT, The College Board	
Reading Test	24
Writing and Language Test	25
Math Test	24
Digital SAT, The College Board Since June 2023	
Evidence-Based Reading and Writing Section	490
Math Section	480
ACT with Writing or ACT, Inc.	
Reading	19
English	17
Mathematics	19
Classic Learning Test, Classic Learning Initiatives, LLC Since August 2023	
Sum of the Verbal Reasoning and Grammar/Writing Sections	38
Quantitative Reasoning Section	16
Alternative Methods to Common Placement Tests	
Classic Learning Test 10 (CLT 10), Grades 9 & 10	
Sum of the Verbal Reasoning and Grammar/Writing Sections	37

Quantitative Reasoning Section	16
PSAT & PSAT10	
Reading	24
Writing & Language	25
Mathematics	24
Digital PSAT & PSAT10	
Evidence-Based Reading and Writing Section	490
Mathematics Section	480
Pre ACT	
Reading	22
English	18
Mathematics	22
It is preferred that students meet criteria in all 3 assessment categories. For courses other than math, students must meet criteria in both College Level English and College Level Reading. Students are highly encouraged to take the common placement tests to meet Early College initial eligibility and alternative methods when available.	

SCF Placement Test Retake Policy

Dual Enrollment students may take the SCF Placement Test only once per semester and no more than two attempts per calendar year including summer semester. The first placement test taken is the last placement test a student can take each semester. This includes testing administered at SCF and on the high school campus.

SEMESTER ENROLLMENT ELIGIBILITY		
Fall Semester Testing	**Spring Semester Testing**	**Summer Semester Testing**
Enrollment ***following Spring semester***	Enrollment ***following Fall semester***	Enrollment ***following Spring semester***

SCF Test Score Acceptance Policy

SCF accepts test scores for early college program eligibility. Test score reports must have the student's full name (first and last), test date, and test score results to be accepted. Test score reports can be received by SCF directly from the testing agency.

SCF school codes are:

ACT--0741

SAT—5427

APPENDIX B

Dual Enrollment Course Equivalency Information

Please refer to the Dual Enrollment Course Equivalency List for the latest information on high school credit awarded for dual enrollment courses.

For the most up to date list, please go to:

https://www.fldoe.org/core/fileparse.php/20872/urlt/9-2.pdf

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits, either as an elective or subject area credit as designated in the local inter-institutional articulation.

Calculating Course Credit Equivalency for Dual Credit

The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students' transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) except for physical education and remedial courses to be available for dual enrollment. This list can be found at https://www.fldoe.org/core/fileparse.php/20872/urlt/9-2.pdf.

According to the list, all three-credit (or equivalent) postsecondary courses taken through dual enrollment that are part of a postsecondary career / technical program of study (PSAV Certificate, Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded 0.5 elective credits toward high school graduation.

College certificate programs are separated into courses, which makes transfer and articulation easier. As a guideline, 135 instructional hours is equivalent to one secondary credit (120 with block scheduling), however, the determination of equivalency should be based on content, not "seat time." Instructional hours in career education programs are also known as "clock hours." Career certificate programs are broken into discrete sets of competencies called occupational completion points (OCPs). Most OCPs are divisible by 75 clock hours, so, for example, a 150-clock hour OCP (or community college career-technical course) should be equivalent to one high school credit.

Bright Futures Eligibility

The Bright Futures Comprehensive Course Table (CCT) lists the secondary and dual enrollment postsecondary courses and programs used to determine Bright Futures eligibility. If there is a program or course specified in an inter-institutional articulation agreement that is not in the CCT, one should contact the Standards, Benchmarks, and Frameworks Section at 850-245-9020 for review and approval of the equivalency.

Gold Seal Eligibility

To be eligible for the Gold Seal Scholarship, students must earn three secondary credits in a single career and technical program. Career-technical postsecondary credit (and where applicable, combined with high school course credit) earned through dual enrollment can be used to meet GSVS eligibility requirements.

This articulation agreement between the SCF and the County School Board provides for eligibility of DE and EA courses to be considered for both Bright Futures and Gold Seal eligibility. High school and community college programs/courses that would apply toward Bright Futures eligibility may be accessed at:

https://sso.osfaffelp.org/bfiehs/course/comprehensivecourse

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND

MANATEE COUNTY SCHOOL BOARD

ARTICULATION AGREEMENT

2026- 2027

The purpose of this Agreement is to define the acceleration mechanisms available between **Manatee County School Board** and **State College of Florida, Manatee-Sarasota** and to specify the details of the day-to-day operations of Dual Enrollment/Early Admission programs.

This Agreement is pursuant to and in furtherance of the provision of 1007.271.

The term of this Agreement shall remain in effect for the 2026-2027 academic year, which includes Fall 2026, Spring 2027, and Summer 2027. An executed and signed letter of intent will constitute annual renewal.

MANATEE COUNTY SCHOOL BOARD APPROVAL:

_____ _____

Chairman –Cindy Spray Date

Manatee County School Board

_____ _____

Superintendent Date

Manatee County School Board

_____ _____

Legal Counsel Date

Manatee County School Board

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA APPROVAL:

_____ _____

President Date

State College of Florida, Manatee-Sarasota

_____ _____

Chairman, District Board of Trustees Date

State College of Florida, Manatee-Sarasota

Docusign Envelope ID: 0129326B-53D3-44C3-8D91-1DB5FFE203D3

DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN THE UNIVERSITY OF SOUTH FLORIDA AND THE
School District Manatee County
For instruction that may include courses taught on high school campuses

THIS AGREEMENT is made and entered into on _____by and between University of South Florida Board of Trustees, a public body corporate ("USF") and the School District Manatee County ("SDMC") for the purpose of enabling dual enrollment courses to provide educational opportunities for eligible and qualified high school students in Manatee County. This agreement shall serve as the Dual Enrollment Articulation Agreement pursuant to Section 1007.271, Florida Statutes. USF and SDMC are each a "Party" and collectively the "Parties."

I. TERM

This Agreement, which pertains to fall and spring semesters (**not summer term**), shall be effective as of July 1, 2026 and shall continue until June 30, 2027, unless terminated or amended pursuant to the provisions in this Agreement. This Agreement may be renewed on an annual basis by mutual written consent. If this Agreement is to be renewed, it shall be reviewed on an annual basis at least ninety (90) days prior to the beginning of the USF fall semester to ensure continuing compliance with state law and applicable dual enrollment requirements.

II. DUAL ENROLLMENT

A. Dual enrollment courses are courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery. Therefore USF's dual enrollment courses must simultaneously fulfill Florida high school curriculum requirements and meet USF requirements for general education or specific majors.

B. Early admission dual enrollment pursuant to Section 1007.271, F.S. requires a separate agreement; it is not a part of this agreement.

C. Courses eligible for dual enrollment must meet the following criteria:
   1. Be listed within the statewide course description and numbering system on the current Dual Enrollment Course - High School Subject Area Equivalency List https://www.fldoe.org/policy/articulation/
   2. Fulfill requirements of an associate of arts or baccalaureate degree;
   3. Apply toward the student's high school diploma and replace high school courses in the same discipline that otherwise would have been taken
   4. Be approved by SDMC and USF as an acceptable dual enrollment course.

Appendix A lists the links for USF dual enrollment courses approved for delivery on high school campuses.

Docusign Envelope ID: 0129326B-53D3-44C3-8D91-1DB5FFE203D3

D. Courses

1. Courses are not eligible for dual enrollment if they (1) contain college preparatory instruction and other forms of pre-collegiate instruction or developmental education, (2) are physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, or (3) are not specified in the *State of Florida Dual Enrollment Course – High School Equivalency List*.

2. Some USF dual enrollment courses require either prerequisite work and/or higher standardized test scores. The USF Course Inventory stipulates the prerequisites for every course in the USF catalog: https://usfweb.usf.edu/academic-programs/course-inventory; **Appendix B** lists mathematics general education courses that have elevated test score requirements.

3. Dual enrollment courses are available on any campus of USF or its online platform. Dual enrollment registration is limited to unfilled courses.

4. Students are limited by USF to no more than three (3) dual enrollment courses per semester. In addition, any co-courses such as labs up to three credits. New students with no dual enrollment experience are limited to two (2) courses.

5. SDMC may place other restrictions on students taking courses for dual enrollment credit.

6. All dual enrollment courses must be at least three (3) college credits. Dual enrollment courses and high school credit earned are designated by the Florida Department of Education's statewide course numbering system and the State of Florida Articulation Coordinating Committee as published in the *Dual Enrollment Course-High School Subject Equivalency List*. SDMC shall assign high school credit upon successful course completion and accept the post-secondary courses toward meeting requirements of Section 1003.43, Florida Statutes.

7. For high school students in SDMC, selected lower-level dual enrollment courses are also available on one or more high school campuses. SDMC high school students who are not enrolled in USF's dual enrollment course are not allowed in the classroom in which instruction is being provided to dual enrollment students.

8. Dual enrollment courses taught at a SDMC high school are taught by teachers who have been credentialed by USF for college instruction and have been granted a courtesy faculty appointment by the appropriate USF academic unit, and thus are subject to USF's regulations, policies, and procedures.

9. Students may earn no more than fifty five (55) total credits applicable toward an Associate of Arts degree or a Bachelor's degree on a high school campus.

10. The number of courses a student may take could be less than the limits set by USF above at the discretion of the school or school district not USF.

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III. INITIAL ELIGIBILITY

https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx

Students participating in dual enrollment courses must meet these initial eligibility requirements.

A. 3.5 cumulative unweighted high school GPA, as provided on the student transcript at time of application.
B. Meet minimum standardized test scores as outlined in **Appendix B**.
C. Approval by their high school counselor or other school administrator

IV. APPLICATION

A. Process

https://www.usf.edu/early-university-programs/dual-enrollment/admission-process.aspx

1. Students who meet the initial eligibility can apply for admission to USF dual enrollment by following the step-by-step instructions located on the website, which include activation of a USF Net ID and obtaining a U number (see above).
2. School counselors should follow the follow the step-by step instructions for completing the course approval form that must accompany each student's application. (See above).
3. Students continuing in dual enrollment do not reapply, but they and their counselors must submit a course approval form every term to be registered in courses.

B. Deadline

1. The initial application process requires two submissions in sequence.

Term or Semester	Student Application Deadline	School Course Approval
For Fall enrollment	On or before June 1	On or before June 15
For Spring enrollment	On or before November 15	On or before November 15

2. Students apply only once, but if they do not enroll in the term for which they were admitted, they must reapply.
3. School counselors must submit course approval forms for students every term they wish to be enrolled.

C. Determination

The Director of USF Early University Programs makes the final decision for admission approval to the dual enrollment. Denial of admissions will be communicated to both the student and the high school administrator.

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D. Course Registration

1. Students who have received approval to take a USF course online or a USF course on any USF campus will register themselves when the non-degree seeking registration window opens. School counselors shall advise students accordingly.
   Fall Registration: Late July or Early August. Spring Registration: Late November or Early December. (Students are responsible for **checking important dates (See https://www.usf.edu/registrar/calendars/) to know when to register**).
2. Students taking **USF courses on their high school campus** do not have to register their high school campus course. USF administrative staff will courtesy register students who are taking courses on their high school campus.
3. The school counselor will be notified after registration has been completed via email.
4. The school counselor is responsible for advising students to log into Canvas/Oasis Students must log into Canvas the day before or on the first class meeting to ensure the course is available in Canvas. If not, the student must be added. coordinators/counselors will notify the EUP office of any errors or changes during drop/ add week. After Drop/Add week, students cannot be added or dropped from registered classes.

V. CONTINUING ELIGIBLITY

https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx

A. Students must earn at least a "C" (2.0) in dual enrollment courses.
B. Students must also maintain a weighted 3.3 GPA on high school transcripts, including dual enrollment course final grades.
C. Students who maintain a GPA of 2.0 or higher after accruing six (6) credit hours may be allowed to take up to eleven (11) credit hours per semester during future terms.
D. Students who receive a "C-", "D", "F", or "W" in any given course as designated on the USF transcript, will not be eligible for dual enrollment the subsequent fall or spring semester if .
E. Courses may not be reattempted for dual enrollment credit. Students who have earned a grade below C in a course, may retake that course and utilize the university's grade forgiveness policy only one time. The retake must be approved by the Director of Early University Programs and the Grade Forgiveness Request Form must be sent to the registrar by the student. https://www.sarasotamanatee.usf.edu/academics/academic-resources/academic-advising/grade-forgiveness.aspx
F. All courses that are retaken under grade forgiveness are at the student's expense.

VI. COSTS

A. Instruction

1. For instruction that takes place on a USF campus or online, SDMC shall pay USF the standard tuition rate per credit hour. While this rate has not been finalized for the coming year, it is currently $105.07, and is expected to remain that amount until changed by the state.

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2. SDMC shall be responsible for payment of tuition for all students enrolled in coursework at the end of the USF drop/add period (first week of classes). If a student withdraws from a class during the drop/add period, pursuant to USF procedures, SDMC shall not be responsible for the tuition associated with that student's approved withdrawal coursework.
3. USF shall provide an invoice to SDMC no later than the Friday of the eighth week of the semester. SDMC shall render payment within forty-five (45) days.
4. For dual enrollment courses that are taught on a high school campus by USF-credentialed high school faculty who have been granted courtesy faculty appointments at USF, SDMC is not responsible for payment to USF.

B. Instructional Materials
https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx

1. SDMC students who are admitted to take dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by SDMC.
2. The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.
3. After the close of dual enrollment admissions, a roster of participating students will be shared with the USF bookstore.
4. When dual enrollment students order their books at a campus store or online, they inform the clerk that they are taking dual enrollment courses so their name on the roster can be confirmed, and they can receive their required materials at no charge.
5. After dual enrollment students have "purchased" their required course materials, the USF bookstore will send an invoice to SDMC.
6. For students taking courses on high school campuses, SDMC will arrange purchasing of texts directly with the bookstore.
7. Detailed purchasing procedures for the school district and students are presented in **Appendix C**. To include ENC select courses that use USF Writes.

C. **DISTRICT/SCHOOL RESPONSIBILITIES**

1. SDMC shall designate a district administrator/coordinator to oversee student participation in USF dual enrollment and coordinate the program's implementation with the USF Office of Early University Programs.
2. Guided by the website (https://www.usf.edu/early-university-programs/index.aspx) SDMC school administrators shall provide information to students and their parents about opportunities for student participation in dual enrollment courses, the advisability and expectations of taking college courses during high school and how to participate in dual enrollment courses.

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3. __SDMC__school counselors shall work with eligible students on an individual basis to assess their readiness for success in college courses and request appropriate USF courses by the dual enrollment deadline.
4. ___SDMC____school counselors shall guide students in the online application process, which may include assisting the students in submitting immunization or residency records with the application, and verify student eligibility (GPA and test scores) to participate in the dual enrollment.
5. The __SDMC__school counselors shall be responsible for verifying student eligibility for participation in dual enrollment and approving course selections, as well as monitoring student performance during the semester and for grade transfers to high school reports.
6. Dual enrollment school counselor shall counsel students as needed and revise upcoming schedules for students who cannot continue in dual enrollment.
7. At least one __SDMC__school counselor will participate in a USF online training module to become familiar with academic procedures that students may need to pursue.

Additional responsibilities for districts delivering USF dual enrollment on school campuses

8. The ___SDMC___ dual enrollment administrator/ coordinator shall coordinate scheduling and staffing of dual enrollment course on the high school campuses with the USF Office of Early University Programs.
9. The __SDMC__ dual enrollment administrator/ coordinator shall coordinate annual submission of credential requests and required documents for prospective high school dual enrollment course instructors.
10. ___SDMC____ shall ensure that dual enrollment course sections taught on a high school campus contain only USF dual enrollment students and do not include any non-college credit seeking high school students.
11. __SDMC__ shall ensure that instructors of in-schools dual enrollment courses attend a USF faculty orientation and any other trainings required of USF faculty (online) prior to the start of their first semester teaching. These trainings, which are all online, include, but are not limited to, Canvas Orientation, Title IX and Faculty Standards, Mental Health Compliance, etc.
12. __SDMC__ shall ensure that, in the case of a high school dual enrollment instructor's absence, whether temporary or permanent, that the course can continue being taught by a USF-credentialed instructor.
13. __SDMC__ will ensure that high school instructors of dual enrollment classes participate in USF's assessment of student learning outcome activities if a course they teach is required to be assessed as part of a general education assessment plan or a major-specific assessment plan that is implemented by USF. This may involve requiring students to produce specific artifacts/work products that the high school instructors may be required to evaluate using a rubric developed by USF faculty.
14. __SDMC__ shall assure that all dual enrollment course instructors have passed background checks and been authorized to work via e-Verify.

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VII. USF RESPONSIBILITIES

A. Upon request, USF shall meet with students of participating high schools as they complete their dual enrollment application and/or approval forms, and consider course preferences.
B. USF shall courtesy register students for courses taken on their high school campus during the non-degree seeking registration time period or before the start of each term.
C. USF shall monitor student academic performance during participation in the dual enrollment and share information with SDMC, when necessary, to foster student success.
D. USF shall assign a university letter grade to completed coursework.
E. USF shall provide academic information to the SDMC dual enrollment administrator/coordinator within ten (10) business days following the official deadline for USF grade posting about the student(s) who are not eligible for future dual enrollment because grades have fallen below a grade of C / 2.0.
F. USF shall maintain a dual enrollment website that will contain updated information on deadlines, procedures and contact information for the dual enrollment.
G. USF shall submit this Agreement to the Florida Department of Education on an annual basis as required by s. 1007.271(21), F.S.
H. USF shall maintain an Office of Early University Programs, with a director and staff who will coordinate dual enrollment activity with the SDMC dual enrollment administrator.
I. In accordance with s. 448.095, F.S., USF shall assure that all course instructors have passed background checks and been authorized to work via e-Verify (company ID 461791).

VIII. RESPONSIBILITIES TO DISTRICTS DELIVERING USF DUAL ENROLLMENT ON SCHOOL CAMPUSES

J. For dual enrollment courses taught in high schools, the USF Office of Early University Programs, will also coordinate dual enrollment activity with the SDMC dual enrollment administrator/coordinator, participating high school principals, counselors, and instructors of dual enrollment courses.
K. USF shall provide "courtesy faculty appointments" to credentialed SDMC teachers assigned to teach dual enrollment courses on high school campuses to enable their use of Canvas and USF email, and bind those faculty members to USF's regulations, policies, and procedures.
L. USF shall provide approved course syllabi and required texts to the SDMC high school dual enrollment instructors for the coming year before the end date of the district's current year teaching contracts.
M. USF shall deliver an orientation and other faculty training to newly credentialed and assigned teachers online either asynchronously or at an agreed upon time prior to the start of fall classes in SDMC schools.
N. USF shall ensure that all its regulations, policies, and procedures are enforced in dual enrollment courses on the high school campuses, and that student support services comparable to those provided to other non-degree-seeking students at USF are provided to students taking

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courses on a high school campus. In the event of a conflict between USF's regulations, policies, or procedures and those of SDMC, USF regulations, policies, and procedures will supersede those of SDMC.

O. USF will assure that if student learning outcomes are assessed in a general education or major-specific course on one or more USF campuses (including online) and that course is offered at a high school as an off-campus instructional site, then the course at that off-campus instructional site will be included in the student learning outcome assessment process.

IX. STUDENT RESPONSIBILITIES COORDINATED BY DISTRICT/SCHOOL

A. The students shall be responsible for following all admissions and self-registration instructions on the dual enrollment website.
B. Students will self-register during the non-degree registration window each semester (See important dates to determine registration window **https://www.usf.edu/registrar/calendars/#fall2021**).
C. Students will get approved courses from their school counselors. Courses offered on a high school campus will be courtesy registered for the student. The student is responsible for USF online or USF Campus course registration.
D. The students will monitor their USF email for important dates and communications.
E. Students shall maintain at least the minimum requirements to continue in the dual enrollment.
F. Students shall be responsible for proper withdrawal from enrolled coursework within the USF drop/add period or otherwise formally withdrawing pursuant to USF guidelines. Students shall meet with their school counselors prior to dropping a course or beginning the withdrawal procedures.
G. If classes are taken on a USF campus, students are solely responsible for transportation to and from the campus. Students taking classes on a USF campus must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
H. If classes are taken online, students are responsible for having the appropriate technology. Students taking USF classes online must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
I. In accordance with Section 1007.271, Florida Statutes, high school students enrolled in dual enrollment shall be exempt from the payment of registration, tuition, textbooks, laboratory fees and required instructional materials. Students may be responsible for additional fees that may include but are not limited to a USF ID card, library fees, cost of official transcripts, parking fees, calculators, online fees and laptops.

X. GENERAL PROVISIONS

A. Dual Enrollment Transfer Guarantees. The parties must be aware of and comply with the Dual Enrollment Transfer Guarantees, which can be found at: https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf and on the attached **Appendix D**.
B. Continuity and Compliance. The parties have set forth the terms, conditions and responsibilities in the Agreement in the good faith belief that they are fully in compliance with all legal and accreditation requirements generally applicable to both parties; provided,

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however, in the event that either party determines in its sole discretion that the performance of any obligation herein is in violation of such legal or accreditation requirement, the parties agree that such obligation shall be promptly modified to the extent necessary to secure continued compliance with such legal and accreditation requirements. In the event either party determines in its sole discretion that such obligations cannot be modified in a manner to secure continued compliance, either party can terminate this Agreement effective immediately upon written notice.

C. Individual Identification. The parties shall not use the other party's trademarks, trade names, service marks, service names, brand names, domain names, URL's or Logo's or any other licensed mark or intellectual property in any manner without the prior written consent from the other party.

D. Statutes and Laws The parties agree to comply with all applicable federal and state laws and regulations regarding the protection of data security, including without limitation the Family Educational Rights and Privacy Act ("FERPA"), and to work together to facilitate the parties' obligations under those laws and regulations.

E. Amendment. Any amendments or modification to this Agreement shall require written approval from both parties.

F. Termination. This Agreement may be terminated by either party without cause upon ninety (90) days written notice. Any termination will be prospective only and will not apply to students actively enrolled in courses at of the date of the termination notice pursuant to Section L below. The foregoing notwithstanding, either party can terminate this Agreement effective immediately and upon written notice to the other if, in its sole discretion, it concludes that the other institution is incapable of fully performing the services described herein; if the health, safety or welfare of students are endangered for any reason; if the program no longer supports the educational mission of either party or if the other party has acted in violation of applicable law. In the event of time or either party terminating this Agreement, both parties agree that they will cease accepting new students into the program upon termination, but shall use best efforts to provide a "teach out" for existing students. The parties agree they will continue to fulfill each of their respective obligations as set forth in this Agreement for all students that have enrolled and/or been admitted to the program prior to termination, from the time of termination through each student's successful completion of their enrolled course(s). To clarify this provision: it is the intent of the parties that after any termination of this Agreement, the participation of all existing students will continue until they finish the coursework for the applicable semester.

G. Equal Opportunity. The Parties agree not to discriminate based on state and federal law in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.

H. Indemnification. Each party shall be responsible for the consequences of any act or failure to act on the part of itself, its employees and agents. Accordingly, each party shall be held responsible for its own sole negligence, and each party shall indemnify and hold the other parties harmless from any loss which results therefrom. No party hereto shall assume any responsibility to any other party for the consequences of any act or failure to act of any

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person, firm or corporation not a party to the Agreement. Both parties' indemnification shall be limited to the extent provided by section 768.28, Florida Statutes. Nothing contained in the foregoing shall be construed as an explicit or implied waiver of either party's sovereign immunity under Florida Law.

I. Disabilities. Students registered for Dual Enrollment at USF may access services and resources that are available for students with disabilities, which can be found at: https://www.usf.edu/student-affairs/student-accessibility/

J. Dispute Resolution. In the event that a dispute occurs between the parties with regard to the rights or duties created by this Agreement, or in the event of a breach of this Agreement by either party, the parties hereto agree to meet and confer in good faith in an effort to resolve the dispute or issue.

K. Public Records. Both parties are subject to public records requirements pursuant to Chapter 119, Florida Statutes. Each shall maintain records and documents associated with this Agreement and shall respond to public records requests in accordance with the requirements of Chapter 119, Florida Statutes.

L. Notices. All notices and other communications given or made pursuant hereto shall be in writing and shall be deemed to have been duly signed or made as of the date delivered if delivered personally or by overnight courier, when confirmed by telephone if delivered by facsimile, or seven (7) business days after being mailed by express mail international (return receipt requested), to the parties at the following addresses (or at such other address for a party as shall be specified by like notice, except that notices of changes of address shall be effective upon receipt).

M.

The University of South Florida:
Brett E. Kemker, Ph.D.
Interim Regional Chancellor and Vice
Provost 8350 N. Tamiami Trail Sarasota,
FL 34243 kemker@sar.usf.edu

With Copies to:
Office of the General Counsel
Hilary Black
University of South Florida
4202 E. Fowler Avenue, CGS 301
Tampa, FL 33620
813-974-2131 (office)
813-974-5236 (fax)
hblack@usf.edu

_____

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With Copies to:

School District Manatee County

215 Manatee Ave W

Bradenton, Florida 34205-9069

Attention: General Counsel or Board Attorney

N. Application of Florida Law. This Agreement, and the application or interpretation hereof, shall be governed exclusively by its terms and by the laws of the State of Florida, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction) that would cause application of the laws of any jurisdiction other than the State of Florida. Each of the parties to this Agreement irrevocably submits to the exclusive jurisdiction of the state courts sitting in Manatee County, Florida, for the purpose of any action arising out of or relating to this Agreement. Each of the parties to this Agreement agrees that a final judgment in such jurisdiction in any action shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by applicable law. Each of the parties hereto waives any right to trial by jury with respect to any action related to or arising out of this Agreement or any transaction contemplated hereby.

O. E-Verify Requirement. Both parties warrant they are in compliance with the E-Verify requirements set forth in § 448.095, Florida Statutes and will remain in compliance with such requirements throughout the term of the Agreement and any extensions or renewals thereof. Either party may immediately terminate the Agreement upon notice to the other party if they have a good faith belief that the other party is knowingly in breach of this warranty. The foregoing notwithstanding, in the event of such termination in the middle of a semester, the parties will cooperate to allow students to finish their current coursework without prejudice.

P. Severability. If any term or other provision of this Agreement is invalid, illegal or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Agreement nevertheless shall remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the greatest extent possible.

Q. Successors and Assigns. Each and all of the covenants, terms, provisions, and agreements contained in this Agreement shall be binding upon and inure to the benefit of the Parties hereto and, to the extent permitted by this Agreement, their respective successors and assigns. No party may assign this Agreement (by operation of law or otherwise) to any Person without the prior written consent of the other party.

R. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument and a facsimile or portable document format (PDF) document shall be deemed to be an original signature for all purposes under this Agreement.

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S. Entire Agreement. This Agreement represents the entire understanding of the parties with reference to the matters set forth herein.

T. Force Majeure. Neither Party shall be responsible for any failure or delay in its performance under this Agreement due to causes beyond its reasonable control, including but not limited to, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, war, riot, acts of terrorism, civil unrest, pandemics, an act of God (including but not limited to fire, flood, earthquakes or other natural disasters) or governmental action (including but not limited to any law, regulation, Decree or denial of visas or residence permits). In the event that either Party wishes to invoke force majeure, that Party shall within ten (10) calendar days after the occurrence of the event of force majeure has become known to that Party, send written notice of such event to the other Party. In the event that a force majeure event prevents either Party's performance for a period of thirty (30) days, either Party shall be entitled to terminate the Agreement upon written notice to the other Party. The provisions of this paragraph shall not apply to the payment of fees or to any other payments due from either Party or to the Party's obligations to provide assistance to students on-site or to facilitate their return home.

U. Personally Identifiable Information (PII). Postsecondary students taking a dual enrollment course at a college or university site may be required to provide a personal device to access technology components of coursework. In cases where a student does not own a personal device and the student is taking at least one course that requires technology at the college site, the School District will work with the University to ensure the student has appropriate support/access to meet the technology requirements of the coursework.

(Signature page to follow)

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IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SIGNATURES OF RESPONSIBLE AUTHORITIES

School District Manatee County
Manatee **County, Florida**

By: _____

Name: _____
Title: _____

By: _____
Name: _____
Title:_____

University of South Florida
Board of Trustees, a public body corporate

DocuSigned by:
By: _____
D05478EB65C6412...

Name: Brett E. Kemker, Ph.D.
Title: Interim Regional Chancellor and Vice Provost

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
Hilary Black, JD, MPH
Senior Associate General Counsel – University of South Florida
DS

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APPENDIX A

Selecting USF Courses for Dual Enrollment Credit

When selecting USF courses of dual enrollment credit, students and their advisors should consult these two sources for available courses for dual enrollment.

The State of Florida *Dual Enrollment Course High School Subject Equivalency* list:
https://www.fldoe.org/policy/articulation/

The USF course inventory:
https://usfweb.usf.edu/academic-programs/course-inventory

Many USF courses have prerequisites, so students and advisors should always check the course inventory prior to planning a schedule:
Fill in Prefix and Number, scroll down and click SEARCH. Then click on course title.

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APPENDIX B

Standardized Test Score Requirements

For Dual Enrollment Admission Minimum standardized test scores:

- SAT: 560 on Critical Reading / 530 on Math on SAT (scores taken after March 2016)
- ACT: 21 on Reading / 21 on Mathematics
- CLT 38 Verbal (V + W) / 16 Quantitative (Q math)
- PERT: 123 on Math for MAC 1105 and MAC 2311 and 114 for MAT 1033, MGF 1130, 106 on Reading *and* 103 Writing.
- CPT: See website for test score requirements
- PSAT/NMSQT or PSAT 10 Regular: Reading (24), Writing/Language (25), Mathematics (24) Digital: Reading and Writing (490), Math (480)

AP, AICE or IB exam scores may take the place of SAT/ACT/PERT scores when allowed by the USF Catalog.

All mathematics, engineering, and natural sciences courses require the student to meet the SAT math score of 530 and/or the ACT math score of 21 and/or PERT Math score of 123 MAC 1105 and MAC 2311 and for natural sciences, a score of 114 for MAT 1033, MGF 1130 for other disciplines.

All communications, humanities, and social sciences courses require the student to meet the SAT critical reading score of 560 and/or the ACT reading score of 21 and/or PERT reading score of 106 *and* PERT writing score of 103.

If in doubt about what category of scores would be necessary for a certain course, students and counselors should consult with USF staff: dualenrollment@usf.edu

Special Scores Requirements for Math Courses

Students who wish to take an advanced math course without its prerequisite can do so if they qualify by test score (see chart below).

Course Name	Qualify by prerequisite OR by test score		
	Course grade of C or higher:	SAT	ACT
Pre-calculus Algebra and Trigonometry	MAC 1105	≥570	≥24
Business Calculus	MAC 1105 or MAC 1140 or MAC 1147	≥610	≥26
Life Sciences Calculus I	MAC 1147 or MAC 1114	≥670	≥29
Engineering Calculus I	MAC 1147 or (MAC 1114 and MAC 1140)	≥670	≥29
Calculus I	MAC 1147 or (MAC 1114 and MAC 1140)	≥670	≥29

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Appendix C
Procedures for Purchasing Required Course Texts and Materials for Dual Enrollment Courses
https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx

Students attending private schools or homeschools

- Students who are admitted to take dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by the Florida Dual Enrollment Scholarship Plan.
- The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.
- After the close of dual enrollment admissions, a roster of participating students will be shared with the district/charter school and the USF bookstore.
  When dual enrollment students order their books at a campus store or online, they inform the clerk that they are taking dual enrollment courses so their name on the roster can be confirmed, and they can receive their required materials at no charge.

Students attending high schools of public school districts or public charter schools when taking courses on a USF campus or from USF online (not on their high school campus)*

- Public school districts and charter schools are required by law to pay for the required course materials needed by dual enrollment students.
- Students must obtain their required course materials from one of the USF bookstores unless unavailable there.
- Students must take care to limit purchases to the course's required materials. Sometimes professors list materials that are "recommended," "suggested," or "optional"; these are NOT covered by the schools or districts; neither are shipping charges. The cost of unrequired materials not paid for by the school district may be placed on a student's USF account as money owed, impeding their future course registration.
- Student who request home delivery for materials ordered online must pay the delivery charge.
- After dual enrollment students are registered, both schools and bookstores are notified of the students' courses.
- When ordering texts or other required materials, dual enrollment students must identify their school district and provide their USF U-number.
- After drop/add week, the bookstores send invoices to the school districts for the appropriate purchases made by the students on their dual enrollment list.
- For step-by-step details of this process: https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx
- Students taking dual enrollment classes on their high school campus are provided texts for the duration of the course by their school district.

Contact information for all USF bookstores

USF Tampa Campus	USF St. Petersburg Campus	USF Sarasota-Manatee Campus
Manager:Scott Christopher Website:USFBookstore.com Email: s.christopher@follett.com	Manager: Bryan Bell Website:USFBookstore.com Email:b.bell@follett.com	Manager: Peter McClain Website: USFBookstore.com Emailp.mcclain@follett.com

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Appendix D

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program provides secondary school students with an opportunity to take challenging courses and accelerate education opportunities. It has great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated in the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Dual enrollment course selection is important. By choosing courses wisely, students can reduce the time it takes to complete this undergraduate college degree. Students should consult with their school counselor, who must approve their course selections each term. All degree programs require general education coursework; however, students should pursue these credits at USF only is they are not accessible as need by the student at the community/state college that serves the student's area.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Number System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

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DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN THE UNIVERSITY OF SOUTH FLORIDA AND School District Manatee County

THIS AGREEMENT is made and entered into on _____ by and between University of South Florida Board of Trustees, a public body corporate (USF) and the School District Manatee County (SDMC), for the purpose of enabling dual enrollment courses to provide educational opportunities for eligible and qualified secondary school students, in Manatee County. This agreement shall serve as the Dual Enrollment Articulation Agreement pursuant to Section 1007.271, Florida Statutes. USF and SDMC are each a "Party" and collectively the "Parties."

I. TERM

This Agreement, which pertains to fall and spring semesters (no summer term), shall be effective as of July 1, 2026 and shall continue until June 30, 2027, unless terminated or amended pursuant to the provisions in this Agreement. This Agreement may be renewed on an annual basis by mutual written consent. If this Agreement is to be renewed, it shall be reviewed on an annual basis at least ninety (90) days prior to the beginning of the USF fall semester to ensure continuing compliance with state law and applicable dual enrollment requirements.

II. DUAL ENROLLMENT

A. Dual enrollment courses are taught to public school students, grades 6-12, where students receive high school credit and college credit, regardless of location or modality. USF's dual enrollment courses must simultaneously fulfill Florida high school curriculum requirements and meet USF requirements for general education or specific majors. Grade level enrollment is left to the discretion of the school district.

B. Early admission dual enrollment pursuant to Section 1007.271, F.S. requires a separate agreement; it is not a part of this agreement.

C. Courses eligible for dual enrollment must meet the following criteria:
   1. Be listed within the statewide course description and numbering system or be on the current State of Florida Dual Enrollment Course - High School Subject Area Equivalency List: https://www.fldoe.org/policy/articulation/

   2. Fulfill requirements of an associate of arts or baccalaureate degree;
   3. Apply toward the student's high school diploma and replace high school courses in the same discipline that otherwise would have been taken; and
   4. Be approved by SDMC and USF as an acceptable dual enrollment course.

   Appendix A provides guidance and links for using the FLDOE course equivalency list and the USF course inventory.

D. Courses are not eligible for dual enrollment if they (1) contain college preparatory instruction and other forms of pre-collegiate instruction or developmental education, (2) are physical education courses that focus on the physical execution of a skill rather than

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the intellectual attributes of the activity, or (3) are not specified in the *State of Florida Dual Enrollment Course – High School Equivalency List*.

E. Some USF dual enrollment courses require either prerequisite work and/or higher standardized test scores. The USF Course Inventory stipulates the prerequisites for every course in the USF catalog: https://usfweb.usf.edu/academic-programs/course-inventory; **Appendix B** lists mathematics general education courses that have elevated test score requirements.

F. Dual enrollment courses are available on any campus of USF or its online platform. Dual enrollment registration is limited to unfilled courses.

G. Students are limited by USF to no more than three (3) dual enrollment courses per semester. In addition, any co-courses such as labs are allowed up to (3) three credits. New students with no dual enrollment experience are limited to two (2) courses.

H. SDMC may place other restrictions on students taking courses for dual enrollment credit. All course decisions and enrollment plans are at the discretion of the school district.

I. All dual enrollment courses must be at least three (3) college credits or a co-credit course up to three (3) credits. Dual enrollment courses are published in the Florida Department of Education's statewide course numbering system and the State of Florida Articulation Coordinating Committee published in the *Dual Enrollment Course-High School Subject Equivalency List*. SDMC shall assign high school credit upon successful course completion and accept the post-secondary courses toward meeting requirements of Section 1003.43, Florida Statutes.

J. The number of courses a student may take could be less than the limits set by USF above at the discretion of the school or school district not USF.

III. INITIAL ELIGIBILITY

https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx

Students participating in dual enrollment courses must meet these initial eligibility requirements.

1. 3.5 cumulative unweighted high school GPA, as provided on the student transcript at time of application.
2. Meet minimum standardized test scores as outlined in **Appendix B**.
3. Approval by their school counselor or other school administrator

IV. APPLICATION

A. Process: https://www.usf.edu/early-university-programs/dual-enrollment/admission-process.aspx

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1. Students who meet the initial eligibility can apply for admission to USF dual enrollment by following the step-by-step instructions located on the website, which include activation of a USF NetID and obtaining a U number (see above).
2. School counselors should follow the step-by step instructions for completing the course approval form that must accompany each student's application. (See above).
3. Students continuing in dual enrollment do not reapply, but they and their counselors must submit a course approval form every term to be registered in courses.

B. Deadline

1. The initial application process requires two submissions in sequence.

Term or Semester	Student Application Deadline	School Course Approval Form 2
For Fall Enrollment	On or Before June 1st	On or Before June 15th
For Spring Enrollment	On/before November 15	On/before November 15

2. Students apply only once, but if they do not enroll in the term for which they were admitted, they must reapply.
3. School counselors must submit course approval forms for students every term they wish to be enrolled.

C. Determination

The Director of USF Early University Programs makes the final decision for admission approval to the dual enrollment. Denial of admissions will be communicated to both the student and the high school administrator.

D. Course Registration

1. Students who have received approval to take a USF course Online or a USF course on any USF campus will register themselves when the non-degree seeking registration window opens. School counselors shall advise students accordingly. **Fall Registration: Late July or Early August. Spring Registration: Late November or Early December.** (Students are responsible for **checking important dates (See https://www.usf.edu/registrar/calendars/) to know when to register**).
2. Students taking **USF courses on their high school campus, grades 9-12,** do not have to register their high school campus course. USF administrative staff will courtesy register students who are taking courses on their high school campus only.
3. The school counselor will be notified after registration has been completed via email.
4. The school counselor is responsible for advising students to log into Canvas/Oasis Students must log into Canvas the day before or on the first class meeting to ensure the course is available in Canvas. If not, the student must be added. Coordinators/counselors will notify the EUP office of any errors or changes during drop/ add week. After Drop/Add week, students cannot be added or dropped from registered classes.

V. CONTINUING ELIGIBLITY

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https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx

A. Students must earn at least a "C" (2.0) in dual enrollment courses.
B. Students must also maintain a weighted 3.5 GPA on high school transcripts, including dual enrollment course final grades.
C. Students who maintain a GPA of 2.0 or higher after accruing six (6) credit hours may be allowed to take up to eleven (11) credit hours per semester during future terms.
D. Students who receive a "C-", "D", "F", or "W" in any given course as designated on the USF transcript, will not be eligible for dual enrollment the subsequent fall or spring semester. Unless the GPA has been maintained at a 2.0 with other courses.
E. Courses may not be reattempted for dual enrollment credit. Students who have earned a grade below C in a course, may retake that course and utilize the university's grade forgiveness policy only one time. The retake must be approved by the Director of Early University Programs and the Grade Forgiveness Request Form must be sent to the registrar by the student. https://catalog.usf.edu/content.php?catoid=21&navoid=3364#grade-forgiveness-policy
F. All courses that are retaken under grade forgiveness are at the student's expense.

VI. COSTS

A. Instruction

1. For instruction that takes place on a USF campus or Online, SDMC shall pay USF the standard tuition rate per credit hour. While this rate has not been finalized for the coming year, it is currently $105.07, and is expected to remain that amount until changed by the state.
2. SDMC shall be responsible for payment of tuition for all students enrolled in coursework at the end of the USF drop/add period (first week of classes). If a student withdraws from a class during the drop/add period, pursuant to USF procedures, SDMC shall not be responsible for the tuition associated with that student's approved withdrawal coursework.
3. USF shall provide an invoice to SDMC no later than the Friday of the eighth week of the semester. SDMC shall render payment within forty-five (45) days.

B. Instructional Materials
https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx

1. SDMC students who are admitted to take dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by SDMC.
2. USF Writes is embedded in the USF learning platform and is a required textbook for select ENC courses. The School District can arrange to pay for the resource or advise students to select another course. Invoices are not available for these materials.
3. The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.

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3. After the close of dual enrollment registration a roster of participating students will be shared with the USF bookstore.
4. When dual enrollment students order their books at a campus store or online, they inform the clerk that they are taking dual enrollment courses so their name on the roster can be confirmed, and they can receive their required materials at no charge.
5. After dual enrollment students have "purchased" their required course materials, the USF bookstore will send an invoice to SDMC.
6. Detailed purchasing procedures for the school district and students are presented in **Appendix C** and on the Early University Programs Website (https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx).

VII. DISTRICT/SCHOOL RESPONSIBILITIES

A. SDMC shall designate a dual enrollment administrator/coordinator to oversee all student participation in USF dual enrollment and with the USF Office of Early University Programs.

B. Guided by the website (https://www.usf.edu/early-university-programs/index.aspx) SDMC school administrators shall provide information to students and their parents about opportunities for student participation in dual enrollment courses, the advisability and expectations of taking college courses during high school and how to participate in dual enrollment courses.

C. SDMC school counselors shall work with eligible students on an individual basis to assess their readiness for success in college courses and request appropriate USF courses by the dual enrollment deadline.

D. SDMC school counselors shall guide students in the online application process, which may include assisting the students in submitting immunization or residency records with the application, and verify student eligibility (GPA and test scores) to participate in the dual enrollment.

E. The SDMC school counselors shall be responsible for verifying student eligibility for participation in dual enrollment and approving course selections, as well as monitoring student performance during the semester and for grade transfers to high school reports.

F. Dual enrollment school counselor shall counsel students as needed and revise upcoming schedules for students who cannot continue in dual enrollment.

G. At least one SDMC school counselor will participate in a USF online training module to become familiar with academic procedures that students may need to pursue.

VIII. USF RESPONSIBILITIES

A. Upon request, USF shall meet with students as they complete their dual enrollment applications and/or approval forms, and consider course preferences.

B. USF shall courtesy register students for courses being taken on their high school campus during the non-degree seeking registration time period or before the start of each term.

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C. USF shall monitor student academic performance during participation in dual enrollment and share information with SDMC, when necessary, to foster student success.
D. USF shall assign a university letter grade to completed coursework.
E. USF shall provide academic information to the SDMC dual enrollment administrator within ten (10) business days following the official deadline for USF grade posting about the student(s) who are not eligible for future dual enrollment because grades have fallen below a grade of C / 2.0.
F. USF shall maintain a dual enrollment website that will contain updated information on deadlines, procedures and contact information for the dual enrollment.
G. USF shall submit this Agreement to the Florida Department of Education on an annual basis as required by s. 1007.271(21), F.S.
H. USF shall maintain an Office of Early University Programs, with a director and staff who will coordinate dual enrollment activity with the SDMC dual enrollment administrator.
I. In accordance with s. 448.095, F.S., USF shall assure that all course instructors have passed background checks and been authorized to work via e-Verify (company ID 461791).

IX. STUDENT RESPONSIBILITIES COORDINATED BY DISTRICT

A. The students shall be responsible for following all admissions and self-registration instructions on the dual enrollment website.
B. Students will self-register during the non-degree registration window each semester (see important dates to determine registration window- **https://www.usf.edu/registrar/calendars/).**
C. Students will get approved courses from their school counselors. Courses offered on a high school campus will be courtesy registered for the student. The student is responsible for online or USF Campus course registration.
D. The students will monitor their USF email for important dates and communications.
E. Students shall maintain at least the minimum requirements to continue in the dual enrollment.
F. Students shall be responsible for proper withdrawal from enrolled coursework within the USF drop/add period or otherwise formally withdrawing pursuant to USF guidelines. Students shall meet with their school counselors prior to dropping a course or beginning the withdrawal procedures.
G. If classes are taken on a USF campus, students are solely responsible for transportation to and from the campus. Students taking classes on a USF campus must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
H. If classes are taken online, students are responsible for having the appropriate technology. Students taking USF classes online must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
I. In accordance with Section 1007.271, Florida Statutes, public school students enrolled in dual enrollment shall be exempt from the payment of registration, tuition, textbooks, laboratory fees and required instructional materials. Students may be responsible for

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additional fees that may include but are not limited to a USF ID card, library fees, cost of official transcripts, parking fees, calculators, online fees and laptops.

X. GENERAL PROVISIONS

A. Dual Enrollment Transfer Guarantees. The parties must be aware of and comply with the Dual Enrollment Transfer Guarantees, which can be found at: https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf and on the attached **Appendix D**.

B. Continuity and Compliance. The parties have set forth the terms, conditions and responsibilities in the Agreement in the good faith belief that they are fully in compliance with all legal and accreditation requirements generally applicable to both parties; provided, however, in the event that either party determines in its sole discretion that the performance of any obligation herein is in violation of such legal or accreditation requirement, the parties agree that such obligation shall be promptly modified to the extent necessary to secure continued compliance with such legal and accreditation requirements. In the event either party determines in its sole discretion that such obligations cannot be modified in a manner to secure continued compliance, either party can terminate this Agreement effective immediately upon written notice.

C. Individual Identification. The parties shall not use the other party's trademarks, trade names, service marks, service names, brand names, domain names, URL's or Logo's or any other licensed mark or intellectual property in any manner without the prior written consent from the other party.

D. Statutes and Laws The parties agree to comply with all applicable federal and state laws and regulations regarding the protection of data security, including without limitation the Family Educational Rights and Privacy Act ("FERPA"), and to work together to facilitate the parties' obligations under those laws and regulations.

E. Amendment. Any amendments or modification to this Agreement shall require written approval from both parties.

F. Termination. This Agreement may be terminated by either party without cause upon ninety (90) days written notice. Any termination will be prospective only and will not apply to students actively enrolled in courses at of the date of the termination notice pursuant to Section L below. The foregoing notwithstanding, either party can terminate this Agreement effective immediately and upon written notice to the other if, in its sole discretion, it concludes that the other institution is incapable of fully performing the services described herein; if the health, safety or welfare of students are endangered for any reason; if the program no longer supports the educational mission of either party or if the other party has acted in violation of applicable law. In the event of time or either party terminating this Agreement, both parties agree that they will cease accepting new students into the program upon termination, but shall use best efforts to provide a "teach out" for existing students. The parties agree they will continue to fulfill each of their respective obligations as set forth in this Agreement for all students that have enrolled and/or been admitted to the program prior to termination, from the time of termination through each student's successful completion of their enrolled course(s). To clarify this

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provision: it is the intent of the parties that after any termination of this Agreement, the participation of all existing students will continue until they finish the coursework for the applicable semester.

G. Equal Opportunity. The Parties agree not to discriminate based on state and federal law in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.

H. Indemnification. Each party shall be responsible for the consequences of any act or failure to act on the part of itself, its employees and agents. Accordingly, each party shall be held responsible for its own sole negligence, and each party shall indemnify and hold the other parties harmless from any loss which results therefrom. No party hereto shall assume any responsibility to any other party for the consequences of any act or failure to act of any person, firm or corporation not a party to the Agreement. Both parties' indemnification shall be limited to the extent provided by section 768.28, Florida Statutes. Nothing contained in the foregoing shall be construed as an explicit or implied waiver of either party's sovereign immunity under Florida Law.

I. Disabilities. Students registered for Dual Enrollment at USF may access services and resources that are available for students with disabilities, which can be found at: https://www.usf.edu/student-affairs/student-accessibility/

J. Dispute Resolution. In the event that a dispute occurs between the parties with regard to the rights or duties created by this Agreement, or in the event of a breach of this Agreement by either party, the parties hereto agree to meet and confer in good faith in an effort to resolve the dispute or issue.

K. Public Records. Both parties are subject to public records requirements pursuant to Chapter 119, Florida Statutes. Each shall maintain records and documents associated with this Agreement and shall respond to public records requests in accordance with the requirements of Chapter 119, Florida Statutes.

L. Notices. All notices and other communications given or made pursuant hereto shall be in writing and shall be deemed to have been duly signed or made as of the date delivered if delivered personally or by overnight courier, when confirmed by telephone if delivered by facsimile, or seven (7) business days after being mailed by express mail international (return receipt requested), to the parties at the following addresses (or at such other address for a party as shall be specified by like notice, except that notices of changes of address shall be effective upon receipt).

The University of South Florida:
Brett E. Kemker, Ph.D.
Interim Regional Chancellor and Vice Provost

8350 N. Tamiami Trail Sarasota, FL
34243 kemker@sar.usf.edu

With Copies to:
Office of the General Counsel

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Hilary Black
University of South Florida
4202 E. Fowler Avenue, CGS 301
Tampa, FL 33620
813-974-2131 (office)
813-974-5236 (fax)
hblack@usf.edu

With Copies to:

School District Manatee County
215 Manatee Ave W
Bradenton, Florida 34205-9069
Attention: General Counsel or Board Attorney

M. Application of Florida Law. This Agreement, and the application or interpretation hereof, shall be governed exclusively by its terms and by the laws of the State of Florida, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction) that would cause application of the laws of any jurisdiction other than the State of Florida. Each of the parties to this Agreement irrevocably submits to the exclusive jurisdiction of the state courts sitting in Manatee County, Florida, for the purpose of any action arising out of or relating to this Agreement. Each of the parties to this Agreement agrees that a final judgment in such jurisdiction in any action shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by applicable law. Each of the parties hereto waives any right to trial by jury with respect to any action related to or arising out of this Agreement or any transaction contemplated hereby.

N. Severability. If any term or other provision of this Agreement is invalid, illegal or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Agreement nevertheless shall remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the greatest extent possible.

O. Successors and Assigns. Each and all of the covenants, terms, provisions, and agreements contained in this Agreement shall be binding upon and inure to the benefit of the Parties hereto and, to the extent permitted by this Agreement, their respective

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successors and assigns. No party may assign this Agreement (by operation of law or otherwise) to any Person without the prior written consent of the other party.

P. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument and a facsimile or portable document format (PDF) document shall be deemed to be an original signature for all purposes under this Agreement.

Q. Entire Agreement. This Agreement represents the entire understanding of the parties with reference to the matters set forth herein.

R. Force Majeure. Neither Party shall be responsible for any failure or delay in its performance under this Agreement due to causes beyond its reasonable control, including but not limited to, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, war, riot, acts of terrorism, civil unrest, pandemics, an act of God (including but not limited to fire, flood, earthquakes or other natural disasters) or governmental action (including but not limited to any law, regulation, Decree or denial of visas or residence permits). In the event that either Party wishes to invoke force majeure, that Party shall within ten (10) calendar days after the occurrence of the event of force majeure has become known to that Party, send written notice of such event to the other Party. In the event that a force majeure event prevents either Party's performance for a period of thirty (30) days, either Party shall be entitled to terminate the Agreement upon written notice to the other Party. The provisions of this paragraph shall not apply to the payment of fees or to any other payments due from either Party or to the Party's obligations to provide assistance to students on-site or to facilitate their return home.

S. Personally Identifiable Information (PII). Students taking a dual enrollment course at a post-secondary site may be required to provide a personal device to access technology for coursework. If the student does not own a personal device and is taking at least one course that requires technology, the School District will work with the post-secondary institution to ensure the student has the support/access to meet the technology requirements of coursework.

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IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SIGNATURES OF RESPONSIBLE AUTHORITIES

School District Manatee County
Manatee **County, Florida**

By: _____

Name: _____
Title: _____ _____

By: _____
Name: _____
Title: _____

University of South Florida
Board of Trustees, a public body corporate

DocuSigned by:
By: _____
D05478EB05C0412...

Name: Brett E. Kemker, Ph.D.
Title: Interim Regional Chancellor and Vice Provost

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
Hilary Black, JD, MPH
Senior Associate General Counsel – University of South Florida
DS
CT

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APPENDIX A

Selecting USF Courses for Dual Enrollment Credit

When selecting USF courses of dual enrollment credit, students and their advisors should consult these two sources for available courses for dual enrollment.

The State of Florida *Dual Enrollment Course High School Subject Equivalency* list:

https://www.fldoe.org/policy/articulation/

The USF course inventory:

https://usfweb.usf.edu/academic-programs/course-inventory

Many USF courses have prerequisites, so students and advisors should always check the course inventory prior to planning a schedule:
Fill in Prefix and Number, scroll down and click SEARCH. Then click on course title.

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APPENDIX B
Standardized Test Score Requirements

For Dual Enrollment Admission Minimum standardized test scores:

- SAT: 560 on Critical Reading / 530 on Math on SAT (scores taken after March 2016)
- ACT: 21 on Reading / 21 on Mathematics
- CLT: 38 Verbal (V + W)/ 16 Quantitative (Q math)
- PERT: 123 on Math for MAC 1105 and MAC 2311 and 114 for MAT 1033, MGF X130 and a 106 on Reading and 103 Writing.
- CPT: See Website for test score requirements
- PSAT/NMSQT or PSAT 10 Regular: Reading (24), Writing/Language (25), Mathematics (24) Digital: Reading and Writing (490), Math (480)

AP, AICE or IB exam scores may take the place of SAT/ACT/PERT scores when allowed by the USF Catalog.

All mathematics, engineering, and natural sciences courses require the student to meet the SAT math score of 530 and/or the ACT math score of 21 and/or PERT Math score of 123 for MAC 1105 and MAC 2311 or a score of 114 for MAT 1033, MGF X130 for other courses. All communications, humanities, and social sciences courses require the student to meet the SAT critical reading score of 560 and/or the ACT reading score of 21 and/or PERT reading score of 106 *and* PERT writing score of 103.

If in doubt about what category of scores would be necessary for a certain course, students and counselors should consult with USF staff: dualenrollment@usf.edu

Special Scores Requirements for Math Courses

Students who wish to take an advanced math course without its prerequisite can do so if they qualify by test score (see chart below).

Course Name	Qualify by prerequisite OR by test score		
	Course grade of C or higher	SAT	ACT
Precalculus Algebra and Trigonometry	MAC 1105	≥570	≥24
Business Calculus	MAC 1105 or MAC 1140 or MAC 1147	≥610	≥26
Life Sciences Calculus I	MAC 1147 or MAC 1114	≥670	≥29
Engineering Calculus I	MAC 1147 or (MAC 1114 and MAC 1140)	≥670	≥29
Calculus I	MAC 1147 or (MAC 1114 and MAC 1140)	≥670	≥29

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Appendix C

Procedures for Purchasing Required Course Texts and Materials for Dual Enrollment Courses

https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx

Students attending private schools or homeschools

- Students who are admitted to take dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by the Florida Dual Enrollment Scholarship Plan.
- The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.
- After the close of dual enrollment admissions, a roster of participating students will be shared with SDMC and the USF bookstore.
- When dual enrollment students order their books at a campus store or online, they inform the clerk that they are taking dual enrollment courses so their name on the roster can be confirmed, and they can receive their required materials at no charge.

Students attending high schools of public school districts or public charter schools when taking courses on a USF campus or from USF online (not on their high school campus)*

- Public school districts and public charter schools are required by law to pay for the required course materials needed by dual enrollment students.
- Students must obtain their required course materials from one of the USF bookstores unless unavailable there.
- Students must take care to limit purchases to the course's required materials. Sometimes professors list materials that are "recommended," "suggested," or "optional"; these are NOT covered by the schools or districts; neither are shipping charges. The cost of unrequired materials not paid for by the school district may be placed on a student's USF account as money owed, impeding their future course registration.
- Student who request home delivery for materials ordered online must pay the delivery charge.
- After dual enrollment students are registered, both schools and bookstores are notified of the students' courses.
- When ordering texts or other required materials, dual enrollment students must identify their school district and provide their USF U-number.
- After drop/add week, the bookstores send invoices to the school districts for the appropriate purchases made by the students on their dual enrollment list.
- For step-by-step details of this process: https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx
- Students taking dual enrollment classes on their high school campus are provided texts for the duration of the course by their school district.

Contact information for all USF bookstores

USF Tampa Campus	**USF St. Petersburg Campus**	**USF Sarasota-Manatee Campus**
Manager:Scott Christopher Website:USFBookstore.com Email: s.christopher@follett.com	Manager: Bryan Bell Website:USFBookstore.com Email:b.bell@follett.com	Manager: Peter McClain Website: USFBookstore.com Emailp.mcclain@follett.com

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Appendix D

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program provides students in grades 6-12 an opportunity to take challenging courses and accelerate education opportunities. It has great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated in the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Dual enrollment course selection is important. By choosing courses wisely, students can reduce the time it takes to complete this undergraduate college degree. Students should consult with their school counselor, who must approve their course selections each term. All degree programs require general education coursework; however, students should pursue these credits at USF only is they are not accessible as need by the student at the community/state college that serves the student's area.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Number System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

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EARLY ADMISSION DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN THE UNIVERSITY OF SOUTH FLORIDA AND School District Manatee County

THIS AGREEMENT is made and entered into on _____ by and between University of South Florida Board of Trustees, a public body corporate (USF) and the School District Manatee County (SDMC) for the purpose of enabling early admission dual enrollment for eligible and qualified high school students to attend USF fulltime during their senior year. This agreement shall serve as the Early Admission Dual Enrollment Articulation Agreement pursuant to Section 1007.271, Florida Statutes. USF and SDMC are each a "Party" and collectively the "Parties."

I. TERM

This Agreement shall be effective as of July 1, 2026 and shall continue until June 30, 2027, unless terminated or amended pursuant to the provisions in this Agreement. This Agreement may be renewed on an annual basis by mutual written consent. If this Agreement is to be renewed, it shall be reviewed on an annual basis at least ninety (90) days prior to the early admission deadline to ensure continuing compliance with state law and applicable dual enrollment requirements.

II. EARLY ADMISSION DUAL ENROLLMENT

A. DEFINITION
According to 1007.271, Florida Statutes, Subsection 10, early admission is a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. A student must enroll in a minimum of 12 college credit hours per semester or the equivalent to participate in the early admission program; however, a student may not be required to enroll in more than 15 college credit hours per semester or the equivalent. Students enrolled pursuant to this subsection are exempt from the payment of registration, tuition, and laboratory fees.

B. Courses taken for dual enrollment credit by early admission students are approved by SDMC and USF, as meeting the following criteria:
1. They are listed within the statewide course description and numbering system on the current State of Florida Dual Enrollment Course - High School Subject Area Equivalency List https://www.fldoe.org/policy/articulation/
2. They fulfill requirements of an associate of arts or baccalaureate degree;
3. They fulfill requirements of the Florida high school diploma and replace high school courses in the same discipline that otherwise would have been taken.

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C. Courses are not eligible for inclusion in dual enrollment if the course contains college preparatory instruction and other forms of pre-collegiate instruction or developmental education, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity and courses not specified in the Dual Enrollment Course - High School Subject Area Equivalency List https://www.fldoe.org/policy/articulation/

D. Some USF courses require either prerequisite work and/or higher standardized test scores. The USF Course Inventory stipulates the prerequisites for every course in the USF catalog. https://academicplanning.usf.edu; Appendix A illustrates the kind of courses that may have elevated requirements.

E. Early admission students must take 12-15 credits each semester. This usually equates to 4-5 courses per term plus co-courses as required.

F. Early admission students may enroll in dual enrollment courses that are offered on any USF campus or by USF online. Early admission courses are not delivered on high school campuses.

G. Dual enrollment courses and high school credit earned are designated by the Florida Department of Education's statewide course numbering system and the State of Florida Articulation Coordinating Committee as published in the *Dual Enrollment Course-High School Subject Equivalency List*. SDMC shall assign high school credit upon successful completion and accept the post-secondary courses toward meeting requirements of Section 1003.43, Florida Statutes.

III. ELIGIBILITY

SDMC students may be excused from the last two semesters of their high school experience if USF accepts them for early admission. To be eligible to participate in early admission at USF the student must do the following:

A. Have already completed the equivalent of the junior year of high school requiring only one additional year to complete high school graduation requirements.
B. Have a high school grade point average of 3.8 unweighted or better as determined by current high school transcripts, unless homeschooled. Homeschooled students must meet all other requirements
C. Have SAT, ACT, or CLT scores that meet these minimums:
SAT: overall 1300, with at least 580 in Critical Reading and 580 in Mathematics
ACT: composite score of 29 with no less than a score of 29 English
CLT: 38 Verbal (V+W) / 16 Quantitative (Q math) Total score 92
NOTE: (USF does not accept PERT scores for early admission);
scores are also required for course placement in some math courses, see **Appendix B**.
D. Submit a completed USF Online Application for Admission as an Undergraduate student.
E. Submit a completed Early Admission letter of intent. See application process on website: https://www.usf.edu/early-university-programs/early-admission/application-procedures.aspx

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IV. APPLICATION PROCESS

A. The Student:
   1. Initiates the application process by contacting the school counselor, coordinator or homeschool or PEP administrator that will inform the Early University Programs Office about the student's intent.
   2. Follow the instructions for early admission provided on the website **See** (https://www.usf.edu/early-university-programs/early-admission/index.aspx), which provide the steps for application:
      a. Parent/Guardian and student submit the undergraduate application with all required documentation (test scores, residency, immunization, partial official high school transcripts) electronically to the Office of Admission when prompted.
      b. Parent/Guardian and student begin the early admissions process by completing a letter of intent and working with school counselor or school administrator. This alerts the Early University Programs Office.

B. The School Counselor/Homeschool or PEP Administrator:
   1. The school counselor, coordinator or homeschool or PEP administrator completes the early admissions approval forms with the student.
      a. verifying required test scores and required GPA, and
      b. providing a list of remaining high school graduation requirements (if any)
   2. The school counselor, coordinator or homeschool or PEP administrator submits the approval form "CAF" electronically to the USF Early University Programs Office.

C. Deadline
   All required forms for applying to Fall early admission must be submitted to the USF Office of Early University Programs **on or before March 1st of the student's junior year.** All applications for Fall early admission must be completed and submitted by **March 1st.** This includes sending official "partial" high school transcripts, official college transcripts from all schools attended, and required test scores **to the USF Office of Admissions. Students should start applying in the fall of their Junior Year (Sept 1).** This ensures all test scores, transcripts, and paper work are submitted on time.

D. Determination
   The Director of USF Early University Programs evaluates all applications for early admissions. Any application that is deemed "denial of admission" will be communicated to the student, school counselor/coordinator, homeschool, or PEP administrator.

V. CONTINUING ELIGIBLITY

A. During their early admission year, students must maintain at least a "C" (2.0) unweighted USF GPA for their dual enrollment courses to continue eligibility in the program.
B. Students must also maintain a weighted 3.5 GPA on high school transcripts that include the dual enrollment course final grades.
C. Grades of "C-", "D", "F", or "W" will not be counted for dual enrollment credit.
D. A student who earns a grade of "C-", "D", "F", or "W" in fall semester will not be able to continue in early admission during spring semester.

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VI. COSTS

A. Cost of Instruction

1. Public Schools and Charter Schools (Or Private Schools Converting to Charter)

   i. Early Admission students do not pay for tuition or academic fees.
   ii. SDMC shall pay USF the undergraduate base tuition rate per credit hour for students participating in USF early admission.
   iii. SDMC shall be responsible for payment of tuition ($105.07 per credit) for all students enrolled in coursework at the end of the USF drop/ add period. If a student withdraws during the drop/add period, pursuant to USF procedures SDMC shall not be responsible for the tuition associated with that student's approved withdrawal coursework.
   iv. USF shall provide an invoice to SDMC approximately (45) days after the first week of classes. SDMC shall render payment within thirty (30) days after received the invoice.

2. Private Schools (not Charter), Homeschool Students, and PEP Students administrators will not pay as indicated above unless their status changes to public or a charter school student. Private Schools, Homeschool/ PEP payments are covered as seen below.

   i. The Florida Dual Enrollment Scholarship Plan shall be responsible for payment of tuition for all students enrolled in coursework at the end of the USF drop/add period (first week of classes).

B. Cost of Instructional Materials

1. Public Schools and Charter Schools

   i. See https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx
   ii. Public school districts and charter schools are required by law to pay for the required course materials needed by early admission dual enrollment students.
   iii. Students must obtain their required course materials from one of the USF bookstores unless unavailable there. Public Schools and Charter Schools will pay for USF Writes should that resource be required in the ENC courses or students can take alternate courses.
   iv. Students must take care to limit purchases to the course's required materials. Sometimes professors list materials that are "recommended," "suggested," or "optional"; these are NOT covered by the schools or districts; neither are shipping charges. The cost of unrequired materials not paid for by the school district may be placed on a student's USF account as money owed, impeding their future course registration.
   v. Students may request home delivery for materials ordered online, but they must pay the delivery charges.

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2. Private Schools, Homeschooled Students and PEP Students

   i. See https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx
   ii. Students who are admitted taking dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by the Florida Dual Enrollment Scholarship Plan. Unless the course requires USF Writes. This resource will be paid by the Private School or Homeschool or PEP Administrator not the student.
   iii. The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.
   iv. After the close of dual enrollment admissions, a roster of participating students will be shared with the USF Follett Bookstore.
   v. When dual enrollment students order their books at a campus store or online, they inform the clerk that they are taking dual enrollment courses so their name on the roster can be confirmed, and they can receive their required materials at no charge.

C. Process

1. Each semester, after early admission students are registered, the bookstore is notified by USF of the students courses.
2. When ordering texts or other required materials, dual enrollment students must identify where they attend school and provide their USF U-number.
3. After drop/add week, the bookstore will send invoices to the school districts and charter schools for the appropriate purchases made by the students on their dual enrollment list.
4. USF will send the captured costs from homeschool and private schoolsto the Department of Education for reimbursement from the Dual Enrollment Scholarship Plan.
5. Detailed purchasing procedures for the school, district, and students are presented in Appendix C and on the Dual Enrollment website.

See: https://www.usf.edu/early-university-programs/dual-enrollment/bookstoreprocess.aspx

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VII. DISTRICT/CHARTER SCHOOLS/PRIVATE SCHOOLS/HOMESCHOOL OR PEP ADMINISTRATORS RESPONSIBILITIES

A. SDMC shall provide information to students and their parents about USF's early admissions program to include the website, email address, and key deadlines to be aware of to begin the process of applying.
B. SDMC shall verify student eligibility to participate in early admission.
C. SDMC shall work with students to guide in the online application process. This includes assisting students' with immunization records, residency records and test scores for the students to upload during the application period.
D. SDMC shall guide students to information about how to obtain required instructional materials.
E. SDMC shall maintain communication with USF staff to facilitate student success as an early admission student.
F. SDMC shall provide appropriate high school credit for coursework satisfactorily completed by students participating in early admission.

VIII. USF RESPONSIBILITIES

A. USF staff shall provide guidance to students and school counselors in application and registration process.
B. USF shall monitor student academic performance during their early admission year, and share information with SDMC, when necessary, to ensure student success.
C. USF shall assign a university letter grade to completed USF coursework.
D. USF shall provide academic information to the SDMC dual enrollment administrator within ten (10) business days following the official deadline for USF grade posting about the student(s) who are not eligible for future dual enrollment because grades have fallen below a grade of C / 2.0.
E. USF shall maintain a Dual Enrollment/Early Admission website that will contain updated information on deadlines, procedures and contact information.
F. USF shall submit this Agreement to the Florida Department of Education on an annual basis as required by 1007.271(21), F.S.
G. USF shall maintain an Office of Early University Programs, with a director and staff who will coordinate dual enrollment activity with the SDMC district administrator.
H. USF shall assure that all course instructors have been authorized to work via e-Verify and background checks.

IX. STUDENT RESPONSIBILITIES

A. Students shall maintain at least the minimum requirements to continue in early admission through fall and spring semesters.
B. Students will check USF communications regularly in their USF email account

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C. Students will self-register for approved courses in the registration window found under important dates on the registrar's website.
D. Students will communicate regularly with the USF advisor.
E. Student shall get approved courses from their school counselors/coordinators/or homeschool administrator. The student is responsible for online or USF Campus course registration.
F. If classes are taken on a USF campus, students are solely responsible for transportation to and from the campus. Students taking classes on a USF campus must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
G. If classes are taken online, students are responsible for having the appropriate technology. Students taking USF classes online must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
H. Students shall be responsible for proper withdrawal from enrolled coursework within the USF drop/add period or otherwise formally withdrawing pursuant to USF guidelines. Students shall confer with their school counselors prior to dropping a course or beginning the withdrawal procedures.
I. Although early admission students are exempt from the payment of registration, textbooks, tuition, laboratory fees and required instructional materials, they may be responsible for additional fees that may include but are not limited to a USF ID card, library fees, cost of official transcripts, parking fees, calculators, online fees and laptops.

X. GENERAL PROVISIONS

A. Dual Enrollment Transfer Guarantees. The parties must be aware of and comply with the Dual Enrollment Transfer Guarantees, which can be found at: https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf and on the attached Appendix D.
B. Continuity and Compliance. The parties have set forth the terms, conditions and responsibilities in the Agreement in the good faith belief that they are fully in compliance with all legal and accreditation requirements generally applicable to both parties; provided, however, in the event that either party determines in its sole discretion that the performance of any obligation herein is in violation of such legal or accreditation requirement, the parties agree that such obligation shall be promptly modified to the extent necessary to secure continued compliance with such legal and accreditation requirements. In the event either party determines in its sole discretion that such obligations cannot be modified in a manner to secure continued compliance, either party can terminate this Agreement effective immediately upon written notice.
C. Individual Identification. The parties shall not use the other party's trademarks, trade names, service marks, service names, brand names, domain names, URL's or Logo's or any other licensed mark or intellectual property in any manner without the prior written consent from the other party.
D. Statutes and Laws The parties agree to comply with all applicable federal and state laws and regulations regarding the protection of data security, including without

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limitation the Family Educational Rights and Privacy Act ("FERPA"), and to work together to facilitate the parties' obligations under those laws and regulations.

E. Amendment. Any amendments or modifications to this Agreement shall require written approval from both parties.

F. Termination. This Agreement may be terminated by either party without cause upon ninety (90) days written notice. Any termination will be prospective only and will not apply to students actively enrolled in courses at of the date of the termination notice pursuant to Section L below. The foregoing notwithstanding, either party can terminate this Agreement effective immediately and upon written notice to the other if, in its sole discretion, it concludes that the other institution is incapable of fully performing the services described herein; if the health, safety or welfare of students are endangered for any reason; if the program no longer supports the educational mission of either party or if the other party has acted in violation of applicable law. In the event of time or either party terminating this Agreement, both parties agree that they will cease accepting new students into the program upon termination, but shall use best efforts to provide a "teach out" for existing students. The parties agree they will continue to fulfill each of their respective obligations as set forth in this Agreement for all students that have enrolled and/or been admitted to the program prior to termination, from the time of termination through each student's successful completion of their enrolled course(s). To clarify this provision: it is the intent of the parties that after any termination of this Agreement, the participation of all existing students will continue until they finish the coursework for the applicable semester.

G. Equal Opportunity. The Parties agree not to discriminate based on state and federal law in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.

H. Indemnification. Each party shall be responsible for the consequences of any act or failure to act on the part of itself, its employees and agents. Accordingly, each party shall be held responsible for its own sole negligence, and each party shall indemnify and hold the other parties harmless from any loss which results therefrom. No party hereto shall assume any responsibility to any other party for the consequences of any act or failure to act of any person, firm or corporation not a party to the Agreement. Both parties' indemnification shall be limited to the extent provided by section 768.28, Florida Statutes. Nothing contained in the foregoing shall be construed as an explicit or implied waiver of the either parties' sovereign immunity under Florida Law.

I. Disabilities. Students registered for Dual Enrollment at USF may access services and resources that are available for students with disabilities, which can be found at: https://www.usf.edu/student-affairs/student-accessibility/

J. Dispute Resolution. In the event that a dispute occurs between the parties with regard to the rights or duties created by this Agreement, or in the event of a breach of this Agreement by either party, the parties hereto agree to meet and confer in good faith in an effort to resolve the dispute or issue.

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K. Public Records. Both parties are subject to public records requirements pursuant to Chapter 119, Florida Statutes. Each shall maintain records and documents associated with this Agreement and shall respond to public records requests in accordance with the requirements of Chapter 119, Florida Statutes.

L. Notices. All notices and other communications given or made pursuant hereto shall be in writing and shall be deemed to have been duly signed or made as of the date delivered if delivered personally or by overnight courier, when confirmed by telephone if delivered by facsimile, or seven (7) business days after being mailed by express mail international (return receipt requested), to the parties at the following addresses (or at such other address for a party as shall be specified by like notice, except that notices of changes of address shall be effective upon receipt).

The University of South Florida:
Brett E. Kemker, Ph.D.
Interim Regional Chancellor and Vice Provost,

USF 8350 N. Tamiami Trail Sarasota, FL
34243 Email: kemker@usf.edu

With Copies to:
Office of the General Counsel
Hilary Black
4202 E. Fowler Avenue, CGS 301 Tampa,
FL 33620
813-974-2131 (office)
813-974-5236 (fax)
hblack@usf.edu

With Copy to: (optional)
School District Manatee County
215 Manatee Ave W
Bradenton, Florida 34205-9069
Attention: General Counsel or Board Attorney

M. Application of Florida Law. This Agreement, and the application or interpretation hereof, shall be governed exclusively by its terms and by the laws of the State of Florida, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction) that would cause application of the laws of any jurisdiction other than the State of Florida. Each of the parties to this Agreement irrevocably submits to the exclusive jurisdiction of the state courts sitting in Manatee County, Florida, for the purpose of any action arising out of or relating to

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this Agreement. Each of the parties to this Agreement agrees that a final judgment in such jurisdiction in any action shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by applicable law. Each of the parties hereto waives any right to trial by jury with respect to any action related to or arising out of this Agreement or any transaction contemplated hereby.

N. Severability. If any term or other provision of this Agreement is invalid, illegal or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Agreement nevertheless shall remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the greatest extent possible.

O. Successors and Assigns. Each and all of the covenants, terms, provisions, and agreements contained in this Agreement shall be binding upon and inure to the benefit of the Parties hereto and, to the extent permitted by this Agreement, their respective successors and assigns. No party may assign this Agreement (by operation of law or otherwise) to any Person without the prior written consent of the other party.

P. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument and a facsimile or portable document format (PDF) document shall be deemed to be an original signature for all purposes under this Agreement.

Q. Entire Agreement. This Agreement represents the entire understanding of the parties with reference to the matters set forth herein.

R. Force Majeure. Neither Party shall be responsible for any failure or delay in its performance under this Agreement due to causes beyond its reasonable control, including but not limited to, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, war, riot, acts of terrorism, civil unrest, an act of God (including but not limited to fire, flood, earthquakes or other natural disasters) or governmental action (including but not limited to any law, regulation, Decree or denial of visas or residence permits). In the event that either Party wishes to invoke force majeure, that Party shall within ten (10) calendar days after the occurrence of the event of force majeure has become known to that Party, send written notice of such event to the other Party. In the event that a force majeure event prevents either Party's performance for a period of thirty (30) days, either Party shall be entitled to terminate the Agreement upon written notice to the other Party. The provisions of this paragraph shall not apply to the payment of fees or to any other payments due from either Party or to the Party's obligations to provide assistance to students on-site or to facilitate their return home.

S. Personally Identifiable Information (PII). Students taking a dual enrollment course at a post-secondary site may be required to provide a personal device to access technology for coursework. If the student does not own a personal device and is taking at least one course that requires technology, the School District will work with the post-secondary institution to ensure the student has the support/access to meet the technology requirements of coursework.

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IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SIGNATURES OF RESPONSIBLE AUTHORITIES

School District Manatee County
Manatee **County, Florida**

By: _____

Name: _____
Title: _____ _____

By: _____

Name: _____
Title: _____

University of South Florida
Board of Trustees, a public body corporate

DocuSigned by:
By: _____
D05476EB05C0412...

Name: Brett E. Kemker, Ph.D.
Title: Interim Regional Chancellor and Vice Provost

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
Hilary Black, JD, MPH
Senior Associate General Counsel – University of South Florida

DS

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APPENDIX A

Selecting USF Courses for Dual Enrollment Credit

When selecting USF courses of dual enrollment credit, students and their advisors should consult these two sources for available courses for dual enrollment.

The State of Florida *Dual Enrollment Course High School Subject Equivalency* list:
https://www.fldoe.org/policy/articulation/

The USF course inventory:
https://usfweb.usf.edu/academic-programs/course-inventory

Many USF courses have prerequisites, so students and advisors should always check the course inventory prior to planning a schedule:
Fill in Prefix and Number, scroll down and click SEARCH. Then click on course title.

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APPENDIX B

STANDARDIZED TEST SCORES

For students to be considered for early admission they must have standardized test scores (SAT CLT, and/or ACT) that meet these minimum standards:

SAT: overall 1300, with at least 580 in Critical Reading and 580 in Mathematics
ACT: composite score of 29 with no less than a score of 29 English
CLT: 38 Verbal +38 Writing / 16 Quantitative (Q math) Total 92

All English and humanities courses require the student to meet the SAT critical reading score of 560 and/or the ACT reading score of 21.

All science and math courses require a minimum SAT math score of 530 and/or ACT math score of 21. Students are encouraged to work with their assigned USF advisor once admitted.

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Appendix C

PROCESS FOR PUBLIC OR PUBLIC CHARTER SCHOOL STUDENTS TAKING USF COURSES ON A USF CAMPUS OR ONLINE. (Students do not pay for textbooks. The School District pays for textbooks).

- Go to the **USF bookstore website**
- Input your University ID Number in the section labeled "Shop by Student ID"
- On the next page, select the appropriate campus and term
- Look up the required materials for each of your courses
    - Unless noted by the professor, USF allows you to select any new or used book (digital or hard copy); however school districts may stipulate preferred options. Please check with your school counselor to see whether school/district has instructions pertaining to the types of books you should purchase or rent.
    - o Professors sometimes list "suggested" or "recommended" materials; however schools/ districts only pay for required course materials, and students will be billed for the purchase of anything that is not listed as "required."
- Once you have selected all required materials for all of your classes, you should continue to the Order Summary screen.
- At Order Summary, review your order and follow the prompts to checkout.
- You may request home delivery for materials ordered online, but to do so you must pay the delivery charges when you place the order. Books can be picked up at a USF bookstore free-of-charge.
- You will have money assigned to your account to cover the costs of your books and materials. If after you re-enter your University ID during checkout, you find that you are still being prompted to pay, it means that you have exceeded the expected cost of your required texts. Please email both the bookstore managers (**nando@usf.edu** and **k.trovli@follett.com**) for prompt assistance in expanding this allowance as needed.

PROCESS FOR PRIVATE SCHOOL OR HOMESCHOOL STUDENTS TAKING USF COURSES ON A USF CAMPUS OR ONLINE

DON'T GET CHARGED!!!! NOTE: DUAL ENROLLMENT STUDENTS WILL BE BILLED FOR ANY RECOMMENDED MATERIALS THAT THEY ADD TO THEIR CART. ONLY PURCHASE REQUIRED MATERIALS.

- Students who are admitted to take dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by the Florida Dual Enrollment Scholarship Plan.
- Students will use the financial aid prepaid accounts for purchase. For questions, please see contacts below.
- The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.

PROCESS FOR PUBLIC SCHOOL STUDENTS TAKING USF COURSES ON THEIR HIGH SCHOOL CAMPUS(Not eligible for Early Admissions)

- Students taking dual enrollment courses on their high school campuses are provided by the school with a copy of the text to use for the semester. Students return their texts at the end of term.
- By June 1, the school district will provide the USF Follett bookstore of the campus in its region with its textbook order for the next year. The bookstore places the order with the publisher.
- When the ordered texts are delivered, the bookstore delivers them to the district office.
  The books remain the property of the school district for reuse in dual enrollment courses.

CONTACT INFORMATION FOR ALL USF BOOKSTORES

USF Tampa Campus	**USF St. Petersburg Campus**	**USF Sarasota-Manatee Campus**
Manager:Scott Christopher Website:USFBookstore.com Email: s.christopher@follett.com	Manager: Bryan Bell Website:USFBookstore.com Email:b.bell@follett.com	Manager: Peter McClain Website: USFBookstore.com Emailp.mcclain@follett.com

https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx

Docusign Envelope ID: 0129326B-53D3-44C3-8D91-1DB5FFE203D3

Appendix D

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

July 2012

AGENDA ITEM NO. 11.7

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Memorandum of Understanding (MOU) between Manatee Education Foundation and the School District of Manatee County to Provide Funds Awarded from United Way Suncoast Summer Care Grant (Incoming Grant Funds)

Executive Summary
The Memorandum of Understanding (MOU) between Manatee Education Foundation (MEF) and the School District of Manatee County is to provide funds to be applied to costs incurred by the District for fulfilment of requirements set in the United Way Suncoast (UWS) Summer Care Grant, awarded to MEF, to expand the 2026 District Summer Bridge Program by up to three classrooms. The Summer Bridge Program will serve students who have completed Voluntary Pre-Kindergarten (VPK) and are transitioning to kindergarten from low socioeconomic households, prioritizing ALICE families residing in the attendance zones of the ten UWS schools of focus. The funds will provide extended learning opportunities and high quality literacy experiences targeting kindergarten readiness skills.

MEF intends to invest $40,710.00 for the period commencing May 1, 2026, and ending September 1, 2026, which the School District of Manatee County will receive and distribute based on the requirements outlined in the UWS Summer Care Grant, for salary and instructional materials to support Summer Bridge classrooms at each of the following schools:

- Daughtrey Elementary
- Samoset Elementary

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Learn | Goal 1
Refine the elementary instructional model to strengthen the focus on foundational literacy skills in meeting each student's needs

Recommendation

The Superintendent recommends approval of the Memorandum of Understanding (MOU) between Manatee Education Foundation and the School District of Manatee County to provide funds awarded from United Way Suncoast Summer Care Grant (Incoming Grant funds).

Financial Impact
There is no cost to the General Fund.

Contact
Submitting Department: Curriculum and Professional Learning
Initiated By: Alison Nichols

Attachments:
MEF & SDMC UWS Summer Care Grant MOU

MEMORANDUM OF UNDERSTANDING
between
Manatee Education Foundation, INC.
And
School District of Manatee County

Manatee Education Foundation "MEF" and School District of Manatee County ("Partner") enter into this Memorandum of Understanding (the "Agreement") for the purpose to provide funds to be applied to costs incurred by the school district for fulfillment of requirements set in the awarded United Way Suncoast Summer Care Grant for the 2026 SDMC Summer Bridge Program.

Purpose: The Summer Bridge program will specifically serve pre-k students transitioning to kindergarten from low socioeconomic households, prioritizing ALICE families residing in the attendance zones of the ten United Way Suncoast (UWS) Schools of Focus. These young learners often face barriers that can impact early academic readiness, including limited access to high-quality early learning resources, reduced exposure to foundational literacy experiences, and fewer opportunities for structured enrichment.

Contract Date: May 1, 2026 – September 1, 2026

Funding Agreement: MEF reserves the right to amend or terminate this Agreement if performance expectations by the Agency are not met or if any other significant concerns related to the Partner's accountability emerge.

Contract Amount: MEF intends to invest a maximum of $40,710.00 for the period commencing May 1, 2026, and commencing September 1, 2026.

Payment Dates: Payment of funds shall be made to SDMC once funds are received by MEF from United Way Suncoast.

---

1. **Scope of Service.**

   The recipient will be responsible for facilitating the requirements of the grant received by United Way Suncoast.

2. **Time of Performance.**

   Services of the Subrecipient shall start on the 1st of May 2026 and conclude upon completion of the Services and any reporting required to comply with the terms and conditions of the Grant.

3. **Payment**.

   Grantor has agreed to provide a maximum amount of $40,710.00 to the Subrecipient for the Services over the lifetime of the agreement. The Funds shall be delivered to the Subrecipient by the Manatee Education Foundation, Inc., within __30__ days from the statement of need from the school district and the execution of this agreement.

   Year 1 total maximum amount to be paid: $40,710.00

4. **Progress Reports.**

The Subrecipient and Grantee shall provide Grantor with written reports as to the status of development of the Program as detailed in the United Way Suncoast Agreement.

Notwithstanding the reporting requirements set forth herein, Subrecipient shall promptly provide Grantee and Grantor with any additional information as may be required to comply with the terms and conditions of the Grant.

5. **Financial Records.**

For a period of up to three (3) years after the end of the fiscal year in which the funding is awarded or termination of this Agreement, the School District of Manatee County shall have the right to review and audit any and all financial records or any other records having to do with this Agreement, at any time. Subrecipient agrees to cooperate fully on any review or audit conducted by United Way Suncoast.

6. **Notices.**

Any notices, reports, or any other type of documentation required by this Agreement shall be sufficient if sent by the parties via United States mail, postage paid, to the addresses listed below:

Kathy Price
Kathy Price (Apr 1, 2026 15:05:42 EDT)

Kathy Price
Executive Director
Manatee Education Foundation
kathy.price@manateeschools.net

Derek Jensen
Deputy Superintendent of Instruction
School District of Manatee County
jensend3@manateeschools.net

Dr. Laurie Breslin
Superintendent
School District of Manatee County
breslinl2@manateeschools.net

AGENDA ITEM NO. 11.8

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of Request to Declare Surplus and Dispose of District Vehicles (Possible Incoming Funds to General Fund)

Executive Summary
Schools and departments have reported various items as obsolete, traded in on new equipment, or used for parts, and have requested the items be disposed of.

School Board of Manatee County Policy No 7320 - Sale, Transfer or Disposal of Real or Tangible Personal Property, outlines the procedures to be followed in the acquisition, supervision, accountability, control, transfer and disposal of the District's property.

Items are declared surplus in order to remove them from inventory accountability at the present cost center and dispose of them as provided for in Florida Statute 274. Disposition may involve any of the following; sale by public auction, sale or transfer to another governmental entity, scrap for reusable parts, recycled, or donation to a School Board designated receiver.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends the approval of request to declare surplus and dispose of District vehicles (Possible Incoming Funds to General Fund).

Financial Impact
There is no cost to the General Fund. All assets have fully depreciated. Any revenue generated through auction and/or recycling will be placed in the District's General Fund.

Contact
Submitting Department: Property Records/Records Management
Initiated By: Scott Hansen

Attachments:
Bus-White Fleet Disposals-4-7-26
Titles-All

Number	Year	Make	Model	VIN	Mileage	Acq Date	Acq Cost	NBV	Notes
314	1995	Ford	2.5 ton dump truck	1FDYF80E5SVA31130	137,518	10/27/1994	$ 38,806.00	$ -	Missing Components, may not run/operate
621	2010	International	IHC CE	4DRBUAAN8AB173201	196,118	4/20/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
622	2010	International	IHC CE	4DRBUAANXAB173202	151,576	4/20/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
623	2010	International	IHC CE	4DRBUAAN1AB173203	173,473	4/20/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
624	2010	International	IHC CE	4DRBUAAN3AB173204	236,042	4/20/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
625	2010	International	IHC CE	4DRBUAAN5AB173205	156,635	4/20/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
627	2010	International	IHC CE	4DRBUAAN9AB173207	277,125	4/20/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
629	2010	International	IHC CE W/C	4DRBUAAN1AB189093	185,058	4/28/2009	$ 110,698.85	$ -	Missing Components, may not run/operate
631	2010	International	IHC CE	4DRBUAAN0AB189084	202,488	4/28/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
632	2010	International	IHC CE	4DRBUAAN2AB189085	189,151	4/28/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
634	2010	International	IHC CE	4DRBUAAN6AB189087	158,054	4/28/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
636	2010	International	IHC CE	4DRBUAANXAB189089	222,140	4/28/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
638	2010	International	IHC CE	4DRBUAAN8AB189091	209,401	4/28/2009	$ 98,789.85	$ -	Missing Components, may not run/operate
648	2011	Thomas	Freightliner C2 CE	4UZABRDT7BCBA1751	203,436	7/12/2011	$ 105,979.48	$ -	Missing Components, may not run/operate
670	2013	Thomas	Freightliner C2 CE	4UZABRDT3DCBR9684	219,922	1/10/2012	$ 105,929.00	$ -	Missing Components, may not run/operate
675	2013	Thomas	Freightliner C2 CE	4UZABRDT2DCBR9689	296,270	1/25/2012	$ 105,929.00	$ -	Missing Components, may not run/operate
688	2013	Thomas	Freightliner C2 CE	4UZABRDT8DCBS8271	283,810	8/29/2012	$ 105,503.00	$ -	Missing Components, may not run/operate
836	2006	Ford	3/4 ton van	1FDSW215X6EB50038	115,028	11/10/2005	$ 31,696.00	$ -	Missing Components, may not run/operate
840	2006	GMC	W4500	J8DC4B16867009706	51,365	2/8/2006	$ 34,187.00	$ -	Missing Components, may not run/operate; includes attached Stealth Rhino carpet cleaner (PR 302391)
875	2008	Fod	3/4 ton van	1FTNE24W08DA03972	68,705	8/29/2007	$ 18,727.43	$ -	Missing Components, may not run/operate
880	2008	Ford	3/4 ton van	1FTNE24W18DA03978	75,702	8/30/2007	$ 17,718.00	$ -	Missing Components, may not run/operate
882	2008	Ford	3/4 ton van	1FTNE24W88DA03976	157,389	9/12/2007	$ 18,971.00	$ -	Missing Components, may not run/operate
889	2008	Ford	3/4 ton van	1FTNE24W38DA03982	82,337	9/12/2007	$ 19,052.00	$ -	Missing Components, may not run/operate
916	2009	Ford	Van	1FTSS34L49DA68333	88,442	3/9/2009	$ 19,946.00	$ -	Missing Components, may not run/operate
							$ 1,819,831.11	$ -	

Note: Rhino carpet cleaner (PR 302391) was previously taken to the Board and approved on 2/24/26. Carpet cleaner is attached to vehicle 840.

CERTIFICATE OF TITLE

SATISFACTORY PROOF OF OWNERSHIP HAVING BEEN SUBMITTED UNDER SECTION 319.23, FLORIDA STATUTES, TITLE TO THE MOTOR VEHICLE DESCRIBED BELOW IS VESTED IN THE OWNER(S) NAMED HEREIN, THIS OFFICIAL CERTIFICATE OF TITLE IS ISSUED FOR SAID MOTOR VEHICLE.

IDENTIFICATION NUMBER	YR.	MAKE	MODEL	BODY	WT.-L-BHP.	TITLE NUMBER
1FDYF80E5SVA31130	95	FORD		TK		68322679

ODOMETER - DATE READ	PREV. REG.	COLOR	TYPE	USE
5 10/21/94	N	WHI		PVT

DMV	PREV. ISSUE DATE

REMARKS
ODOMETER - ACTUAL MILEAGE

DATE OF ISSUE
MO. 01 | DAY 10 | YR. 95

REGISTERED OWNER (LAST NAME FIRST)

SCHOOL BOARD OF MANATEE COUNTY
PO BOX 9069
BRADENTON FL 34206-9069

DIVISION OF MOTOR VEHICLES — TALLAHASSEE — FLORIDA — DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

CHARLES J. BRANTLEY
DIRECTOR

CONTROL NUMBER B36181253

FRED O. DICKINSON, III
EXECUTIVE DIRECTOR

VOID IF ALTERED

VOID IF ALTERED

#314

TRANSFER OF TITLE BY SELLER

ODOMETER CERTIFICATION — Federal and state laws require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted and certified to be free from any liens except as noted on the face of this certificate and the motor vehicle described is hereby transferred to:

Purchaser: _____ Selling Price: $ _____ Date Sold: _____

I/We state that the odometer now reads [ ][ ][ ][ ], [ ][ ][ ] . [XX] (no Tenths) miles, date read _____ and to the best of my knowledge that it **reflects the actual mileage** of the vehicle described herein, unless one of the odometer statement blocks is checked:.

CAUTION: DO NOT CHECK BOX IF ACTUAL MILEAGE

☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage **in excess of its mechanical limits.**

☐ 2. I hereby certify that the odometer reading is **not the actual mileage.** **WARNING - ODOMETER DISCREPANCY.**

Signature of Purchaser: _____ Printed Name of Purchaser: _____

Co-Purchaser: _____ Co-Purchaser: _____

Seller: _____ Seller: _____

Co-Seller: _____ Co-Seller: _____

(When Applicable)
Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: $ _____

License Number: _____

Auction Name: _____

STATE OF FLORIDA

HSMV 82251 (REV. 9/93)S

A12198

STATE OF FLORIDA

LIEN SATISFACTION

IDENTIFICATION NUM.	YR	MAKE	MO.	BODY	WT-L-BHP	VESSEL REGIS. NO.	TITLE NUMBER
1FDSW215X6EB50038	2006	FORD		TR	6262		94564689

REGISTERED OWNER

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

DATE OF ISSUE

12/01/2005

LIEN RELEASE

INTEREST IN THE ABOVE DESCRIBED VEHICLE IS HEREBY RELEASED

BY _____

TITLE DATE

836

MAIL TO:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

CERTIFICATE OF TITLE

SATISFACTORY PROOF OF OWNERSHIP HAVING BEEN SUBMITTED UNDER SECTION 319.23/328.03, FLORIDA STATUTES, TITLE TO THE MOTOR VEHICLE OR VESSEL DESCRIBED BELOW IS VESTED IN THE OWNER(S) NAMED HEREIN, THIS OFFICIAL CERTIFICATE OF TITLE IS ISSUED FOR SAID MOTOR VEHICLE OR VESSEL

IDENTIFICATION NUMBER	YR.	MAKE	MODEL	BODY	WT-L-BHP	VESSEL REGIS NO.	TITLE NUMBER
1FDSW215X6EB50038	2006	FORD		TR	6262		94564689

PREV STATE	COLOR	PRIMARY BRAND	SECONDARY BRAND	NO OF BRANDS	USE	PREV ISSUE DATE
N	WHI				PVT	

ODOMETER STATUS OR VESSEL MANUFACTURER OR OH USE	HULL MATERIAL	PROP	DATE OF ISSUE
25 MILES 10/31/2005 ACTUAL			12/01/2005

REGISTERED OWNER
SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

LIEN RELEASE

INTEREST IN THE ABOVE DESCRIBED VEHICLE IS HEREBY RELEASED

BY _____

TITLE DATE

1ST LIENHOLDER

NONE

VOID IF ALTERED

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

CARL A. FORD
DIRECTOR

Control Number 75331681

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

FRED O. DICKINSON, III
EXECUTIVE DIRECTOR

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

ODOMETER CERTIFICATION - Federal and state law require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted and certified to be free from any liens except as noted on the face of this certificate and the motor vehicle or vessel described is hereby transferred to:

Purchaser: _____ Address _____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.xx (no tenths) miles, date read _____ and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the odometer statement blocks is checked.

Selling Price: $ _____ Date Sold: _____

CAUTION: DO NOT CHECK BOX IF ACTUAL MILEAGE

☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

☐ 2. I hereby certify that the odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Purchaser: _____ Printed Name of Purchaser: _____

Signature of Co-Purchaser: _____ Printed Name of Co-Purchaser: _____

Signature of Seller: _____ Printed Name of Seller: _____

Signature of Co-Seller: _____ Printed Name of Co-Seller: _____

(When Applicable)

Selling Dealer's License Number: _____ Tax No. _____ Tax Collected: $ _____

Auction Name _____ License Number: _____

HSMV 82250 (REV. 12/02) STATE OF FLORIDA

A13006

STATE OF FLORIDA

LIEN SATISFACTION

IDENTIFICATION NUMBER	YR	MAKE	MODEL	BODY	WT-L-BHP	VESSEL REGIS. NO.	TITLE NUMBER
J8DC4B16867009706	2006	GMC		TK	5452		95031822

REGISTERED OWNER

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

DATE OF ISSUE

01/30/2006

LIEN RELEASE

INTEREST IN THE ABOVE DESCRIBED VEHICLE IS HEREBY RELEASED

BY _____

TITLE DATE

#840

MAIL TO:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

CERTIFICATE OF TITLE

SATISFACTORY PROOF OF OWNERSHIP HAVING BEEN SUBMITTED UNDER SECTION 319.23/328.03, FLORIDA STATUTES, TITLE TO THE MOTOR VEHICLE OR VESSEL DESCRIBED BELOW IS VESTED IN THE OWNER(S) NAMED HEREIN, THIS OFFICIAL CERTIFICATE OF TITLE IS ISSUED FOR SAID MOTOR VEHICLE OR VESSEL

IDENTIFICATION NUMBER	YR.	MAKE	MODEL	BODY	WT-L-BHP	VESSEL REGIS NO.	TITLE NUMBER
J8DC4B16867009706	2006	GMC		TK	5452		95031822

PREV STATE	COLOR	PRIMARY BRAND	SECONDARY BRAND	NO OF BRANDS	USE	PREV ISSUE DATE
N	WHI				PVT	

ODOMETER STATUS OR VESSEL MANUFACTURER OR OH USE	HULL MATERIAL	PROP	DATE OF ISSUE
140 MILES 01/10/2006 ACTUAL			01/30/2006

REGISTERED OWNER
SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

LIEN RELEASE

INTEREST IN THE ABOVE DESCRIBED VEHICLE IS HEREBY RELEASED

BY _____

TITLE DATE

1ST LIENHOLDER

NONE

VOID IF ALTERED

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

CARL A. FORD
DIRECTOR

Control Number 77152486

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

FRED O. DICKINSON, III
EXECUTIVE DIRECTOR

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

ODOMETER CERTIFICATION - Federal and state law require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted and certified to be free from any liens except as noted on the face of this certificate and the motor vehicle or vessel described is hereby transferred to:

Purchaser: _____ Address _____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.xx (no tenths) miles, date read _____ and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the odometer statement blocks is checked.

Selling Price: $ _____ Date Sold: _____

CAUTION: DO NOT CHECK BOX IF ACTUAL MILEAGE

☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

☐ 2. I hereby certify that the odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Purchaser: _____ Printed Name of Purchaser: _____

Signature of Co-Purchaser: _____ Printed Name of Co-Purchaser: _____

Signature of Seller: _____ Printed Name of Seller: _____

Signature of Co-Seller: _____ Printed Name of Co-Seller: _____

(When Applicable)

Selling Dealer's License Number: _____ Tax No. _____ Tax Collected: $ _____

Auction Name _____ License Number: _____

HSMV 82250 (REV. 12/05) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08085

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN8AB173201	2010	ICOK	BU	19000		102307339

Registered Owner:

Date of Issue 03/26/2009

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

621

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

STATE OF FLORIDA

LIEN SATISFACTION

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No	Title Number
4DRBUAAN8AB173201	2010	ICOK	BU	19000		102307339

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1154 MILES 03/23/2009 ACTUAL			03/26/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 09352452 0

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
Failure to complete or providing a false statement may result in fines and/or imprisonment.
This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: _____ Address: _____
Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____
I/We state that this ☐ 5 or ☐ 6 digit odometer now reads __,___,___.[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:
☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: _____ CO-SELLER Must Sign Here: _____
Print Here: _____ Print Here: _____
Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____
Auction Name _____ License Number: _____

PURCHASER Must Sign Here: _____ CO-PURCHASER Must Sign Here: _____
Print Here: _____ Print Here: _____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

A08087

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAANXAB173202	2010	ICOK	BU	19000		102307376

Date of Issue 03/26/2009

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

622

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

STATE OF FLORIDA — LIEN SATISFACTION

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAANXAB173202	2010	ICOK	BU	19000		102307376

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1134 MILES 03/23/2009 ACTUAL			03/26/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES — TALLAHASSEE — FLORIDA — DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Carl A. Ford
Director

Control Number 093524522

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
Failure to complete or providing a false statement may result in fines and/or imprisonment.
This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: _____ Address: _____
Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____
I/We state that this [ ] 5 or [ ] 6 digit odometer now reads [ ][ ][ ],[ ][ ][ ].[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:
[ ] 1. reflects ACTUAL MILEAGE. [ ] 2. is IN EXCESS OF ITS MECHANICAL LIMITS. [ ] 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: _____ CO-SELLER Must Sign Here: _____
Print Here: _____ Print Here: _____
Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____
Auction Name _____ License Number: _____

PURCHASER Must Sign Here: _____ CO-PURCHASER Must Sign Here: _____
Print Here: _____ Print Here: _____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED — VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08088

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN1AB173203	2010	ICOK	BU	19000		102307407

Registered Owner:

Date of Issue 03/26/2009

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

623

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

STATE OF FLORIDA — LIEN SATISFACTION — VOID IF ALTERED

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN1AB173203	2010	ICOK	BU	19000		102307407

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1110 MILES 03/23/2009 ACTUAL			03/26/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES — TALLAHASSEE — FLORIDA — DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Carl A. Ford
Director

Control Number 09352452 3

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
Failure to complete or providing a false statement may result in fines and/or imprisonment.
This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name:_____ Address:_____
Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____
I/We state that this [ ] 5 or [ ] 6 digit odometer now reads [ ][ ][ ],[ ][ ][ ].[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:
[ ] 1. reflects ACTUAL MILEAGE. [ ] 2. is IN EXCESS OF ITS MECHANICAL LIMITS. [ ] 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____
Print Here:_____ Print Here:_____
Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____
Auction Name_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____
Print Here:_____ Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08089

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN3AB173204	2010	ICOK	BU	19000		102307426

Registered Owner:

Date of Issue 03/26/2009

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
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3. Remove your license plate from the vehicle.
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624

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN3AB173204	2010	ICOK	BU	19000		102307426

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1059 MILES 03/23/2009 ACTUAL			03/26/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 09352452 4

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

VOID IF ALTERED

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Failure to complete or providing a false statement may result in fines and/or imprisonment.
This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name:_____ Address:_____
Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____
I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read_____ and I hereby certify that to the best of my knowledge the odometer reading:
☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____
Print Here:_____ Print Here:_____
Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____
Auction Name:_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____
Print Here:_____ Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08090

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN5AB173205	2010	ICOK	BU	19000		102307451

Date of Issue 03/26/2009

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

625

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN5AB173205	2010	ICOK	BU	19000		102307451

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1124 MILES 03/23/2009 ACTUAL			03/26/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 093524525

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

VOID IF ALTERED

VOID IF ALTERED

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Failure to complete or providing a false statement may result in fines and/or imprisonment.
This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name:_____ Address:_____
Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____
I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ___,___.[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:
☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____
Print Here:_____ Print Here:_____
Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____
Auction Name_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____
Print Here:_____ Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08092

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN9AB173207	2010	ICRP	BU	19000		102307516

Registered Owner:

Date of Issue 03/26/2009

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

627

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN9AB173207	2010	ICRP	BU	19000		102307516

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1234 MILES 03/23/2009 ACTUAL			03/26/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 09352452 7

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
Failure to complete or providing a false statement may result in fines and/or imprisonment.
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Seller Must Enter Purchaser's Name:_____ Address:_____

Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐,☐[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____

Print Here:_____ Print Here:_____

Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____

Auction Name_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____

Print Here:_____ Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08349

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN1AB189093	2010	ICRP	BU	19000		102416891

Registered Owner:

Date of Issue 04/21/2009

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

629

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN1AB189093	2010	ICRP	BU	19000		102416891

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1137 MILES 04/16/2009 ACTUAL			04/21/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 093957064

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
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This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: _____ Address: _____

Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: _____ CO-SELLER Must Sign Here: _____

Print Here: _____ Print Here: _____

Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____

Auction Name _____ License Number: _____

PURCHASER Must Sign Here: _____ CO-PURCHASER Must Sign Here: _____

Print Here: _____ Print Here: _____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08340

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAANOAB189084	2010	ICRP	BU	19000		102416514

Date of Issue 04/21/2009

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
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3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

631

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No	Title Number
4DRBUAANOAB189084	2010	ICRP	BU	19000		102416514

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1075 MILES 04/16/2009 ACTUAL			04/21/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 093957055

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Seller Must Enter Purchaser's Name:_____ Address:_____

Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads [ ][ ][ ],[ ][ ][ ].[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____

Print Here:_____ Print Here:_____

Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____

Auction Name:_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____

Print Here:_____ Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08341

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN2AB189085	2010	ICRP	BU	19000		102416565

Date of Issue 04/21/2009

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

632

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN2AB189085	2010	ICRP	BU	19000		102416565

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1077 MILES 04/16/2009 ACTUAL			04/21/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 093957056

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

VOID IF ALTERED

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
Failure to complete or providing a false statement may result in fines and/or imprisonment.
This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name:_____ Address:_____
Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____
I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read_____ and I hereby certify that to the best of my knowledge the odometer reading:
☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____
Print Here:_____ Print Here:_____
Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____
Auction Name_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____
Print Here:_____ Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08343

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN6AB189087	2010	ICRP	BU	19000		102416627

Date of Issue 04/21/2009

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

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Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

634

STATE OF FLORIDA

LIEN SATISFACTION

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN6AB189087	2010	ICRP	BU	19000		102416627

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1071 MILES 04/16/2009 ACTUAL			04/21/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 093957058

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Seller Must Enter Purchaser's Name:_____ Address:_____
Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read_____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

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SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____
Print Here:_____ Print Here:_____
Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____
Auction Name_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____
Print Here:_____ Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08345

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAANXAB189089	2010	ICRP	BU	19000		102416692

Date of Issue 04/21/2009

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

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4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

636

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAANXAB189089	2010	ICRP	BU	19000		102416692

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1077 MILES 04/16/2009 ACTUAL			04/21/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 093957060

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Seller Must Enter Purchaser's Name: _____ Address: _____
Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____
I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:
☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: _____ CO-SELLER Must Sign Here: _____
Print Here: _____ Print Here: _____
Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____
Auction Name _____ License Number: _____

PURCHASER Must Sign Here: _____ CO-PURCHASER Must Sign Here: _____
Print Here: _____ Print Here: _____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08347

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN8AB189091	2010	ICRP	BU	19000		102416803

Date of Issue 04/21/2009

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

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4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

638

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4DRBUAAN8AB189091	2010	ICRP	BU	19000		102416803

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
1102 MILES 04/16/2009 ACTUAL			04/21/2009

Lien Release
Interest in the described vehicle is hereby released.
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 093957062

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Seller Must Enter Purchaser's Name: _____ Address: _____
Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____
I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:
☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: _____ CO-SELLER Must Sign Here: _____
Print Here: _____ Print Here: _____
Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____
Auction Name _____ License Number: _____
PURCHASER Must Sign Here: _____ CO-PURCHASER Must Sign Here: _____
Print Here: _____ Print Here: _____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A06199

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4UZABRDT2DCBR9689	2013	THMS	BU	21148		108102225

Date of Issue 01/30/2012

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVENUE W
BRADENTON FL 34208

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVENUE W
BRADENTON FL 34205-8840

#675

LIEN SATISFACTION

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

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CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4UZABRDT2DCBR9689	2013	THMS	BU	21148		108102225

Prev. State	Color	Primary Brand	Secondary Brand	No. of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
705 MILES 01/11/2012 ACTUAL			01/30/2012

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVENUE W
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTORIST SERVICES TALLAHASSEE FLORIDA

Sandra C. Lambert
Director

Control Number 105614472

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Julie L. Jones
Executive Director

VOID IF ALTERED

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Seller Must Enter Purchaser's Name:
Seller Must Enter Selling Price:
Address:
Seller Must Enter Date Sold:

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads |_|_|_|_|_|_|_|_|X| (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:
Print Here:
CO-SELLER Must Sign Here:
Print Here:
Selling Dealer's License Number:
Tax No.:
Tax Collected:
Auction Name
License Number:

PURCHASER Must Sign Here:
Print Here:
CO-PURCHASER Must Sign Here:
Print Here:

NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 04/08)

STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A08155

Identification Number	Year	Make	Body	WT-L-BHP	Regis. No.	Title Number
4UZABRDT8DCBS8271	2013	THMS	BU	20371		109857309

Date of Issue 09/21/2012

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVE W
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

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4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVE W
BRADENTON FL 34205-8840

#688

STATE OF FLORIDA

LIEN SATISFACTION

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No	Title Number
4UZABRDT8DCBS8271	2013	THMS	BU	20371		109857309

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N	YEL				PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
744 MILES 09/18/2012 ACTUAL			09/21/2012

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVE W
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTORIST SERVICES TALLAHASSEE FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Clayton B. Walden
Director

Control Number 110022158

Julie L. Jones
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Seller Must Enter Purchaser's Name:_____ Address:_____
Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____
I/We state that this ☐ 5 or ☐ 6 digit odometer now reads |_|_|_|_|,|_|_|_|_|.| X | (no tenths) miles, date read_____ and I hereby certify that to the best of my knowledge the odometer reading:
☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____
Print Here:_____ Print Here:_____
Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____
Auction Name_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____
Print Here:_____ Print Here:_____

NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A01025

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTNE24W08DA03972	2008	FORD	VN	5071		99153450

Registered Owner:

Date of Issue 09/10/2007

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

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Mail To:

875

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTNE24W08DA03972	2008	FORD	VN	5071		99153450

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N	WHI				PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
25 MILES 08/28/2007 ACTUAL			09/10/2007

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

VOID IF ALTERED

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 85740909

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Seller Must Enter Purchaser's Name:_____ Address:_____

Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read_____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____

Print Here:_____ Print Here:_____

Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____

Auction Name_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____

Print Here:_____ Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 12/05) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building–Tallahassee, FL 32399-0500

A01015

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTNE24W18DA03978	2008	FORD	VN	5071		99164207

Date of Issue 09/11/2007

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

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2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

880

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTNE24W18DA03978	2008	FORD	VN	5071		99164207

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N	WHI				PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
25 MILES 08/30/2007 ACTUAL			09/11/2007

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

VOID IF ALTERED

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 85757018

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
Failure to complete or providing a false statement may result in fines and/or imprisonment.
This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name:_____ Address:_____

Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read_____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must
Sign Here:_____
Print Here:_____

CO-SELLER Must
Sign Here:_____
Print Here:_____

Selling Dealer's LicenseNumber:_____ Tax No.:_____ Tax Collected:_____

Auction Name_____ License Number:_____

PURCHASER Must
Sign Here:_____
Print Here:_____

CO-PURCHASER Must
Sign Here:_____
Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 12/05) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A00952

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTNE24W88DA03976	2008	FORD	VN	5071		99269074

Registered Owner:

Date of Issue 09/26/2007

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

#882

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTNE24W88DA03976	2008	FORD	VN	5071		99269074

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N	WHI				PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
25 MILES 09/26/2007 ACTUAL			09/26/2007

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES — TALLAHASSEE — FLORIDA — DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Carl A. Ford
Director

Control Number 86164835

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
Failure to complete or providing a false statement may result in fines and/or imprisonment.
This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name:
Address:
Seller Must Enter Selling Price:
Seller Must Enter Date Sold:

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must
Sign Here:
Print Here:
CO-SELLER Must
Sign Here:
Print Here:
Selling Dealer's License Number:
Tax No.:
Tax Collected:
Auction Name
License Number:

PURCHASER Must
Sign Here:
Print Here:
CO-PURCHASER Must
Sign Here:
Print Here:

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 12/05)

STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A00843

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTNE24W38DA03982	2008	FORD	VN	5071		99275756

Registered Owner:

Date of Issue 09/27/2007

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
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3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

#889

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTNE24W38DA03982	2008	FORD	VN	5071		99275756

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N	WHI				PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
25 MILES 08/31/2007 ACTUAL			09/27/2007

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 86179741

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

VOID IF ALTERED

VOID IF ALTERED

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
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Seller Must Enter Purchaser's Name:
Address:
Seller Must Enter Selling Price:
Seller Must Enter Date Sold:

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ☐☐☐,☐☐☐.[X] (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must
Sign Here:
Print Here:
Selling Dealer's LicenseNumber:
Tax No.:
Tax Collected:
Auction Name
License Number:

CO-SELLER Must
Sign Here:
Print Here:

PURCHASER Must
Sign Here:
Print Here:

CO-PURCHASER Must
Sign Here:
Print Here:

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 12/05)

STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A06777

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTSS34L49DA68333	2009	FORD	VN	5353		102534817

Registered Owner:

Date of Issue 05/20/2009

SCHOOL DISTRICT OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

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3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL DISTRICT OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208-7405

#916

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FTSS34L49DA68333	2009	FORD	VN	5353		102534817

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N	WHI				PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
30 MILES 05/05/2009 ACTUAL			05/20/2009

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL DISTRICT OF MANATEE COUNTY
2800 27TH ST E
BRADENTON FL 34208

1st Lienholder

NONE

VOID IF ALTERED

DIVISION OF MOTOR VEHICLES TALLAHASSEE FLORIDA

Carl A. Ford
Director

Control Number 094245079

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Electra Theodorides-Bustle
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

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Seller Must Enter Purchaser's Name:_____ Address:_____

Seller Must Enter Selling Price:_____ Seller Must Enter Date Sold:_____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads ___,___.[X] (no tenths) miles, date read_____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here:_____ CO-SELLER Must Sign Here:_____

Print Here:_____ Print Here:_____

Selling Dealer's License Number:_____ Tax No.:_____ Tax Collected:_____

Auction Name:_____ License Number:_____

PURCHASER Must Sign Here:_____ CO-PURCHASER Must Sign Here:_____

Print Here:_____ Print Here:_____

NOTICE: $10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A06878

STATE OF FLORIDA

LIEN SATISFACTION

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4UZABRDT7BCBA1751	2011	THMS	BU	20690		106753764

Date of Issue 07/07/2011

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVE W
BRADENTON FL 34208

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
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3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVE W
BRADENTON FL 34205-8840

#648

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4UZABRDT7BCBA1751	2011	THMS	BU	20690		106753764

Prev. State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
759 MILES 06/16/2011 ACTUAL			07/07/2011

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVE W
BRADENTON FL 34208

1st Lienholder

NONE

DIVISION OF MOTORIST SERVICES TALLAHASSEE FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Sandra C. Lambert
Director

Control Number 102365982

Julie L. Jones
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: _____ Address: _____

Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____

I/We state that this ☐ 5 or ☐ 6 digit odometer now reads |_|_|_|_|_|_| X (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

☐ 1. reflects ACTUAL MILEAGE. ☐ 2. is IN EXCESS OF ITS MECHANICAL LIMITS. ☐ 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: _____ CO-SELLER Must Sign Here: _____

Print Here: _____ Print Here: _____

Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____

Auction Name _____ License Number: _____

PURCHASER Must Sign Here: _____ CO-PURCHASER Must Sign Here: _____

Print Here: _____ Print Here: _____

NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

VOID IF ALTERED

VOID IF ALTERED

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

A07864

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4UZABRDT3DCBR9684	2013	THMS	BU	21148		108132070

Date of Issue 02/02/2012

Registered Owner:

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVENUE W
BRADENTON FL 34208

Mail To:

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVENUE W
BRADENTON FL 34205-8840

#670

STATE OF FLORIDA

LIEN SATISFACTION

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: http://www.hsmv.state.fl.us/html/titlinf.html

CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
4UZABRDT3DCBR9684	2013	THMS	BU	21148		108132070

Prev State	Color	Primary Brand	Secondary Brand	No of Brands	Use	Prev Issue Date
N					PRIVATE	

Odometer Status or Vessel Manufacturer or OH use	Hull Material	Prop	Date of Issue
708 MILES 01/11/2012 ACTUAL			02/02/2012

Lien Release
Interest in the described vehicle is hereby released
By_____
Title_____
Date_____

Registered Owner

SCHOOL BOARD OF MANATEE COUNTY
215 MANATEE AVENUE W
BRADENTON FL 34208

1st Lienholder

NONE

VOID IF ALTERED

DIVISION OF MOTORIST SERVICES TALLAHASSEE FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Sandra C. Lambert
Director

Control Number 105681991

Julie L. Jones
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the milege, purchaser's name, selling price and date sold in connection with the transfer of ownership.
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Seller Must Enter Purchaser's Name: _____ Address: _____

Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____

I/We state that this [ ] 5 or [ ] 6 digit odometer now reads |_|_|_|_|_|_|_|X| (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

[X] 1. reflects ACTUAL MILEAGE. [ ] 2. is IN EXCESS OF ITS MECHANICAL LIMITS. [ ] 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: _____ CO-SELLER Must Sign Here: _____

Print Here: _____ Print Here: _____

Selling Dealer's License Number: _____ Tax No: _____ Tax Collected: _____

Auction Name _____ License Number: _____

PURCHASER Must Sign Here: _____ CO-PURCHASER Must Sign Here: _____

Print Here: _____ Print Here: _____

NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 04/08) STATE OF FLORIDA

AGENDA ITEM NO. 11.9

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Use of State of Florida Contract on Furniture, All Types, SDMC No. 26-0119-MR, Estimated in the Amount of $1,000,000.00 (Multiple Funding Sources)

Executive Summary
State of Florida adapted a alternate Contract for furniture, all types #56120000-24-NY-ACS. The awards offer a catalog discount from list price. This will be utilized for furniture at elementary, middle and high school, media centers, STEM labs and for new/ renovated campus. This request is being brought forward to receive best overall discount by manufacturer/dealer.

The requested contract is for the period through December 01, 2028.

Purchases of furniture are also made from the following board approved contracts:

- Education, Classroom, Miscellaneous Support Furniture and Related Products and Services (Omnia R-TC-18004), SDMC No. 18-0064-MR, $9,500,000.00, January 18, 2018 through December 31, 2026
- Furniture Discount Catalog (St. Johns County School District 2023-09), SDMC No. 24-0060-MR, $1,000,000.00, August 9, 2023 through June 30, 2026
- K12 Classroom Furniture, Installation and Related Products and Services (GOVMVMT), SDMC No. 24-0062-MR, $100,000.00, August 9, 2023 through November 30, 2030
- Furniture, Furnishings and Services (Tips 230301), SDMC No. 24-0065-MR, $1,000,000.00, August 9, 2023 through May 31, 2033
- Furniture/Educational Supplies (Omnia R2303), SDMC No. 24-0108-MR, Estimated in the Amount of $1,000,000.00 March 19, 2024 through December 31, 2028
- Furniture, Installation and Related Services/Educational Supplies (Omnia R24-01), SDMC No. 26-0095-MR, Estimated in the Amount of $1,000,000.00, December 9, 2025 through December 31, 2029

Vendors agreed to extend the pricing to the School District Manatee County under the same terms and conditions as the Omnia contracts. Copies of the contract specifications and pricing are on file in the purchasing department.

Subsection 6A-1.012(6) In lieu of requesting competitive solicitations from three (3) or more sources, district school boards may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the proposer awarded a contract by another entity defined herein will permit purchases by a district school board at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the district school board.

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow.

State of Florida awarded their proposal by manufacturer with approved dealers. Additional manufacturers/dealers may be added as needed throughout the contract period.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 4
Maximize the energy efficiency and management of our facilities to remain sustainable and financially responsible

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of the use Florida Contract on Furniture, All Types, SDMC No. 26-0119-MR, Estimated in the Amount of $1,000,000.00 (Multiple Funding Sources).

Financial Impact
The funding sources for these annually estimated expenditures is Multiple Funding Sources and is included in school sites approved budgets for 2025-2026 and proposed budgets for 2026-2027.

Contact
Submitting Department: Purchasing Department
Initiated By: Latrina Singleton

Attachments:
MFG- Dealers

FLORIDA DOCUMENT NUMBER

Furniture, All Types, SDMC No. 26-0119-MR
State of Florida Contract 56120000-24-NY-ACS
throught 12/01/2028

Manufacturer	Florida Document Number	Dealer
9 to 5 Seating, LLC	**M23000008438**	
	M18000002641	Hertz Furniture Systems
	L08000093733	MeTEOR Education
Fleetwood Group, Inc.	**F21000005587**	
	S23866	Ernie Morris Enterprises
	L08000093733	MeTEOR Education
	W23000100387	Schoolhouse Products
Fomcore, LLC	**M23000004946**	
	S23866	Ernie Morris Enterprises
	M18000002641	Hertz Furniture Systems
	L08000093733	MeTEOR Education
	W23000100387	Schoolhouse Products
Global Industries, Inc.	**F01000002292**	
	M18000002641	Hertz Furniture Systems
	L08000093733	MeTEOR Education
	M20000008762	School Specialty
	W23000100387	Schoolhouse Products
Hertz Furniture Systems, LLC	**L08000093733**	
HighPoint Furniture Industries, Inc.	**F20000002005**	
	S23866	Ernie Morris Enterprises
	M20000007154	National Business Furniture
Jasper Seating Company, Inc.	**F150000003103**	
	S23866	Ernie Morris Enterprises
Kruegar International KI	**L08000001977**	
	S23866	Ernie Morris Enterprises
	L08000093733	MeTEOR Education
	M20000008762	School Specialty
MooreCo, Inc.	**F20000000882**	
	S23866	Ernie Morris Enterprises
	M18000002641	Hertz Furniture Systems
	W23000100387	Schoolhouse Products
The Hon Company, LLC.	**M20000003823**	
	F25000004200	Burchfield Office Solutions
	S23866	Ernie Morris Enterprises
	M20000007154	National Business Furniture
VS America, Inc.	**F24000001079**	
	S23866	Ernie Morris Enterprises
	L08000093733	MeTEOR Education
	W23000100387	Schoolhouse Products
plus miscellaneous manufactures/ approved resellers		

AGENDA ITEM NO. 11.10

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Request for Proposal on Aquatic Control Services, SDMC No. 26-0112-MR, Estimated in the Amount of $250,000.00 Annually (Capital Funds)

Executive Summary
A request for proposal for aquatic control services was issued for work to be performed on an hourly rate basis for retention ponds throughout the district. Proposals were evaluated and the committee recommends award be made to the top three (3) responsive proposers.

The requested contract is for the period of May 1, 2026 through April 30, 2028. This bid is for a period of two years with the option to renewal for two additional one-year periods.
Historical expenditures are as follows:
Fiscal Year to date 2025-2026: $185,978.87
Fiscal Year 2024-2025: $300,341.38
Fiscal Year 2023-2024: $215,763.71

Approval of this agenda item does not indicate immediate or complete expenditure of approved funds.
The proposal is recommended for award to:
Airboat Addicts, Inc., Wauchula, FL, Florida Document No. P12000096382
Rick Richards Inc, Myakka City, FL, Florida Document No.P96000079536
Stantec Consulting Services, Inc., Tallahassee, FL, Florida Document No. F01000005948

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 4
Maximize the energy efficiency and management of our facilities to remain sustainable and financially responsible

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of the request for proposal on Aquatic Control Services, SDMC No. 26-0112-MR, estimated in the amount of $250,000.00 annually (Capital Funds).

Financial Impact
The funding source for this estimated expenditure is Capital Funds and is included in Maintenance, Operations & Central Distribution Warehouse Department approved budget for 2025-2026 and prosed budget for 2026-2027 **(Capital Funds)**.

Contact
Submitting Departments: Maintenance, Operations & Central Distribution Warehouse and Purchasing
Initiated By: Todd Henson

Attachments:

26-0112 Tabulation
26-0112-MR-contract of award - AIRBOAT ADDICTS-FOR SUPPLIER SIGNATURE
26-0112-MR-contract of award - RICK RICHARDS-FOR SUPPLIER SIGNATURE
26-0112-MR-contract of award - STANTEC-FOR SUPPLIER SIGNATURE

NOTICE OF INTENT TO AWARD

REQUEST FOR PROPOSAL ON AQUATIC CONTROL SERVICES, SDMC No.26-0112-MR

CONTRACT PERIOD: MAY 1, 2026 THROUGH APRIL 30, 2028

BOARD APPROVAL ON APRIL 28, 2026

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, SDMC No. 26-0112-MR

Proposals Due: 3:00 p.m., Tuesday, March 31, 2026

PROPOSERS	Cost 40 Points	Permanent Staff Position 10 Points	Experience 25 Points	Staff Certification Qualifications 20 Points
Airboat Addicts. Inc	**40.00**	**10.00**	**15.00**	**18.00**
Ground Level, Inc.	10.00	10.00	19.00	18.00
Rick Richards Inc	**29.06**	**9.00**	**22.00**	**20.00**
Stantec Consulting Services Inc.	**11.67**	**10.00**	**25.00**	**18.00**

PROPOSERS	Reference 5 Points	MAXIMUM POINTS ALLOWED 100 Points
Airboat Addicts. Inc	**4.00**	**87.00**
Ground Level, Inc.	4.00	61.00
Rick Richards Inc	**4.00**	**84.06**
Stantec Consulting Services Inc.	**4.00**	**68.67**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, SDMC No. 26-0112-MR

Proposals Due: 3:00 p.m., Tuesday, March 31, 2026

PROPOSERS	PROFESSIONAL SERVICES			
	1. Principal Hourly Rate	**2. Senior Scientist** Hourly Rate	**3. Professional Geologist** Hourly Rate	**4. Hydrologist** Hourly Rate
Airboat Addicts. Inc	**$75.00**	**$65.00**	**$70.00**	**$65.00**
Ground Level, Inc.	$139.00	$105.00	$105.00	$105.00
Rick Richards Inc	**$85.00**	**$90.00**	**$90.00**	**$90.00**
Stantec Consulting Services Inc.	**$185.00**	**$150.00**	**$125.00**	**$150.00**

PROPOSERS	**5. Project Manager** Hourly Rate	**6. Soil Scientist** Hourly Rate	**7. Ecologist** Hourly Rate	**8. Environmental Scientist** Hourly Rate
Airboat Addicts. Inc	**$65.50**	**$62.50**	**$70.50**	**$65.00**
Ground Level, Inc.	$105.00	$105.00	$105.00	$105.00
Rick Richards Inc	**$75.00**	**$80.00**	**$75.00**	**$95.00**
Stantec Consulting Services Inc.	**$125.00**	**$170.00**	**$105.00**	**$105.00**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, SDMC No. 26-0112-MR

Proposals Due: 3:00 p.m., Tuesday, March 31, 2026

PROPOSERS	**9. Environmental Specialist** Hourly Rate	**10. Mitigation Specialist** Hourly Rate	**11. Environmental Technician** Hourly Rate	**12. Draftsman/ CAD Technician** Hourly Rate
Airboat Addicts. Inc	**$62.50**	**$62.50**	**$45.00**	**$70.50**
Ground Level, Inc.	$105.00	$105.00	$79.00	$79.00
Rick Richards Inc	**$75.00**	**$75.00**	**$55.00**	**$80.00**
Stantec Consulting Services Inc.	**$150.00**	**$150.00**	**$80.00**	**$100.00**

PROPOSERS	**13. Clerical** Hourly Rate	**14. Licensed RUP Applicator** Hourly Rate	**15. Certified Aquatic Technical** Hourly Rate
Airboat Addicts. Inc	**$26.00**	**$42.50**	**$42.50**
Ground Level, Inc.	$37.00	$79.00	$79.00
Rick Richards Inc	**$45.00**	**$55.00**	**$55.00**
Stantec Consulting Services Inc.	**$102.00**	**$85.00**	**$85.00**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, SDMC No. 26-0112-MR

Proposals Due: 3:00 p.m., Tuesday, March 31, 2026

PROPOSERS	MISCELLANEOUS		
	16. Mileage Per Mile	**17. Copies** Per Copy	**18. 11" x 17" Color Printouts** Per Print
Airboat Addicts. Inc	**Included**	**Included**	**Included**
Ground Level, Inc.	$2.90	$0.25	$0.50
Rick Richards Inc	**$1.25**	**$0.10**	**$0.15**
Stantec Consulting Services Inc.	**$0.80**	**$0.07**	**$0.39**

PROPOSERS	LABOR WITH NECESSARY EQUIPMENT			
	19. Two Man Labor Crew Daily Rate	**20. Three Man Labor Crew** Daily Rate	**21. Four Man Labor Crew** Daily Rate	**22. Five Man Labor Crew** Daily Rate
Airboat Addicts. Inc	**$356.00**	**$484.00**	**$612.00**	**$740.00**
Ground Level, Inc.	$1,470.00	$1,810.00	$2,150.00	$2,490.00
Rick Richards Inc	**$560.00**	**$1,120.00**	**$14.00**	**$1,680.00**
Stantec Consulting Services Inc.	**$1,040.00**	**$1,560.00**	**$2,080.00**	**$2,600.00**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, SDMC No. 26-0112-MR

Proposals Due: 3:00 p.m., Tuesday, March 31, 2026

PROPOSERS	**23. Six Man Labor Crew** Daily Rate	**24. Seven Man Labor Crew** Daily Rate	**25. Eight Man Labor Crew** Daily Rate	**26. Nine Man Labor Crew** Daily Rate
Airboat Addicts. Inc	**$868.00**	**$996.00**	**$1,124.00**	**$1,252.00**
Ground Level, Inc.	$3,620.00	$3,960.00	$4,300.00	$4,640.00
Rick Richards Inc	**$1,960.00**	**$2,240.00**	**$2,520.00**	**$2,800.00**
Stantec Consulting Services Inc.	**$3,120.00**	**$3,640.00**	**$4,160.00**	**$4,680.00**

PROPOSERS	**FIELD EQUIPMENT**			
	27. Chainsaw	**28. Tractor**	**29. Jon Boat**	**30. Air Boat**
	Daily Rate	Daily Rate	Daily Rate	Daily Rate
Airboat Addicts. Inc	**$22.50**	**$105.00**	**$20.00**	**$105.00**
Ground Level, Inc.	$25.00	$595.00	$450.00	$475.00
Rick Richards Inc	**$25.00**	**$125.00**	**$40.00**	**$350.00**
Stantec Consulting Services Inc.	**$87.00**	**$141.00**	**$87.00**	**$325.00**

TABULATION OF PROPOSALS ON AQUATIC CONTROL SERVICES, SDMC No. 26-0112-MR

Proposals Due: 3:00 p.m., Tuesday, March 31, 2026

PROPOSERS	**31. ATV** Daily Rate	**32. Additional** Equipment Daily Rate	**32. Additional** Equipment Daily Rate	**32. Additional** Equipment Daily Rate
Airboat Addicts. Inc	**$20.00**			
Ground Level, Inc.	**$335.00**	**$475.00 (1)**		
Rick Richards Inc	**$25.00**	**$150.00 (2)**	**$250.00 (3)**	**(4)**
Stantec Consulting Services Inc.	**$190.00**	**$87.00 (5)**	**$433.00 (6)**	

NOTES:
1) Weedoo, rate per day
2) Arm Mower
3) Aquatic Wedd Harvester
4) Provided a list of all additional equipment-quote per event, charge is on scale to the work being performed.
5) Line Trimmer
6) Tracked Zero Turn Mower

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.

PURCHASING DEPARTMENT
215 Manatee Avenue West
Bradenton, Florida 34205
Direct Line (941) 708-8770 FAX Line (941) 708-8485

CONTRACT OF AWARD AGREEMENT, SDMC No. 26-0112-MR
AQUATIC CONTROL SERVICES

THIS AGREEMENT is entered into by and between The School Board of Manatee County, Florida, hereinafter "District" and AIRBOAT ADDICTS, INC. (Contractor).

1. **THE WORK**

1.1 Contractor shall perform and render all services as prescribed and required by the Instructions to Proposers, Proposal Form, General Conditions, Specials Conditions, Scope of Work, Specifications, and all other documents forming a part of the Proposal package and any other documents signed by both parties relating to the subject matter of the Agreement, all of which are incorporated by reference as though set forth in full herein for:

BID TITLE, AQUATIC CONTROL SERVICES **SDMC No.** 26-0112-M

2. **TERM AND RENEWAL**

2.1 **Term:** The term of this Agreement shall be from 5/1/2026 through 4/30/2028. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in Contractor being barred from doing business with the District, in accordance with District policies and procedures. Multi-year contracts will automatically renew for one (1) year periods during the initial contract period above, unless the District notifies Contractor of intent to rebid or negotiate new terms ninety (90) days prior to the contract anniversary date. This Agreement shall not expire until all work under Purchase Orders issued is completed, accepted and paid for by the District. All indemnification provisions contained in the Agreement shall survive beyond the expiration of the Agreement.

2.2 **Renewal:** Upon agreement of the parties, this Agreement may be renewed for an additional two, one year period(s). Renewal must be in writing and is subject to the same terms and conditions set forth in the Agreement and any amendments.

3. **EXHIBITS INCORPORATED INTO THE AGREEMENT**: The following exhibits are attached, incorporated, and made a part of this Agreement:

3.1 Exhibit A, Solicitation (on file in Purchasing)
3.2 Exhibit B, Bid Tabulation(on file in Purchasing
3.3 Exhibit C, Contractor Information Form (required if Contractor will be doing work at any District Site)
3.4 Exhibit D, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
3.5 Exhibit E, Contractor Affidavit Regarding the Use of Coercion for Labor and Services

4. **TERMS SUPPLEMENTAL TO THE AUTHORIZED SOLICITATION**

4.1 **COMPLIANCE WITH JESSICA LUNSFORD ACT:** Contractor and their subcontractors shall comply with the Jessica Lunsford Act (JLA). Contractor/subcontractor shall comply with Sections 1012.465, 1012.467, 1012.468, Florida Statutes, and all other applicable Florida laws governing background screening requirements, fingerprinting and criminal history checks. Contractor, Contractor's personnel and subcontractors who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds shall meet the screening requirements of Section 1012.32, Florida Statutes. That Contractor hereby indemnifies and holds harmless the District for any claims made against the District related to the

failure of Contractor or Contractor's personnel or subcontractors to comply with any of the laws referenced in this paragraph or related to Contractor's obligation to comply with the Jessica Lunsford Act and Florida law governing background screening requirements.

For information on JLA, requirements visit http://www.manateeschools.net/jessicalunsford. The Contractor information sheet, Exhibit C, must be completed and returned with the signed contract where the contractor is performing services on any District property.

4.2 **ASSIGNABILITY:** The parties may not assign this Agreement or any right or obligation of this Agreement without prior written consent of the other party.

4.3 **THIRD PARTY BENEFICIARIES:** The parties to this Agreement do not intend that this Agreement benefit any third party, and nothing herein should be construed as consent by either party to be sued by third parties in any matter arising out of this Agreement.

4.4 **GOVERNING LAW:** This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this Agreement. Venue for resolution of all disputes, whether by mediation, arbitration, or litigation shall lie in Manatee County, 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 Twelfth Judicial Circuit of Manatee County, Florida. The parties forever waive the right to trial by jury for all litigation between the parties arising out of or related to this Agreement. The parties agree to have any such dispute settled by a judge alone, without a jury.

4.5 **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor and District has no supervisory authority or control over Contractor or Contractor's employees in the performance of this Agreement. Neither Contractor nor Contractor's employees shall be deemed agents or employees of District and any representation to the contrary by Contractor or its employees shall constitute a violation of this Agreement and shall be grounds for immediate Termination for Cause. Contractor shall not employ, contract with, or otherwise use the services of any officer or employee of District. Contractor certifies that its owner(s), officers, directors or agents, and members of their immediate family, do not have an employee relationship or other material Interest with District.

4.6 **INVOICE REQUIREMENTS**: The invoice shall contain the following basic information: the awarded Contractor's name and address, invoice number, date of invoice, description of the service performed, the contract number, purchase order number, and any discounts. The invoice shall be in detail sufficient for a proper pre-audit and post audit thereof. Each bill or invoice must properly identify the services, portion of services, and expenses for which compensation is sought.

4.7 **PAYMENT:** The District complies with the Local Government Prompt Payment Act (sections 218.70-218.80, Florida Statutes). Unless otherwise required by the Local Government Prompt Payment Act, invoice payment is Net 45 days from the date of delivery or the receipt of satisfactory invoice, whichever occurs last, unless invoices specify early payment discounts. All references to currency, monetary values, and dollars set forth herein shall mean United States dollars and all payments hereunder shall be made in United States dollars.

4.8 **INDEMNIFICATION**: Contractor shall defend, indemnify and hold harmless District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, including attorneys' fees and costs of defense, which District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members

may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by the Contractor, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. 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. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statutes.

4.9 **SOVEREIGN IMMUNITY:** Contractor acknowledges and agrees that the District does not waive its immunity and nothing herein, including the naming of the District as an additional insured, shall be interpreted or deemed as a waiver of the District's rights, including the limitation of waiver of immunity, as set forth in section 768.28, Florida Statutes, or any other statutes, and District expressly reserves these rights to the full extent allowed by law. all defenses relative to sovereign immunity are expressly reserved by the District.

4.10 **CONTACT WITH STUDENTS:** Unless otherwise specified, Contractor will not permit any employee, independent contractor, material men, supplier or anyone involved in any manner with work pursuant to this Agreement to have direct or indirect contact with students while performing pursuant to this Agreement on District property. A violation of this provision shall result in immediate termination of the offender and the issuance of a trespass notice from District. Contractor shall be responsible for insuring compliance by all employees, independent contractors, subcontractors, or other persons involved in any manner with work pursuant to this Agreement.

4.11 **STANDARDS OF CONDUCT:** Contractor will be held to the same standards of conduct as District employees while conducting business with District. These standards, as defined in District policies, will apply to Contractor's employees and employees of Contractor's subcontractors.

4.12 **SEVERABILITY:** If any one or more of the provisions of this Agreement should be held contrary to law or public policy, or should for any reason whatsoever be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this Agreement, which remaining provisions shall continue in full force and effect, provided that the rights and obligations of the parties contained herein are not materially prejudiced and the intentions of the parties continue to be effective.

4.13 **WAIVER:** The failure or neglect by any party to enforce any right under this Agreement shall not be deemed to be a waiver of that party's rights. A waiver shall not be effective unless it is in writing and signed by the party who possesses the right to waive enforcement of same.

4.14 **FORCE MAJEURE:** The term "Force Majeure" means circumstances beyond the reasonable control of a party, (such as an act of God, a government restriction, a war, an insurrection, a labor dispute, a financial insolvency, an economic hardship, a strife, a failure of suppliers, communications, or data systems) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. If the

Force Majeure persists more than 90 days, any party may elect to terminate this Agreement upon written notice per paragraph 4.16, Termination for Convenience.

4.15 **TERMINATION FOR CAUSE:** Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Notwithstanding anything herein to the contrary, District may unilaterally terminate this Agreement for refusal by the Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by Contractor in conjunction with this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statues.

4.16 **TERMINATION FOR CONVENIENCE:** This Agreement may be terminated by the District or Contractor for any lawful reason or for no reason by giving the other party no less than 30 days written notice of intent to terminate. Contractor shall be entitled to payment and profit for work completed to the time of termination only together with any costs reasonably incurred by Contractor that are directly attributable to the termination, but Contractor shall not be entitled to any other or further recovery against District, including anticipated fees, profit on work not required to be performed, or attorneys' or legal fees and costs.

4.17 **COMPLIANCE WITH THE PUBLIC RECORDS ACT:** By entering into this Agreement, Contractor acknowledges that the portion of its books and records related to this Agreement with District may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act. Pursuant to Section 119.0701, Florida Statutes, because Contractor is performing services on behalf of District, Contractor shall:

a. Keep and maintain public records required by District to perform pursuant to the Agreement.
b. Upon request from District's custodian of public records (identified below), provide District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Contractor does not transfer the records to District.
d. Upon completion of this Agreement, transfer, at no cost, to District all public records in possession of Contractor or keep and maintain public records required by District to perform the service. If Contractor transfers all public records to District upon completion of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to District, upon request from District's custodian of public records, in a format that is compatible with the information technology systems of District.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 941-708-8770, PUBLICRECORDS@MANATEESCHOOLS.NET, 215 MANATEE AVENUE WEST, BRADENTON, FLORIDA, 34205.

4.18 **SCHOOL DISTRICT POLICY:** In accordance with District policy, no contract for providing supplies, equipment or services shall be effective with any individual or business entity in which any board member of District or District's Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which District's Superintendent, any board member of District, or any spouse or child of the foregoing has an employment relationship or a material interest. No District employee may directly or indirectly purchase or recommend for purchase goods or services from any business organization in which his/her spouse or child has a material interest as defined in Chapter 112, Florida Statutes.

4.19 **COMPLIANCE WITH REGULATIONS:** Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by Contractor will in no way be a cause for relief from responsibility. Contractor shall have in their possession and must provide all applicable insurance, permits, licenses, etc., which may be required by federal, state, or county law to furnish services under the scope of this Agreement. Contractor must not be in violation of any zoning or other ordinances in the performance of this Agreement.

4.20 **SAFETY STANDARDS:** All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards there under.

4.21 **TAX EXEMPTIONS:** When purchasing directly from a supplier the District is exempt from Federal Excise, State Sales, and Use Taxes. Tax exemption certificates and numbers will be furnished on request.

4.22 **INSURANCE:** The Contractor shall furnish the School District of Manatee County with proof of:

(1) Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
(2) Comprehensive General Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence.
(3) a. Automobile Liability Insurance in an amount equal to or greater than $1,000,000.00 per person.
b. Automobile Liability Insurance equal to or greater than $1,000,000.00 per occurrence for property damage or $1,000,000.00 combined single limit.
(4) Contractual Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence. Policy must include endorsement for indemnification in the event third party damages are sought against the School District.
(5) Completed Operations Endorsement equal to or greater than $1,000,000.00 per occurrence.
(6) Independent Contractors Endorsement in an amount equal to or greater than $1,000,000.00 per occurrence.

Certificate(s) of Insurance listing The School District of Manatee County, Florida, as an additional insured must be received by District's Risk Manager within 10 days after the Effective Date of this

Agreement. Any policy shall include substantially the following provision: The School District of Manatee County, Florida, shall be furnished written notice 30 days in advance of the effective date of any reduction in or cancellation of this policy." Contractor shall immediately notify District upon lapse in coverages required by this Agreement or cancellation of any of the insurance policies. Contractor shall not provide any services under this Agreement during any such period of lapse or after cancellation of the insurance coverages required herein without the express written permission of the District's Risk Manager. District shall be under no obligation to pay Contractor for any services provided or for any costs associated with this Agreement for any period of time concurrent with any lapse in coverage.

4.23 **ENTIRE AGREEMENT:** This Agreement and its Exhibits, if any, constitute the final and entire agreement between the parties with respect to the subject matter contained herein and are intended to be an integration of all prior negotiations and understandings. The Agreement and its Exhibits supersede all prior agreements, negotiations, understandings, and representations, whether written or oral. Consultant and District shall not be bound by any terms, conditions, statements, warranties, or representations, written or oral, not contained herein. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument.

4.24 **AMENDMENTS:** This Agreement may not be amended, canceled, changed, discharged, modified, rescinded, supplemented, or terminated other than as expressly provided herein, except by any instrument in writing executed by all parties hereto.

4.25 **BINDING EFFECT:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and permitted assigns.

4.26 **AUTHORITY TO EXECUTE:** The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of the Contractor and to bind the Contractor to each and every condition and covenant of the Agreement.

4.27 **FEDERAL DEBARMENT & SUSPENSION CERTIFICATION:** Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

4.28 **LEGAL FEES AND COSTS:** Each party shall be solely responsible for paying its attorneys' fees and costs and paralegals' fees and costs in any dispute, litigation, trial, appeal, bankruptcy proceedings, post-judgment proceeding, dispute resolution proceeding, settlement negotiation or pre-litigation negotiation, or otherwise arising under this Agreement.

4.29 **TIME OF THE ESSENCE:** Time is of the essence with regard to all dates and times set forth in this Agreement. Any reference herein to time periods of 7 days or less shall, in the computation thereof, exclude Saturdays, Sundays, and legal holidays under the laws of the State of Florida or the United States of America. Any time period provided for herein which shall end on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America, shall extend to 5 P.M. of the next day that is not a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America. All references herein to times of day shall mean Eastern Standard Time or Eastern Daylight Time, whichever is in effect in Manatee County, Florida, at the

relevant time. The term "day" as used herein shall in all cases mean a consecutive 24-hour day running from midnight to midnight (also known as a calendar day).

4.30 **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):** By entering into a contract with the School District of Manatee County (a public employer in Florida) to provide goods or services in exchange for salary, wages or other renumeration, this section applies to verify employment eligibility. Therefore, pursuant to Section 448.095, Florida Statutes and beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility, located at https://e-verify.uscis.gov/emp. The Parties may not enter into a contract unless each party registers with and uses the federal E-Verify system.

The Contractor verifies its compliance with the E-Verify System by listing its E-Verify System Number; or by signature and submission of this contract, asserts it does not employ 25 or more employees, and it is not an unauthorized alien, as defined by this statute.

The Contractor will require all Subcontractors who work on this contract to use the E-Verify System for any subcontracted employees hired during this contract. The Contractor will verify Subcontractor's compliance with an affidavit stating whether the Subcontractor uses the E-Verify System as evidenced by Subcontractor's E-Verify System Number or that the Subcontractor is not an unauthorized alien and does not employ, contract with or subcontract with unauthorized aliens defined by this statute. The Contractor will maintain and provide the Subcontractor's affidavits to the School District on request during this contract.

Termination: With good faith belief that the Contractor knowingly violated this section, the School District will terminate the contract. Further, with good faith believe that the Subcontractor knowingly violated this section, the School District will promptly notify the Contractor and the Contractor will immediately terminate the Contractor's contract with the Subcontractor. A contract terminated for noncompliance with E-Verify is not a breach of contract and may not be considered as such.

To the extent required by applicable law, the Contractor is liable for any additional costs incurred by the School District resulting from a failure to comply with E-Verify. Additional costs may include but are not limited to higher costs for the same services and rebidding costs (if necessary). Likewise, the Contractor will be barred from any other contracts with The District for at least one year after the date the contract was terminated.
CONTRACTOR E-VERIFY NUMBER: 1583457_____

4.31 **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 a contract for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, 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 a contract for goods or services of one million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, 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 Contractor 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 Iran Terrorism Sectors List. Contractor further certifies that it is not engaged in a boycott of Israel or engaged in business

operations in Cuba or Syria. Contractor 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. Contractor further understands that this Agreement with District for goods or services of any amount may be terminated at District's option if Contractor (a) is found to have submitted a false certification, (b) has been placed on the Scrutinized Companies with Activities in Sudan List, (c) has been engaged in business operations in Cuba or Syria, (d) has been placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran, (e) has been placed on the Scrutinized Companies that Boycott Israel List, or (f) is engaged in a boycott of Israel.

4.32 **ACCESS TO AND RETENTION OF DOCUMENTATION:** The District, the United States Department of Education, the Comptroller General of the United States, the Florida Department of Education or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to work and services to be performed under this agreement for the purpose of audit, examination, excerpting and transcribing. The parties will retain all such required records, and records required under any state or federal rules, regulations or laws respecting audit, for a period of five District fiscal years after completion or termination of this Agreement.

4.33 **CHILD NEGLECT:** The Contractor and its agents and employees shall be subject to the requirements of §39.201, Florida Statutes, that requires the duty to report all actual or suspected cases of child abuse, abandonment or neglect to the statewide toll-free telephone number of the central abuse hotline.

4.34 **NOTICE; ELECTRONIC COMMUNICATIONS:** Any and all notices, approvals, claims, consents, demands, requests, or other communications between the parties (Notices) shall be in writing. All Notices pertaining to breach or termination or to designate a different recipient or address for notice shall be given by hand-delivery in person or sent by certified mail, postage prepaid, return receipt requested, and addressed as follows:

If to Contractor:	AIRBOAT ADDICTS, INC.
If mailed to District:	The School District of Manatee County, Attn:Purchasing Department, PO Box 9069, Bradenton, FL 34206
If hand-delivered to District:	The School District of Manatee County, Attn: Purchasing Department, 215 Manatee Ave. West, Bradenton, FL 34205

All other Notices shall be hand delivered, sent by certified or registered mail, return receipt requested, sent by facsimile, or sent by electronic mail or other electronic means and addressed to the respective representatives at the addresses they respectively designate. All Notices shall be deemed effective and received upon actual receipt by the party to which such notice is given if hand delivered, sent by facsimile, electronic mail or other electronic means or 5 days after mailing, whichever occurs first.

4.35 **FEDERAL GRANTS TERMS AND CONDITIONS**: When Federal funds are expended by the District, Contractor shall comply with all applicable provisions of Appendix II Part 200 Contract Provisions for non-Federal Entity Contracts Under Federal Awards contained in Exhibit D and as may be amended from time to time.

4.36 **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS 2 CFR §200.334:** When federal funds are expended by District for any contract resulting from this procurement process, the Contractor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.334. The Contractor further certifies that Contractor will retain

all records as required by 2 CFR §200.334 for a period of three years after grantees or sub-grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

4.37 **OTHER PROVISIONS:**

4.37.1 *POSSESSION OF FIREARMS:* Possession of firearms will not be tolerated on any District property or setting that is under the control and supervision of District for the purpose of school activities approved and authorized by District. No person who has a firearm in their vehicle may park their vehicle on District property. If any employee or independent contractor of Contractor, or any of its subcontractors, is found to have brought a firearm on District property, said individual shall be immediately removed from District property by Contractor and barred from performing further work relative to the Agreement. If a subcontractor fails to terminate said employee or independent contractor, Contractor shall terminate its agreement with the subcontractor. If Contractor fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by District. "Firearm" has the meaning given in Section 790.001, Florida Statutes.

4.37.2 *CRIMINAL ACTS:* Employment and performing work relative to the Agreement by the Contractor, or any of its subcontractors, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude (as defined by Fla. Admin. Code R. 6A-10.083) will not be tolerated. If it is determined that any person with such criminal history is performing work relative to the Agreement, Contractor agrees to take all steps necessary to remove such person from performing work relative to the Agreement and District property. District shall have the right to terminate this Agreement if Contractor does not comply with this provision.

REPRESENTATIVES: The individuals listed below shall serve as each party's respective representative and are hereby authorized by the respective party to administer this Agreement on behalf of the respective party.	
AIRBOAT ADDICTS, INC. CONTRACTOR/COMPANY NAME	1508 ALTMAN ROAD, WAUCHULA, FL 33873 ADDRESS
PHONE 863-767-8888	EMAIL BYRON.WATERS@AIRBOATADDICTS.CO
TYPE OR PRINT NAME BYRON D WATERS	TITLE
THE SCHOOL DISTRICT OF MANATEE COUNTY	215 MANATEE AVE. WEST, BRADENTON, FL 34205 ADDRESS
PHONE 841-708-8800 X44070	EMAIL RYAN@MANATEESCHOOLS.NET
TYPE OR PRINT NAME MELODY RYAN	TITLE CAPITAL BUYER

SIGNATURES:

Contractor	Date	Deputy Superintendent (up to $49.999.99)	Date
School Principal	Date	Superintendent (no greater than $99,999.99)	Date
General Counsel Approved as to Form and Legal Content	Date	Board Chair (over $100,000.00)	Date

EXHIBIT C

CONTRACTOR INFORMATION FORM

CONTRACTOR NAME: AIRBOAT ADDICTS, INC.

TELEPHONE NUMBER: 863-767-8888

LIST EMPLOYEE(s) THAT WILL BE DOING WORK FOR THE SCHOOL DISTRICT OF MANATEE COUNTY: Please print clearly and duplicate form as needed. Please list badge expiration for all employees who currently have a contractor's badge. If a designated employee does not have a contractor's badge, indicate their Appointment Date and Time for fingerprinting.

Please reference the District website for JLA requirements: https://www.manateeschools.net/

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Last Name, First Name	Contractor/JLA Badge Expiration	Fingerprint Appt Date/Time

Contractor/Contractor Disqualifiable Offenses:

- Any offense listed in s. 943.0435.

JLA BADGING IS REQUIRED TO COME ON SCHOOL CAMPUS. FAILURE TO PRESENT THE PROPER BADGE AT THE TIME OF SERVICE WILL RESULT IN DENIAL OF SERVICE

EXHIBIT D

Appendix II to Part 200, Title 2 (up to date as of 9/21/2023)

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

This content is from the eCFR and is authoritative but unofficial.

Title 2 —Grants and Agreements

Subtitle A —Office of Management and Budget Guidance for Grants and Agreements
Chapter II —Office of Management and Budget Guidance
Part 200 —Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
Source: 85 FR 49543, Aug. 13, 2020, unless otherwise noted.
Source: 85 FR 49539, Aug. 13, 2020, unless otherwise noted.
Authority: 31 U.S.C. 503
Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.
Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non- Federal entity under the Federal award must contain provisions covering the following, as applicable.

A. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

B. All contracts in excess of $10,000 must address termination for cause and for convenience by the non- Federal entity including the manner by which it will be effected and the basis for settlement.

C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

D. Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non- Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the

basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

G. Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

H. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. 200.323 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

K. 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain.
(2) Extend or renew a contract to procure or obtain; or
(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115–232, section 889 for additional information.

(d) See also § 200.471.

L. 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

M. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of ''federally assisted construction contract'' in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, ''Equal Employment Opportunity'' (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, ''Amending Executive Order 11246 Relating to Equal Employment Opportunity,'' and implementing regulations at 41 CFR part 60, ''Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.''200.322 Domestic preferences for procurements.

EXHIBIT E

Contractor Affidavit Regarding the Use of Coercion for Labor and Services

Contractor Name: AIRBOAT ADDICTS, INC.

Address: 1508 ALTMAN ROAD, WAUCHULA, FL 33873

Phone Number: 863-767-8888

Authorized Representative's Name: _____

Authorized Representative's Title: _____

Email Address: BYRON.WATERS@AIRBOATADDICTS.COM

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Manatee County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

_____ _____

Signature of Authorized Representative Date

PURCHASING DEPARTMENT
215 Manatee Avenue West
Bradenton, Florida 34205
Direct Line (941) 708-8770 FAX Line (941) 708-8485

CONTRACT OF AWARD AGREEMENT, SDMC No. 26-0112-MR
AQUATIC CONTROL SERVICES

THIS AGREEMENT is entered into by and between The School Board of Manatee County, Florida, hereinafter "District" and RICK RICHARDS, INC. (Contractor).

1. **THE WORK**

1.1 Contractor shall perform and render all services as prescribed and required by the Instructions to Proposers, Proposal Form, General Conditions, Specials Conditions, Scope of Work, Specifications, and all other documents forming a part of the Proposal package and any other documents signed by both parties relating to the subject matter of the Agreement, all of which are incorporated by reference as though set forth in full herein for:

BID TITLE, AQUATIC CONTROL SERVICES **SDMC No.** 26-0112-M

2. **TERM AND RENEWAL**

2.1 **Term:** The term of this Agreement shall be from 5/1/2026 through 4/30/2028. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in Contractor being barred from doing business with the District, in accordance with District policies and procedures. Multi-year contracts will automatically renew for one (1) year periods during the initial contract period above, unless the District notifies Contractor of intent to rebid or negotiate new terms ninety (90) days prior to the contract anniversary date. This Agreement shall not expire until all work under Purchase Orders issued is completed, accepted and paid for by the District. All indemnification provisions contained in the Agreement shall survive beyond the expiration of the Agreement.

2.2 **Renewal:** Upon agreement of the parties, this Agreement may be renewed for an additional two, one year period(s). Renewal must be in writing and is subject to the same terms and conditions set forth in the Agreement and any amendments.

3. **EXHIBITS INCORPORATED INTO THE AGREEMENT**: The following exhibits are attached, incorporated, and made a part of this Agreement:

3.1 Exhibit A, Solicitation (on file in Purchasing)
3.2 Exhibit B, Bid Tabulation(on file in Purchasing
3.3 Exhibit C, Contractor Information Form (required if Contractor will be doing work at any District Site)
3.4 Exhibit D, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
3.5 Exhibit E, Contractor Affidavit Regarding the Use of Coercion for Labor and Services

4. **TERMS SUPPLEMENTAL TO THE AUTHORIZED SOLICITATION**

4.1 **COMPLIANCE WITH JESSICA LUNSFORD ACT:** Contractor and their subcontractors shall comply with the Jessica Lunsford Act (JLA). Contractor/subcontractor shall comply with Sections 1012.465, 1012.467, 1012.468, Florida Statutes, and all other applicable Florida laws governing background screening requirements, fingerprinting and criminal history checks. Contractor, Contractor's personnel and subcontractors who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds shall meet the screening requirements of Section 1012.32, Florida Statutes. That Contractor hereby indemnifies and holds harmless the District for any claims made against the District related to the

failure of Contractor or Contractor's personnel or subcontractors to comply with any of the laws referenced in this paragraph or related to Contractor's obligation to comply with the Jessica Lunsford Act and Florida law governing background screening requirements.

For information on JLA, requirements visit http://www.manateeschools.net/jessicalunsford. The Contractor information sheet, Exhibit C, must be completed and returned with the signed contract where the contractor is performing services on any District property.

4.2 **ASSIGNABILITY:** The parties may not assign this Agreement or any right or obligation of this Agreement without prior written consent of the other party.

4.3 **THIRD PARTY BENEFICIARIES:** The parties to this Agreement do not intend that this Agreement benefit any third party, and nothing herein should be construed as consent by either party to be sued by third parties in any matter arising out of this Agreement.

4.4 **GOVERNING LAW:** This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this Agreement. Venue for resolution of all disputes, whether by mediation, arbitration, or litigation shall lie in Manatee County, 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 Twelfth Judicial Circuit of Manatee County, Florida. The parties forever waive the right to trial by jury for all litigation between the parties arising out of or related to this Agreement. The parties agree to have any such dispute settled by a judge alone, without a jury.

4.5 **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor and District has no supervisory authority or control over Contractor or Contractor's employees in the performance of this Agreement. Neither Contractor nor Contractor's employees shall be deemed agents or employees of District and any representation to the contrary by Contractor or its employees shall constitute a violation of this Agreement and shall be grounds for immediate Termination for Cause. Contractor shall not employ, contract with, or otherwise use the services of any officer or employee of District. Contractor certifies that its owner(s), officers, directors or agents, and members of their immediate family, do not have an employee relationship or other material Interest with District.

4.6 **INVOICE REQUIREMENTS**: The invoice shall contain the following basic information: the awarded Contractor's name and address, invoice number, date of invoice, description of the service performed, the contract number, purchase order number, and any discounts. The invoice shall be in detail sufficient for a proper pre-audit and post audit thereof. Each bill or invoice must properly identify the services, portion of services, and expenses for which compensation is sought.

4.7 **PAYMENT:** The District complies with the Local Government Prompt Payment Act (sections 218.70-218.80, Florida Statutes). Unless otherwise required by the Local Government Prompt Payment Act, invoice payment is Net 45 days from the date of delivery or the receipt of satisfactory invoice, whichever occurs last, unless invoices specify early payment discounts. All references to currency, monetary values, and dollars set forth herein shall mean United States dollars and all payments hereunder shall be made in United States dollars.

4.8 **INDEMNIFICATION**: Contractor shall defend, indemnify and hold harmless District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, including attorneys' fees and costs of defense, which District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members

may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by the Contractor, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. 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. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statutes.

4.9 **SOVEREIGN IMMUNITY:** Contractor acknowledges and agrees that the District does not waive its immunity and nothing herein, including the naming of the District as an additional insured, shall be interpreted or deemed as a waiver of the District's rights, including the limitation of waiver of immunity, as set forth in section 768.28, Florida Statutes, or any other statutes, and District expressly reserves these rights to the full extent allowed by law. all defenses relative to sovereign immunity are expressly reserved by the District.

4.10 **CONTACT WITH STUDENTS:** Unless otherwise specified, Contractor will not permit any employee, independent contractor, material men, supplier or anyone involved in any manner with work pursuant to this Agreement to have direct or indirect contact with students while performing pursuant to this Agreement on District property. A violation of this provision shall result in immediate termination of the offender and the issuance of a trespass notice from District. Contractor shall be responsible for insuring compliance by all employees, independent contractors, subcontractors, or other persons involved in any manner with work pursuant to this Agreement.

4.11 **STANDARDS OF CONDUCT:** Contractor will be held to the same standards of conduct as District employees while conducting business with District. These standards, as defined in District policies, will apply to Contractor's employees and employees of Contractor's subcontractors.

4.12 **SEVERABILITY:** If any one or more of the provisions of this Agreement should be held contrary to law or public policy, or should for any reason whatsoever be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this Agreement, which remaining provisions shall continue in full force and effect, provided that the rights and obligations of the parties contained herein are not materially prejudiced and the intentions of the parties continue to be effective.

4.13 **WAIVER:** The failure or neglect by any party to enforce any right under this Agreement shall not be deemed to be a waiver of that party's rights. A waiver shall not be effective unless it is in writing and signed by the party who possesses the right to waive enforcement of same.

4.14 **FORCE MAJEURE:** The term "Force Majeure" means circumstances beyond the reasonable control of a party, (such as an act of God, a government restriction, a war, an insurrection, a labor dispute, a financial insolvency, an economic hardship, a strife, a failure of suppliers, communications, or data systems) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. If the

Force Majeure persists more than 90 days, any party may elect to terminate this Agreement upon written notice per paragraph 4.16, Termination for Convenience.

4.15 **TERMINATION FOR CAUSE:** Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Notwithstanding anything herein to the contrary, District may unilaterally terminate this Agreement for refusal by the Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by Contractor in conjunction with this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statues.

4.16 **TERMINATION FOR CONVENIENCE:** This Agreement may be terminated by the District or Contractor for any lawful reason or for no reason by giving the other party no less than 30 days written notice of intent to terminate. Contractor shall be entitled to payment and profit for work completed to the time of termination only together with any costs reasonably incurred by Contractor that are directly attributable to the termination, but Contractor shall not be entitled to any other or further recovery against District, including anticipated fees, profit on work not required to be performed, or attorneys' or legal fees and costs.

4.17 **COMPLIANCE WITH THE PUBLIC RECORDS ACT:** By entering into this Agreement, Contractor acknowledges that the portion of its books and records related to this Agreement with District may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act. Pursuant to Section 119.0701, Florida Statutes, because Contractor is performing services on behalf of District, Contractor shall:

a. Keep and maintain public records required by District to perform pursuant to the Agreement.
b. Upon request from District's custodian of public records (identified below), provide District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Contractor does not transfer the records to District.
d. Upon completion of this Agreement, transfer, at no cost, to District all public records in possession of Contractor or keep and maintain public records required by District to perform the service. If Contractor transfers all public records to District upon completion of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to District, upon request from District's custodian of public records, in a format that is compatible with the information technology systems of District.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 941-708-8770, PUBLICRECORDS@MANATEESCHOOLS.NET, 215 MANATEE AVENUE WEST, BRADENTON, FLORIDA, 34205.

4.18 **SCHOOL DISTRICT POLICY:** In accordance with District policy, no contract for providing supplies, equipment or services shall be effective with any individual or business entity in which any board member of District or District's Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which District's Superintendent, any board member of District, or any spouse or child of the foregoing has an employment relationship or a material interest. No District employee may directly or indirectly purchase or recommend for purchase goods or services from any business organization in which his/her spouse or child has a material interest as defined in Chapter 112, Florida Statutes.

4.19 **COMPLIANCE WITH REGULATIONS:** Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by Contractor will in no way be a cause for relief from responsibility. Contractor shall have in their possession and must provide all applicable insurance, permits, licenses, etc., which may be required by federal, state, or county law to furnish services under the scope of this Agreement. Contractor must not be in violation of any zoning or other ordinances in the performance of this Agreement.

4.20 **SAFETY STANDARDS:** All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards there under.

4.21 **TAX EXEMPTIONS:** When purchasing directly from a supplier the District is exempt from Federal Excise, State Sales, and Use Taxes. Tax exemption certificates and numbers will be furnished on request.

4.22 **INSURANCE:** The Contractor shall furnish the School District of Manatee County with proof of:

(1) Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
(2) Comprehensive General Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence.
(3) a. Automobile Liability Insurance in an amount equal to or greater than $1,000,000.00 per person.
b. Automobile Liability Insurance equal to or greater than $1,000,000.00 per occurrence for property damage or $1,000,000.00 combined single limit.
(4) Contractual Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence. Policy must include endorsement for indemnification in the event third party damages are sought against the School District.
(5) Completed Operations Endorsement equal to or greater than $1,000,000.00 per occurrence.
(6) Independent Contractors Endorsement in an amount equal to or greater than $1,000,000.00 per occurrence.

Certificate(s) of Insurance listing The School District of Manatee County, Florida, as an additional insured must be received by District's Risk Manager within 10 days after the Effective Date of this

Agreement. Any policy shall include substantially the following provision: The School District of Manatee County, Florida, shall be furnished written notice 30 days in advance of the effective date of any reduction in or cancellation of this policy." Contractor shall immediately notify District upon lapse in coverages required by this Agreement or cancellation of any of the insurance policies. Contractor shall not provide any services under this Agreement during any such period of lapse or after cancellation of the insurance coverages required herein without the express written permission of the District's Risk Manager. District shall be under no obligation to pay Contractor for any services provided or for any costs associated with this Agreement for any period of time concurrent with any lapse in coverage.

4.23 **ENTIRE AGREEMENT:** This Agreement and its Exhibits, if any, constitute the final and entire agreement between the parties with respect to the subject matter contained herein and are intended to be an integration of all prior negotiations and understandings. The Agreement and its Exhibits supersede all prior agreements, negotiations, understandings, and representations, whether written or oral. Consultant and District shall not be bound by any terms, conditions, statements, warranties, or representations, written or oral, not contained herein. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument.

4.24 **AMENDMENTS:** This Agreement may not be amended, canceled, changed, discharged, modified, rescinded, supplemented, or terminated other than as expressly provided herein, except by any instrument in writing executed by all parties hereto.

4.25 **BINDING EFFECT:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and permitted assigns.

4.26 **AUTHORITY TO EXECUTE:** The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of the Contractor and to bind the Contractor to each and every condition and covenant of the Agreement.

4.27 **FEDERAL DEBARMENT & SUSPENSION CERTIFICATION:** Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

4.28 **LEGAL FEES AND COSTS:** Each party shall be solely responsible for paying its attorneys' fees and costs and paralegals' fees and costs in any dispute, litigation, trial, appeal, bankruptcy proceedings, post-judgment proceeding, dispute resolution proceeding, settlement negotiation or pre-litigation negotiation, or otherwise arising under this Agreement.

4.29 **TIME OF THE ESSENCE:** Time is of the essence with regard to all dates and times set forth in this Agreement. Any reference herein to time periods of 7 days or less shall, in the computation thereof, exclude Saturdays, Sundays, and legal holidays under the laws of the State of Florida or the United States of America. Any time period provided for herein which shall end on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America, shall extend to 5 P.M. of the next day that is not a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America. All references herein to times of day shall mean Eastern Standard Time or Eastern Daylight Time, whichever is in effect in Manatee County, Florida, at the

relevant time. The term "day" as used herein shall in all cases mean a consecutive 24-hour day running from midnight to midnight (also known as a calendar day).

4.30 **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):** By entering into a contract with the School District of Manatee County (a public employer in Florida) to provide goods or services in exchange for salary, wages or other renumeration, this section applies to verify employment eligibility. Therefore, pursuant to Section 448.095, Florida Statutes and beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility, located at https://e-verify.uscis.gov/emp. The Parties may not enter into a contract unless each party registers with and uses the federal E-Verify system.

The Contractor verifies its compliance with the E-Verify System by listing its E-Verify System Number; or by signature and submission of this contract, asserts it does not employ 25 or more employees, and it is not an unauthorized alien, as defined by this statute.

The Contractor will require all Subcontractors who work on this contract to use the E-Verify System for any subcontracted employees hired during this contract. The Contractor will verify Subcontractor's compliance with an affidavit stating whether the Subcontractor uses the E-Verify System as evidenced by Subcontractor's E-Verify System Number or that the Subcontractor is not an unauthorized alien and does not employ, contract with or subcontract with unauthorized aliens defined by this statute. The Contractor will maintain and provide the Subcontractor's affidavits to the School District on request during this contract.

Termination: With good faith belief that the Contractor knowingly violated this section, the School District will terminate the contract. Further, with good faith believe that the Subcontractor knowingly violated this section, the School District will promptly notify the Contractor and the Contractor will immediately terminate the Contractor's contract with the Subcontractor. A contract terminated for noncompliance with E-Verify is not a breach of contract and may not be considered as such.

To the extent required by applicable law, the Contractor is liable for any additional costs incurred by the School District resulting from a failure to comply with E-Verify. Additional costs may include but are not limited to higher costs for the same services and rebidding costs (if necessary). Likewise, the Contractor will be barred from any other contracts with The District for at least one year after the date the contract was terminated.
CONTRACTOR E-VERIFY NUMBER: 1624509

4.31 **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 a contract for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, 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 a contract for goods or services of one million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, 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 Contractor 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 Iran Terrorism Sectors List. Contractor further certifies that it is not engaged in a boycott of Israel or engaged in business

operations in Cuba or Syria. Contractor 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. Contractor further understands that this Agreement with District for goods or services of any amount may be terminated at District's option if Contractor (a) is found to have submitted a false certification, (b) has been placed on the Scrutinized Companies with Activities in Sudan List, (c) has been engaged in business operations in Cuba or Syria, (d) has been placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran, (e) has been placed on the Scrutinized Companies that Boycott Israel List, or (f) is engaged in a boycott of Israel.

4.32 **ACCESS TO AND RETENTION OF DOCUMENTATION:** The District, the United States Department of Education, the Comptroller General of the United States, the Florida Department of Education or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to work and services to be performed under this agreement for the purpose of audit, examination, excerpting and transcribing. The parties will retain all such required records, and records required under any state or federal rules, regulations or laws respecting audit, for a period of five District fiscal years after completion or termination of this Agreement.

4.33 **CHILD NEGLECT:** The Contractor and its agents and employees shall be subject to the requirements of §39.201, Florida Statutes, that requires the duty to report all actual or suspected cases of child abuse, abandonment or neglect to the statewide toll-free telephone number of the central abuse hotline.

4.34 **NOTICE; ELECTRONIC COMMUNICATIONS:** Any and all notices, approvals, claims, consents, demands, requests, or other communications between the parties (Notices) shall be in writing. All Notices pertaining to breach or termination or to designate a different recipient or address for notice shall be given by hand-delivery in person or sent by certified mail, postage prepaid, return receipt requested, and addressed as follows:

If to Contractor:	RICK RICHARDS, INC.
If mailed to District:	The School District of Manatee County, Attn:Purchasing Department, PO Box 9069, Bradenton, FL 34206
If hand-delivered to District:	The School District of Manatee County, Attn: Purchasing Department, 215 Manatee Ave. West, Bradenton, FL 34205

All other Notices shall be hand delivered, sent by certified or registered mail, return receipt requested, sent by facsimile, or sent by electronic mail or other electronic means and addressed to the respective representatives at the addresses they respectively designate. All Notices shall be deemed effective and received upon actual receipt by the party to which such notice is given if hand delivered, sent by facsimile, electronic mail or other electronic means or 5 days after mailing, whichever occurs first.

4.35 **FEDERAL GRANTS TERMS AND CONDITIONS**: When Federal funds are expended by the District, Contractor shall comply with all applicable provisions of Appendix II Part 200 Contract Provisions for non-Federal Entity Contracts Under Federal Awards contained in Exhibit D and as may be amended from time to time.

4.36 **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS 2 CFR §200.334:** When federal funds are expended by District for any contract resulting from this procurement process, the Contractor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.334. The Contractor further certifies that Contractor will retain

all records as required by 2 CFR §200.334 for a period of three years after grantees or sub-grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

4.37 **OTHER PROVISIONS:**

4.37.1 *POSSESSION OF FIREARMS:* Possession of firearms will not be tolerated on any District property or setting that is under the control and supervision of District for the purpose of school activities approved and authorized by District. No person who has a firearm in their vehicle may park their vehicle on District property. If any employee or independent contractor of Contractor, or any of its subcontractors, is found to have brought a firearm on District property, said individual shall be immediately removed from District property by Contractor and barred from performing further work relative to the Agreement. If a subcontractor fails to terminate said employee or independent contractor, Contractor shall terminate its agreement with the subcontractor. If Contractor fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by District. "Firearm" has the meaning given in Section 790.001, Florida Statutes.

4.37.2 *CRIMINAL ACTS:* Employment and performing work relative to the Agreement by the Contractor, or any of its subcontractors, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude (as defined by Fla. Admin. Code R. 6A-10.083) will not be tolerated. If it is determined that any person with such criminal history is performing work relative to the Agreement, Contractor agrees to take all steps necessary to remove such person from performing work relative to the Agreement and District property. District shall have the right to terminate this Agreement if Contractor does not comply with this provision.

REPRESENTATIVES: The individuals listed below shall serve as each party's respective representative and are hereby authorized by the respective party to administer this Agreement on behalf of the respective party.	
RICK RICHARDS, INC. CONTRACTOR/COMPANY NAME	24605 53RD AV EAST, MYAKKA CITY, FL 34251 ADDRESS
PHONE 941-322-2375	EMAIL RRINC@MAILMT.COM
TYPE OR PRINT NAME CHARLES RICHARDS	TITLE PRESIDENT
THE SCHOOL DISTRICT OF MANATEE COUNTY	215 MANATEE AVE. WEST, BRADENTON, FL 34205 ADDRESS
PHONE 841-708-8800 X44070	EMAIL RYAN@MANATEESCHOOLS.NET
TYPE OR PRINT NAME MELODY RYAN	TITLE CAPITAL BUYER

SIGNATURES:

Contractor	Date	Deputy Superintendent (up to $49.999.99)	Date
School Principal	Date	Superintendent (no greater than $99,999.99)	Date
General Counsel Approved as to Form and Legal Content	Date	Board Chair (over $100,000.00)	Date

EXHIBIT C

CONTRACTOR INFORMATION FORM

CONTRACTOR NAME: RICK RICHARDS, INC.

TELEPHONE NUMBER: 941-322-2375

LIST EMPLOYEE(s) THAT WILL BE DOING WORK FOR THE SCHOOL DISTRICT OF MANATEE COUNTY: Please print clearly and duplicate form as needed. Please list badge expiration for all employees who currently have a contractor's badge. If a designated employee does not have a contractor's badge, indicate their Appointment Date and Time for fingerprinting.

Please reference the District website for JLA requirements: https://www.manateeschools.net/

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Last Name, First Name	Contractor/JLA Badge Expiration	Fingerprint Appt Date/Time

Contractor/Contractor Disqualifiable Offenses:

- Any offense listed in s. 943.0435.

JLA BADGING IS REQUIRED TO COME ON SCHOOL CAMPUS. FAILURE TO PRESENT THE PROPER BADGE AT THE TIME OF SERVICE WILL RESULT IN DENIAL OF SERVICE

EXHIBIT D

Appendix II to Part 200, Title 2 (up to date as of 9/21/2023)

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

This content is from the eCFR and is authoritative but unofficial.

Title 2 —Grants and Agreements

Subtitle A —Office of Management and Budget Guidance for Grants and Agreements
Chapter II —Office of Management and Budget Guidance
Part 200 —Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
Source: 85 FR 49543, Aug. 13, 2020, unless otherwise noted.
Source: 85 FR 49539, Aug. 13, 2020, unless otherwise noted.
Authority: 31 U.S.C. 503
Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.
Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non- Federal entity under the Federal award must contain provisions covering the following, as applicable.

A. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

B. All contracts in excess of $10,000 must address termination for cause and for convenience by the non- Federal entity including the manner by which it will be effected and the basis for settlement.

C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

D. Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non- Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the

basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

G. Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

H. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. 200.323 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

K. 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain.

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115–232, section 889 for additional information.

(d) See also § 200.471.

L. 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

M. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of ''federally assisted construction contract'' in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, ''Equal Employment Opportunity'' (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, ''Amending Executive Order 11246 Relating to Equal Employment Opportunity,'' and implementing regulations at 41 CFR part 60, ''Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.''200.322 Domestic preferences for procurements.

EXHIBIT E

Contractor Affidavit Regarding the Use of Coercion for Labor and Services

Contractor Name: RICK RICHARDS, INC.

Address: 24605 53RD AV EAST, MYAKKA CITY, FL 34251

Phone Number: 941-322-2375

Authorized Representative's Name: _____

Authorized Representative's Title: _____

Email Address: RRINC@MAILMT.COM

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Manatee County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

_____ _____

Signature of Authorized Representative Date

PURCHASING DEPARTMENT
215 Manatee Avenue West
Bradenton, Florida 34205
Direct Line (941) 708-8770 FAX Line (941) 708-8485

CONTRACT OF AWARD AGREEMENT, SDMC No. 26-0112-MR
AQUATIC CONTROL SERVICES

THIS AGREEMENT is entered into by and between The School Board of Manatee County, Florida, hereinafter "District" and STANTEC CONSULTING SERVICES, INC. (Contractor).

1. **THE WORK**

1.1 Contractor shall perform and render all services as prescribed and required by the Instructions to Proposers, Proposal Form, General Conditions, Specials Conditions, Scope of Work, Specifications, and all other documents forming a part of the Proposal package and any other documents signed by both parties relating to the subject matter of the Agreement, all of which are incorporated by reference as though set forth in full herein for:

BID TITLE, AQUATIC CONTROL SERVICES **SDMC No.** 26-0112-M

2. **TERM AND RENEWAL**

2.1 **Term:** The term of this Agreement shall be from 5/1/2026 through 4/30/2028. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in Contractor being barred from doing business with the District, in accordance with District policies and procedures. Multi-year contracts will automatically renew for one (1) year periods during the initial contract period above, unless the District notifies Contractor of intent to rebid or negotiate new terms ninety (90) days prior to the contract anniversary date. This Agreement shall not expire until all work under Purchase Orders issued is completed, accepted and paid for by the District. All indemnification provisions contained in the Agreement shall survive beyond the expiration of the Agreement.

2.2 **Renewal:** Upon agreement of the parties, this Agreement may be renewed for an additional two, one year period(s). Renewal must be in writing and is subject to the same terms and conditions set forth in the Agreement and any amendments.

3. **EXHIBITS INCORPORATED INTO THE AGREEMENT**: The following exhibits are attached, incorporated, and made a part of this Agreement:

3.1 Exhibit A, Solicitation (on file in Purchasing)
3.2 Exhibit B, Bid Tabulation(on file in Purchasing
3.3 Exhibit C, Contractor Information Form (required if Contractor will be doing work at any District Site)
3.4 Exhibit D, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
3.5 Exhibit E, Contractor Affidavit Regarding the Use of Coercion for Labor and Services

4. **TERMS SUPPLEMENTAL TO THE AUTHORIZED SOLICITATION**

4.1 **COMPLIANCE WITH JESSICA LUNSFORD ACT:** Contractor and their subcontractors shall comply with the Jessica Lunsford Act (JLA). Contractor/subcontractor shall comply with Sections 1012.465, 1012.467, 1012.468, Florida Statutes, and all other applicable Florida laws governing background screening requirements, fingerprinting and criminal history checks. Contractor, Contractor's personnel and subcontractors who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds shall meet the screening requirements of Section 1012.32, Florida Statutes. That Contractor hereby indemnifies and holds harmless the District for any claims made against the District related to the

failure of Contractor or Contractor's personnel or subcontractors to comply with any of the laws referenced in this paragraph or related to Contractor's obligation to comply with the Jessica Lunsford Act and Florida law governing background screening requirements.

For information on JLA, requirements visit http://www.manateeschools.net/jessicalunsford. The Contractor information sheet, Exhibit C, must be completed and returned with the signed contract where the contractor is performing services on any District property.

4.2 **ASSIGNABILITY:** The parties may not assign this Agreement or any right or obligation of this Agreement without prior written consent of the other party.

4.3 **THIRD PARTY BENEFICIARIES:** The parties to this Agreement do not intend that this Agreement benefit any third party, and nothing herein should be construed as consent by either party to be sued by third parties in any matter arising out of this Agreement.

4.4 **GOVERNING LAW:** This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this Agreement. Venue for resolution of all disputes, whether by mediation, arbitration, or litigation shall lie in Manatee County, 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 Twelfth Judicial Circuit of Manatee County, Florida. The parties forever waive the right to trial by jury for all litigation between the parties arising out of or related to this Agreement. The parties agree to have any such dispute settled by a judge alone, without a jury.

4.5 **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor and District has no supervisory authority or control over Contractor or Contractor's employees in the performance of this Agreement. Neither Contractor nor Contractor's employees shall be deemed agents or employees of District and any representation to the contrary by Contractor or its employees shall constitute a violation of this Agreement and shall be grounds for immediate Termination for Cause. Contractor shall not employ, contract with, or otherwise use the services of any officer or employee of District. Contractor certifies that its owner(s), officers, directors or agents, and members of their immediate family, do not have an employee relationship or other material Interest with District.

4.6 **INVOICE REQUIREMENTS**: The invoice shall contain the following basic information: the awarded Contractor's name and address, invoice number, date of invoice, description of the service performed, the contract number, purchase order number, and any discounts. The invoice shall be in detail sufficient for a proper pre-audit and post audit thereof. Each bill or invoice must properly identify the services, portion of services, and expenses for which compensation is sought.

4.7 **PAYMENT:** The District complies with the Local Government Prompt Payment Act (sections 218.70-218.80, Florida Statutes). Unless otherwise required by the Local Government Prompt Payment Act, invoice payment is Net 45 days from the date of delivery or the receipt of satisfactory invoice, whichever occurs last, unless invoices specify early payment discounts. All references to currency, monetary values, and dollars set forth herein shall mean United States dollars and all payments hereunder shall be made in United States dollars.

4.8 **INDEMNIFICATION**: Contractor shall defend, indemnify and hold harmless District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, including attorneys' fees and costs of defense, which District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members

may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by the Contractor, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. 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. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statutes.

4.9 **SOVEREIGN IMMUNITY:** Contractor acknowledges and agrees that the District does not waive its immunity and nothing herein, including the naming of the District as an additional insured, shall be interpreted or deemed as a waiver of the District's rights, including the limitation of waiver of immunity, as set forth in section 768.28, Florida Statutes, or any other statutes, and District expressly reserves these rights to the full extent allowed by law. all defenses relative to sovereign immunity are expressly reserved by the District.

4.10 **CONTACT WITH STUDENTS:** Unless otherwise specified, Contractor will not permit any employee, independent contractor, material men, supplier or anyone involved in any manner with work pursuant to this Agreement to have direct or indirect contact with students while performing pursuant to this Agreement on District property. A violation of this provision shall result in immediate termination of the offender and the issuance of a trespass notice from District. Contractor shall be responsible for insuring compliance by all employees, independent contractors, subcontractors, or other persons involved in any manner with work pursuant to this Agreement.

4.11 **STANDARDS OF CONDUCT:** Contractor will be held to the same standards of conduct as District employees while conducting business with District. These standards, as defined in District policies, will apply to Contractor's employees and employees of Contractor's subcontractors.

4.12 **SEVERABILITY:** If any one or more of the provisions of this Agreement should be held contrary to law or public policy, or should for any reason whatsoever be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this Agreement, which remaining provisions shall continue in full force and effect, provided that the rights and obligations of the parties contained herein are not materially prejudiced and the intentions of the parties continue to be effective.

4.13 **WAIVER:** The failure or neglect by any party to enforce any right under this Agreement shall not be deemed to be a waiver of that party's rights. A waiver shall not be effective unless it is in writing and signed by the party who possesses the right to waive enforcement of same.

4.14 **FORCE MAJEURE:** The term "Force Majeure" means circumstances beyond the reasonable control of a party, (such as an act of God, a government restriction, a war, an insurrection, a labor dispute, a financial insolvency, an economic hardship, a strife, a failure of suppliers, communications, or data systems) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. If the

Force Majeure persists more than 90 days, any party may elect to terminate this Agreement upon written notice per paragraph 4.16, Termination for Convenience.

4.15 **TERMINATION FOR CAUSE:** Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Notwithstanding anything herein to the contrary, District may unilaterally terminate this Agreement for refusal by the Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by Contractor in conjunction with this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statues.

4.16 **TERMINATION FOR CONVENIENCE:** This Agreement may be terminated by the District or Contractor for any lawful reason or for no reason by giving the other party no less than 30 days written notice of intent to terminate. Contractor shall be entitled to payment and profit for work completed to the time of termination only together with any costs reasonably incurred by Contractor that are directly attributable to the termination, but Contractor shall not be entitled to any other or further recovery against District, including anticipated fees, profit on work not required to be performed, or attorneys' or legal fees and costs.

4.17 **COMPLIANCE WITH THE PUBLIC RECORDS ACT:** By entering into this Agreement, Contractor acknowledges that the portion of its books and records related to this Agreement with District may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act. Pursuant to Section 119.0701, Florida Statutes, because Contractor is performing services on behalf of District, Contractor shall:

a. Keep and maintain public records required by District to perform pursuant to the Agreement.
b. Upon request from District's custodian of public records (identified below), provide District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Contractor does not transfer the records to District.
d. Upon completion of this Agreement, transfer, at no cost, to District all public records in possession of Contractor or keep and maintain public records required by District to perform the service. If Contractor transfers all public records to District upon completion of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to District, upon request from District's custodian of public records, in a format that is compatible with the information technology systems of District.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 941-708-8770, PUBLICRECORDS@MANATEESCHOOLS.NET, 215 MANATEE AVENUE WEST, BRADENTON, FLORIDA, 34205.

4.18 **SCHOOL DISTRICT POLICY:** In accordance with District policy, no contract for providing supplies, equipment or services shall be effective with any individual or business entity in which any board member of District or District's Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which District's Superintendent, any board member of District, or any spouse or child of the foregoing has an employment relationship or a material interest. No District employee may directly or indirectly purchase or recommend for purchase goods or services from any business organization in which his/her spouse or child has a material interest as defined in Chapter 112, Florida Statutes.

4.19 **COMPLIANCE WITH REGULATIONS:** Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by Contractor will in no way be a cause for relief from responsibility. Contractor shall have in their possession and must provide all applicable insurance, permits, licenses, etc., which may be required by federal, state, or county law to furnish services under the scope of this Agreement. Contractor must not be in violation of any zoning or other ordinances in the performance of this Agreement.

4.20 **SAFETY STANDARDS:** All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards there under.

4.21 **TAX EXEMPTIONS:** When purchasing directly from a supplier the District is exempt from Federal Excise, State Sales, and Use Taxes. Tax exemption certificates and numbers will be furnished on request.

4.22 **INSURANCE:** The Contractor shall furnish the School District of Manatee County with proof of:

(1) Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
(2) Comprehensive General Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence.
(3) a. Automobile Liability Insurance in an amount equal to or greater than $1,000,000.00 per person.
b. Automobile Liability Insurance equal to or greater than $1,000,000.00 per occurrence for property damage or $1,000,000.00 combined single limit.
(4) Contractual Liability Insurance in an amount equal to or greater than $1,000,000.00 per occurrence. Policy must include endorsement for indemnification in the event third party damages are sought against the School District.
(5) Completed Operations Endorsement equal to or greater than $1,000,000.00 per occurrence.
(6) Independent Contractors Endorsement in an amount equal to or greater than $1,000,000.00 per occurrence.

Certificate(s) of Insurance listing The School District of Manatee County, Florida, as an additional insured must be received by District's Risk Manager within 10 days after the Effective Date of this

Agreement. Any policy shall include substantially the following provision: The School District of Manatee County, Florida, shall be furnished written notice 30 days in advance of the effective date of any reduction in or cancellation of this policy." Contractor shall immediately notify District upon lapse in coverages required by this Agreement or cancellation of any of the insurance policies. Contractor shall not provide any services under this Agreement during any such period of lapse or after cancellation of the insurance coverages required herein without the express written permission of the District's Risk Manager. District shall be under no obligation to pay Contractor for any services provided or for any costs associated with this Agreement for any period of time concurrent with any lapse in coverage.

4.23 **ENTIRE AGREEMENT:** This Agreement and its Exhibits, if any, constitute the final and entire agreement between the parties with respect to the subject matter contained herein and are intended to be an integration of all prior negotiations and understandings. The Agreement and its Exhibits supersede all prior agreements, negotiations, understandings, and representations, whether written or oral. Consultant and District shall not be bound by any terms, conditions, statements, warranties, or representations, written or oral, not contained herein. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument.

4.24 **AMENDMENTS:** This Agreement may not be amended, canceled, changed, discharged, modified, rescinded, supplemented, or terminated other than as expressly provided herein, except by any instrument in writing executed by all parties hereto.

4.25 **BINDING EFFECT:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and permitted assigns.

4.26 **AUTHORITY TO EXECUTE:** The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of the Contractor and to bind the Contractor to each and every condition and covenant of the Agreement.

4.27 **FEDERAL DEBARMENT & SUSPENSION CERTIFICATION:** Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

4.28 **LEGAL FEES AND COSTS:** Each party shall be solely responsible for paying its attorneys' fees and costs and paralegals' fees and costs in any dispute, litigation, trial, appeal, bankruptcy proceedings, post-judgment proceeding, dispute resolution proceeding, settlement negotiation or pre-litigation negotiation, or otherwise arising under this Agreement.

4.29 **TIME OF THE ESSENCE:** Time is of the essence with regard to all dates and times set forth in this Agreement. Any reference herein to time periods of 7 days or less shall, in the computation thereof, exclude Saturdays, Sundays, and legal holidays under the laws of the State of Florida or the United States of America. Any time period provided for herein which shall end on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America, shall extend to 5 P.M. of the next day that is not a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America. All references herein to times of day shall mean Eastern Standard Time or Eastern Daylight Time, whichever is in effect in Manatee County, Florida, at the

relevant time. The term "day" as used herein shall in all cases mean a consecutive 24-hour day running from midnight to midnight (also known as a calendar day).

4.30 **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):** By entering into a contract with the School District of Manatee County (a public employer in Florida) to provide goods or services in exchange for salary, wages or other renumeration, this section applies to verify employment eligibility. Therefore, pursuant to Section 448.095, Florida Statutes and beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility, located at https://e-verify.uscis.gov/emp. The Parties may not enter into a contract unless each party registers with and uses the federal E-Verify system.

The Contractor verifies its compliance with the E-Verify System by listing its E-Verify System Number; or by signature and submission of this contract, asserts it does not employ 25 or more employees, and it is not an unauthorized alien, as defined by this statute.

The Contractor will require all Subcontractors who work on this contract to use the E-Verify System for any subcontracted employees hired during this contract. The Contractor will verify Subcontractor's compliance with an affidavit stating whether the Subcontractor uses the E-Verify System as evidenced by Subcontractor's E-Verify System Number or that the Subcontractor is not an unauthorized alien and does not employ, contract with or subcontract with unauthorized aliens defined by this statute. The Contractor will maintain and provide the Subcontractor's affidavits to the School District on request during this contract.

Termination: With good faith belief that the Contractor knowingly violated this section, the School District will terminate the contract. Further, with good faith believe that the Subcontractor knowingly violated this section, the School District will promptly notify the Contractor and the Contractor will immediately terminate the Contractor's contract with the Subcontractor. A contract terminated for noncompliance with E-Verify is not a breach of contract and may not be considered as such.

To the extent required by applicable law, the Contractor is liable for any additional costs incurred by the School District resulting from a failure to comply with E-Verify. Additional costs may include but are not limited to higher costs for the same services and rebidding costs (if necessary). Likewise, the Contractor will be barred from any other contracts with The District for at least one year after the date the contract was terminated.
CONTRACTOR E-VERIFY NUMBER: 112167170

4.31 **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 a contract for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, 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 a contract for goods or services of one million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, 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 Contractor 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 Iran Terrorism Sectors List. Contractor further certifies that it is not engaged in a boycott of Israel or engaged in business

operations in Cuba or Syria. Contractor 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. Contractor further understands that this Agreement with District for goods or services of any amount may be terminated at District's option if Contractor (a) is found to have submitted a false certification, (b) has been placed on the Scrutinized Companies with Activities in Sudan List, (c) has been engaged in business operations in Cuba or Syria, (d) has been placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran, (e) has been placed on the Scrutinized Companies that Boycott Israel List, or (f) is engaged in a boycott of Israel.

4.32 **ACCESS TO AND RETENTION OF DOCUMENTATION:** The District, the United States Department of Education, the Comptroller General of the United States, the Florida Department of Education or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to work and services to be performed under this agreement for the purpose of audit, examination, excerpting and transcribing. The parties will retain all such required records, and records required under any state or federal rules, regulations or laws respecting audit, for a period of five District fiscal years after completion or termination of this Agreement.

4.33 **CHILD NEGLECT:** The Contractor and its agents and employees shall be subject to the requirements of §39.201, Florida Statutes, that requires the duty to report all actual or suspected cases of child abuse, abandonment or neglect to the statewide toll-free telephone number of the central abuse hotline.

4.34 **NOTICE; ELECTRONIC COMMUNICATIONS:** Any and all notices, approvals, claims, consents, demands, requests, or other communications between the parties (Notices) shall be in writing. All Notices pertaining to breach or termination or to designate a different recipient or address for notice shall be given by hand-delivery in person or sent by certified mail, postage prepaid, return receipt requested, and addressed as follows:

If to Contractor:	STANTEC CONSULTING SERVICES, INC.
If mailed to District:	The School District of Manatee County, Attn:Purchasing Department, PO Box 9069, Bradenton, FL 34206
If hand-delivered to District:	The School District of Manatee County, Attn: Purchasing Department, 215 Manatee Ave. West, Bradenton, FL 34205

All other Notices shall be hand delivered, sent by certified or registered mail, return receipt requested, sent by facsimile, or sent by electronic mail or other electronic means and addressed to the respective representatives at the addresses they respectively designate. All Notices shall be deemed effective and received upon actual receipt by the party to which such notice is given if hand delivered, sent by facsimile, electronic mail or other electronic means or 5 days after mailing, whichever occurs first.

4.35 **FEDERAL GRANTS TERMS AND CONDITIONS**: When Federal funds are expended by the District, Contractor shall comply with all applicable provisions of Appendix II Part 200 Contract Provisions for non-Federal Entity Contracts Under Federal Awards contained in Exhibit D and as may be amended from time to time.

4.36 **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS 2 CFR §200.334:** When federal funds are expended by District for any contract resulting from this procurement process, the Contractor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.334. The Contractor further certifies that Contractor will retain

all records as required by 2 CFR §200.334 for a period of three years after grantees or sub-grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

4.37 **OTHER PROVISIONS:**

4.37.1 *POSSESSION OF FIREARMS:* Possession of firearms will not be tolerated on any District property or setting that is under the control and supervision of District for the purpose of school activities approved and authorized by District. No person who has a firearm in their vehicle may park their vehicle on District property. If any employee or independent contractor of Contractor, or any of its subcontractors, is found to have brought a firearm on District property, said individual shall be immediately removed from District property by Contractor and barred from performing further work relative to the Agreement. If a subcontractor fails to terminate said employee or independent contractor, Contractor shall terminate its agreement with the subcontractor. If Contractor fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by District. "Firearm" has the meaning given in Section 790.001, Florida Statutes.

4.37.2 *CRIMINAL ACTS:* Employment and performing work relative to the Agreement by the Contractor, or any of its subcontractors, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude (as defined by Fla. Admin. Code R. 6A-10.083) will not be tolerated. If it is determined that any person with such criminal history is performing work relative to the Agreement, Contractor agrees to take all steps necessary to remove such person from performing work relative to the Agreement and District property. District shall have the right to terminate this Agreement if Contractor does not comply with this provision.

REPRESENTATIVES: The individuals listed below shall serve as each party's respective representative and are hereby authorized by the respective party to administer this Agreement on behalf of the respective party.	
STANTEC CONSULTING SERVICES, INC. CONTRACTOR/COMPANY NAME	6920 PROFESSIONAL PKWY E. SARASOTA FL 34240 ADDRESS
PHONE 941-907-6900	EMAIL MIKE.BURTON@STANTEC.COM
TYPE OR PRINT NAME MICHAEL BURTON	TITLE SENIOR PRINCIPAL
THE SCHOOL DISTRICT OF MANATEE COUNTY	215 MANATEE AVE. WEST, BRADENTON, FL 34205 ADDRESS
PHONE 841-708-8800 X44070	EMAIL RYAN@MANATEESCHOOLS.NET
TYPE OR PRINT NAME MELODY RYAN	TITLE CAPITAL BUYER

SIGNATURES:

Contractor	Date	Deputy Superintendent (up to $49.999.99)	Date
School Principal	Date	Superintendent (no greater than $99,999.99)	Date
General Counsel Approved as to Form and Legal Content	Date	Board Chair (over $100,000.00)	Date

EXHIBIT C

CONTRACTOR INFORMATION FORM

CONTRACTOR NAME: STANTEC CONSULTING SERVICES, INC.

TELEPHONE NUMBER: 941-907-6900

LIST EMPLOYEE(s) THAT WILL BE DOING WORK FOR THE SCHOOL DISTRICT OF MANATEE COUNTY: Please print clearly and duplicate form as needed. Please list badge expiration for all employees who currently have a contractor's badge. If a designated employee does not have a contractor's badge, indicate their Appointment Date and Time for fingerprinting.

Please reference the District website for JLA requirements: https://www.manateeschools.net/

Page/6689

Last Name, First Name	Contractor/JLA Badge Expiration	Fingerprint Appt Date/Time

Contractor/Contractor Disqualifiable Offenses:

- Any offense listed in s. 943.0435.

JLA BADGING IS REQUIRED TO COME ON SCHOOL CAMPUS. FAILURE TO PRESENT THE PROPER BADGE AT THE TIME OF SERVICE WILL RESULT IN DENIAL OF SERVICE

EXHIBIT D

Appendix II to Part 200, Title 2 (up to date as of 9/21/2023)

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

This content is from the eCFR and is authoritative but unofficial.

Title 2 —Grants and Agreements

Subtitle A —Office of Management and Budget Guidance for Grants and Agreements
Chapter II —Office of Management and Budget Guidance
Part 200 —Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
Source: 85 FR 49543, Aug. 13, 2020, unless otherwise noted.
Source: 85 FR 49539, Aug. 13, 2020, unless otherwise noted.
Authority: 31 U.S.C. 503
Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.
Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non- Federal entity under the Federal award must contain provisions covering the following, as applicable.

A. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

B. All contracts in excess of $10,000 must address termination for cause and for convenience by the non- Federal entity including the manner by which it will be effected and the basis for settlement.

C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

D. Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non- Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the

basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

G. Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

H. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. 200.323 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

K. 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain.
(2) Extend or renew a contract to procure or obtain; or
(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115–232, section 889 for additional information.

(d) See also § 200.471.

L. 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

M. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of ''federally assisted construction contract'' in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, ''Equal Employment Opportunity'' (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, ''Amending Executive Order 11246 Relating to Equal Employment Opportunity,'' and implementing regulations at 41 CFR part 60, ''Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.''200.322 Domestic preferences for procurements.

EXHIBIT E

Contractor Affidavit Regarding the Use of Coercion for Labor and Services

Contractor Name: STANTEC CONSULTING SERVICES, INC.

Address: 6920 PROFESSIONAL PKWY E. SARASOTA FL 34240

Phone Number: 941-907-6900

Authorized Representative's Name: _____

Authorized Representative's Title: _____

Email Address: MIKE.BURTON@STANTEC.COM

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Manatee County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

_____ _____

Signature of Authorized Representative Date

AGENDA ITEM NO. 11.11

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Use of Sourcewell Contract on Grounds Maintenance Equipment and Related Attachments, SDMC No. 26-0118-MR, Estimated in the Amount of $350,000.00 Annually (Multiple Funding Sources)

Executive Summary
The District is requesting approval to use the Sourcewell contract # 112624, grounds, maintenance equipment and related attachments. This contract will be utilized to purchase ground maintenance equipment (agriculture tractors, mowers, blowers, edges, etc.) for District Maintenance and other District sites/departments.

The requested contract is for the period through January 31, 2029, with the option to renew 3 additional 1-year periods.

Historical expenditures are as follows:
Fiscal Year to date 2025-2026: $322,852.13
Fiscal Year 2024-2025: $309,070.34
Fiscal Year 2023-2024: $215,746.13

Vendors agreed to extend the pricing to the School District Manatee County under the same terms and conditions as the Sourcewell. Copies of the proposal specifications and pricing are on file in the purchasing department.

Rule 6A-1.012(6), Florida Administrative Code, states "In lieu of requesting competitive solicitations from three (3) or more sources, district school boards may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the proposer awarded a contract by another entity defined herein will permit purchases by a district school board at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the district school board."

Approval of this agenda item does not indicate immediate or complete expenditure of funds. Funds will only be expended as budget(s) allow.
Sourcewell awarded their bid to:
Ariens Company, FL, Florida Document No. F03000001877 and their approved dealers.
John Deere, FL, Florida Document No. F93000005825
Echo Incorporated, FL, Florida Document No. F94000000546 and their approved dealers.
Husqvarna Professional Products, Inc, FL, Florida Document No. F15000002195 and their approved dealers.
Kubota Tractor Corporation, FL, Florida Document No. P33591 and their approved dealers.
MTD Products Company dba Cub Cadet, FL, Florida Document No. L24000382254 and their approved dealers
Scag Power Equipment, Mayville, WI, Florida Document No. XXX. and their approved dealers
STIHL Incorporated, Beach, VA, Florida Document No. XXX and their approved dealers
The Toro Company, FL, Florida Document No P22000063335 and their approved dealers

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 4
Maximize the energy efficiency and management of our facilities to remain sustainable and financially

responsible

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of the use of Sourcewell Contract on grounds maintenance equipment and related attachments, SDMC No. 26-0118-MR, estimated in the amount of $350,000.00 annually (Multiple Funding Sources).

Financial Impact
The funding source for this estimated expenditure is Multiple Funding Sources and is included in Maintenance, Operations & Central Distribution Warehouse Department/other departments approved budget for 2025-2026 and prosed budget for 2026-2027.

Contact
Submitting Departments: Maintenance, Operations & Central Distribution Warehouse and Purchasing
Initiated By: Todd Henson

Attachments:
Sourcewell Contract on Grounds Maintenance Equipment

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SOURCEWELL
STATE OF MINNESOTA

Member Kircher moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

2/18/2025

Resolution No. 2025_09

WHEREAS, the Sourcewell Board of Directors previously authorized the solicitations for the cooperative categories listed on Appendix A, which is attached and incorporated; and

WHEREAS, Sourcewell issued the cooperative contracting solicitations for the authorized categories; and

WHEREAS, through the Sourcewell Procurement Policy, the Board designated the Chief Procurement Officer to administer Sourcewell's cooperative purchasing and contracting program and to award all competitively solicited contracts, without limitation; and

WHEREAS, the Chief Procurement Officer made the awards listed based on the results of the competitive solicitation process; and

WHEREAS, the Board acknowledges that the awards made by the Chief Procurement Officer are valid and binding; however, based upon some members' legal requirements the Chief Procurement Official is required to seek subsequent Board ratification of all cooperative purchasing awards.

NOW THEREFORE BE IT RESOLVED by the Board of Directors ratifies the cooperative contracting awards made by the Chief Procurement Officer listed on Appendix A.

The motion for the adoption of the foregoing resolution was duly seconded by Member Kicker and the following voted in favor: (list names here)
Zylka, Nagel, Thiel, Barrows, Kircher, Kicker, Dahlberg
and the following voted against: (list names here or "NONE")
NONE
whereupon said resolution was declared duly passed and adopted.

ATTEST:

DocuSigned by:
Sara Nagel
9BEF5D6F88D140B...
Clerk to the Board of Directors

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APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - February 2025

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

- Roadway Work Zone: Safety and Traffic Management Equipment with Related Products
- Used Rental Fleet Vehicles

Requesting Board permission to Re-Solicit the following categories:

- Indefinite Delivery Indefinite Quantity Construction - State of Michigan
- Roadway Maintenance Equipment
- Tires with Related Equipment and Supplies

CONSENT AGENDA ITEMS

NEW CONTRACTS

Supplier Name	Contract Number	Solicitation Title
Auctions International, Inc.	111424-AUC	*"Auction Services with Related Solutions'*
JJ Kane Associates, Inc.	111424-JJK	*"Auction Services with Related Solutions'*
Liquidity Services Operations, LLC dba GovDeals	111424-GDI	*"Auction Services with Related Solutions'*
PropertyRoom.com, Inc.	111424-PRC	*"Auction Services with Related Solutions'*
Ariens Company	112624-ACO	*"Grounds Maintenance Equipment and Related Attachments'*
Deere & Company	112624-DAC	*"Grounds Maintenance Equipment and Related Attachments'*
Doosan Bobcat North America, Inc.	112624-CEC	*"Grounds Maintenance Equipment and Related Attachments'*
ECHO Incorporated	112624-ECHO	*"Grounds Maintenance Equipment and Related Attachments'*
Embankscape Equipment LLC, dba RC Mowers	112624-EMB	*"Grounds Maintenance Equipment and Related Attachments'*
Generac Power Systems Inc.	112624-GNR	*"Grounds Maintenance Equipment and Related Attachments'*
Greenworks North America LLC	112624-GNW	*"Grounds Maintenance Equipment and Related Attachments'*
Husqvarna Professional Products, Inc.	112624-HSQ	*"Grounds Maintenance Equipment and Related Attachments'*
Hustler Turf Equipment, Inc.	112624-HTE	*"Grounds Maintenance Equipment and Related Attachments'*
Kubota Tractor Corporation	112624-KBA	*"Grounds Maintenance Equipment and Related Attachments'*
MTD Products Company dba Cub Cadet	112624-MTD	*"Grounds Maintenance Equipment and Related Attachments'*
Old Dominion Brush Company/DuCo, LLC	112624-ODB	*"Grounds Maintenance Equipment and Related Attachments'*
Positec Commercial Inc.	112624-POSC	*"Grounds Maintenance Equipment and Related Attachments'*
Scag Power Equipment	112624-SCG	*"Grounds Maintenance Equipment and Related Attachments'*
STIHL Incorporated	112624-STIHL	*"Grounds Maintenance Equipment and Related Attachments'*
Textron E-Z Go LLC	112624-JCS	*"Grounds Maintenance Equipment and Related Attachments'*
The Toro Company	112624-TTC	*"Grounds Maintenance Equipment and Related Attachments'*
Walker Manufacturing Company	112624-WKR	*"Grounds Maintenance Equipment and Related Attachments'*
Wright Manufacturing, Inc.	112624-WRT	*"Grounds Maintenance Equipment and Related Attachments'*

CONTRACT EXTENSIONS

Supplier Name	Contract Number	Solicitation Title
Siemens	030421-SIE	*"Facility Security Systems, Equipment, and Software with Related Services"*
RadioMobile	042021-RDO	*"Public Safety Communications Technology and Hardware Solutions"*
UPS	090121-UPS	*"Express Courier and Ground Delivery Logistics Services'*
Agile Fleet	020221-AAC	*"Fleet Management Technologies with Related Software Solutions"*
CalAmp Wireless Networks	020221-CAW	*"Fleet Management Technologies with Related Software Solutions"*
GPS Insight, LLC	020221-GPI	*"Fleet Management Technologies with Related Software Solutions"*
Lytx	020221-DCI	*"Fleet Management Technologies with Related Software Solutions"*
RTA	020221-RTA	*"Fleet Management Technologies with Related Software Solutions"*
Skyhawk/TELUS	020221-SKY	*"Fleet Management Technologies with Related Software Solutions"*
Vermeer	031721-VRM	*"Tree Maintenance Equipment, Attachments and Accessories"*
Envisage	051321-ENV	*"Public Safety Software"*
NP Aerospace	011221-NPA	*"Body Armor with Related Accessories, Equipment and Services"*
Ring-O-Matic	101221-RGO	*"Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies"*
Super Products	101221-SPL	*"Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies"*
Vacall Industries	101221-GRD	*"Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies"*

NEW IDIQ CONTRACTS

Company Name	Contract Number	Region - Type of Work
None		

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IDIQ CONTRACT EXTENSIONS		
Company Name	**Contract Number**	
AGAE Contractors, Inc.	IL-R1-GC-122122-AGA	
AGAE Contractors, Inc.	IL-R3-GC-122122-AGA	
AGAE / A-1 Roofing Joint Venture, LLC	IL-R1-R-122122-A1R	
AGAE / A-1 Roofing Joint Venture, LLC	IL-R3-R-122122-A1R	
BEAR Construction Company	IL-R1-GC-122122-BEA	
CORE Construction Services of Illinois, Inc.	IL-R2-GC-122122-CSI	
CORE Construction Services of Illinois, Inc.	IL-R4-GC-122122-CSI	
CORE Construction Services of Illinois, Inc.	IL-R5-GC-122122-CSI	
Dardon Construction, Inc.	IL-R1-R-122122-DDO	
Dardon Construction, Inc.	IL-R2-E-122122-DDO	
Dardon Construction, Inc.	IL-R2-HVAC-122122-DDO	
Dardon Construction, Inc.	IL-R3-E-122122-DDO	
Dardon Construction, Inc.	IL-R2-R-122122-DDO	
Dardon Construction, Inc.	IL-R3-HVAC-122122-DDO	
Dardon Construction, Inc.	IL-R3-R-122122-DDO	
F.H. Paschen, S.N. Nielsen & Associates, LLC	IL-R2-GC-122122-FHP	
F.H. Paschen, S.N. Nielsen & Associates, LLC	IL-R5-GC-122122-FHP	
F.H. Paschen, S.N. Nielsen & Associates, LLC	IL-R4-GC-122122-FHP	
Leopardo Companies, Inc.	IL-R1-GC-122122-LEO	
Pacific Construction Services	IL-R2-GC-122122-PCS	
Pacific Construction Services	IL-R1-GC-122122-PCS	
Pacific Construction Services	IL-R3-GC-122122-PCS	
Pacific Construction Services	IL-R4-GC-122122-PCS	
Pacific Construction Services	IL-R5-GC-122122-PCS	
R.L. Vollintine Construction	IL-R4-GC-122122-RLV	
Robe, Inc.	IL-R1-GC-122122-ROB	
Robe, Inc.	IL-R2-GC-122122-ROB	
Robe, Inc.	IL-R3-GC-122122-ROB	
SMB Contracting, Inc.	IL-R1-E-122122-SMB	
SMB Contracting, Inc.	IL-R1-GC-122122-SMB	
SMB Contracting, Inc.	IL-R1-HVAC-122122-SMB	
SMB Contracting, Inc.	IL-R1-PLUM-122122-SMB	
SMB Contracting, Inc.	IL-R1-R-122122-SMB	
Sterling Commercial Roofing, Inc.	IL-R2-R-122122-STR	
Toro Construction Corp	IL-R1-GC-122122-TCC	
BCC/HPH Joint Venture	IL-R1-HVAC-122122-BHJ	
BCC/HPH Joint Venture	IL-R1-PLUM-122122-BHJ	
GWO Crew, LLC	IL-R1-APC-122122-GCJ	
ABM Industries, Inc.	CA-R8-E01-123021-ABM	
ABM Industries, Inc.	CA-R8-HVAC01-123021-ABM	
ACCO Engineered Systems, Inc.	CA-R6-HVAC02-123021-AES	
ACCO Engineered Systems, Inc.	CA-R8-HVAC02-123021-AES	
ACCO Engineered Systems, Inc.	CA-R9-HVAC02-123021-AES	
Angeles Contractor, Inc.	CA-R8-GB06-123021-ACI	
Angeles Contractor, Inc.	CA-R8-P03-123021-ACI	
California Coast Carpet & Flooring	CA-R8-F02-123021-CCF	
Exbon Development, Inc.	CA-R8-GB02-123021-EXB	
Exbon Development, Inc	CA-R8-RW02-123021-EXB	
Exbon Development, Inc.	CA-R8-E04-123021-EXB	
Exbon Development, Inc.	CA-R8-HVAC03-123021-EXB	
Facility Solutions Group	CA-R8-E02-123021-FSG	
GeoStabilization International, LLC	CA-R9-GS01-123021-GSI	
Good-Men Roofing & Construction, Inc.	CA-R8-RW03-123021-GMR	
Good-Men Roofing & Construction, Inc.	CA-R9-GB06-123021-GMR	
Good-Men Roofing & Construction, Inc.	CA-R9-RW01-123021-GMR	
Harry H. Joh Construction, Inc.	CA-R8-GB04-123021-HJC	
Horizons Construction Co. Int'l, Inc.	CA-R7-PAV01-123021-HCC	
Horizons Construction Co. Int'l, Inc.	CA-R8-GB01-123021-HCC	
Horizons Construction Co. Int'l, Inc.	CA-R8-PAV01-123021-HCC	
Mackone Development, Inc.	CA-R8-GB07-123021-MDI	
Mackone Development, Inc.	CA-R8-P04-123021-MDI	
MDJ Management, LLC	CA-R8-GB13-123021-MDJ	
Mesa Energy Systems	CA-R1-HVAC01-123021-ES	
Mesa Energy Systems	CA-R7-HVAC02-123021-ES	
Mesa Energy Systems	CA-R9-HVAC04-123021-ES	

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North Star Construction & Engineering, Inc.	CA-R3-GB02-123021-NSC	
North Star Construction & Engineering, Inc.	CA-R3-GS01-123021-NSC	
Oscalibur Plumbing, Inc.	CA-R8-PLUM02-123021-OPI	
Pacific Building Group	CA-R9-GB04-123021-PBG	
Pacific Lighting Mgmt., Inc.	CA-R8-E03-123021-PLM	
Pacific Lighting Mgmt., Inc.	CA-R9-E02-123021-PLM	
Staples Construction Company	CA-R1-GB01-123021-STA	
T&S West	CA-R5-GB01-123021-TSW	
T&S West	CA-R5-E01-123021-TSW	
T&S West	CA-R5-PAV01-123021-TSW	
T&S West	CA-R3-PAV01-123021-TSW	
T&S West	CA-R3-GB01-123021-TSW	
T&S West	CA-R3-E01-123021-TSW	
Vincor Construction, Inc.	CA-R8-GB05-123021-VCI	
Vincor Construction, Inc.	CA-R9-GB05-123021-VCI	

AGENDA ITEM NO. 11.12

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of Bayshore High School, Southeast High School, Daughtrey Elementary School, and Horizons Academy Administration Office Enhancements Change Order 1 Final Agreement Between Owner and P.J. Hayes, Inc. dba Tandem Construction Decrease in the Amount of $148,041.17 for a Total Guaranteed Maximum Price of $1,658,244.61 (Capital Funds)

Executive Summary
The purpose of this requested action is to approve Change Order 1 Final to the agreement between Owner and P.J. Hayes, Inc. dba Tandem Construction for Bayshore High School, Southeast High School, Daughtrey Elementary School, and Horizons Academy Administration Office Enhancements which will decrease the Construction Managers contract in the amount of $148,041.17. Change Order 1 Final reconciles the contract and deducts the unspent funds to close out the project.

Bayshore High School, Southeast High School, Daughtrey Elementary School, and Horizons Academy Administration Office Enhancements Project Summary Sheet is attached for reference.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval Bayshore High School, Southeast High School, Daughtrey Elementary School, and Horizons Academy Administration Office Enhancements Change Order 1 Final Agreement between Owner and P.J. Hayes, Inc. dba Tandem Construction, decrease in the amount of $148,041.17 (Capital Funds).

Financial Impact
The amount of Change Order 1 Final is a decrease of $148,041.17. The revised Guaranteed Maximum Price is $1,658,244.61 and is included in the total project budget of $2,042,765.51 **(Capital Funds)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Bayshore HS, Daughtrey ES, Southeast HS and Horizons Lobby Office Enhancements - Project Summary Sheet
BHS, SHS, DAE, HRA Admin Office Enhancements - Final Change Order 1

Bayshore, Southeast High Schools, Daughtrey Elementary & Horizons Academy Administrative Office Enhancements

PROJECT DIRECTOR: Jerry Varghese

ARCHITECT/ENGINEER: Sweet Sparkman Architects, Inc. — Currently on the District's Continuing Contract List
CONSTRUCTION MANAGER: Tandem Construction — Currently on the District's Continuing Contract List
BUILDING OFFICIAL: Universal Engineering Sciences — Currently on the District's Continuing Contract List

PROJECT BUDGET:

$2,042,765.51		(February 14, 2025) Revised Project Budget
	$622,609.13	Southeast High School - Capital Funds
	$481,355.46	Bayshore High School - Grant Funds
	$452,710.92	Daughtrey Elementary School - Grant Funds
	$486,090.00	Horizons Academy - Grant Funds
$1,918,136.69		(July 02, 2024) Revised Project Budget
	$483,834.58	Southeast High School - Capital Funds
	$630,681.01	Bayshore High School - Grant Funds
	$457,835.42	Daughtrey Elementary School - Grant Funds
	$345,785.68	Horizons Academy - Grant Funds
$1,734,967.93		(March 15, 2024) Revised Budget
	$482,781.08	Southeast High School - Capital Funds
	$629,627.51	Bayshore High School - Grant Funds
	$311,279.67	Daughtrey Elementary School - Grant Funds
	$311,279.67	Horizons Academy - Grant Funds
$1,213,349.55		(February 28, 2024) Revised Budget
	$300,000.00	Southeast High School - Capital Funds
	$290,790.21	Bayshore High School - Grant Funds
	$311,279.67	Daughtrey Elementary School - Grant Funds
	$311,279.67	Horizons Academy - Grant Funds
$700,000.00		(November 29, 2023) Original Project Budget

SUBSTANTIAL COMPLETION:

8/1/2024	Pre-Construction Agreement (Bayshore High School & Southeast High School 1/16/2024)
5/28/2024	Amendment 2 Final GMP (Bayshore High School & Southeast High School 3/28/2024)
10/28/2024	Amendment 3 Final GMP (Daughtry Elementary 7/23/2024)
8/1/2025	Amendment 4 Final GMP (Horizan Academy 4/8/2025)

HISTORY: Bayshore High School consists of one parcel containing 46 acres, located at 5401 34th Street West in Bradenton. The total student station count including portables is 2478. Southeast High School consists of 44 acres, located at 1200 37th Avenue East, Bradenton, and currently serves 2,025 students. Daughtrey Elementary School consists of 13 acres, located at 515 63rd Avenue East, Bradenton, and currently services 696 students. Horizons Academy is located at 1910 27th Street East, Bradenton, and shares the Bradenton and the Desoto Boys and Girls Club property since 2000. The site sites on 15 acres and currently serves 645 students. School Administrative Lobby Enhancements have become a high priority for districts throughout Florida and the nation. Manatee County School District has created a capial plan to address these projects including; fencing, camaras, single point of entry and others.

SCOPE: The scope of work includes, but is not limited to, the separation of the visitors from the school staff within a walled lobby area, teller type windows, counter with amplified speakers, new doors with magnetic locks, fire alarm, remote door releases, existing counters to be replaced with four receptionist/secretarial stations, cameras in the lobby at Bayshore & Southeast High School, Daughtrey Elementary School and Horizons Academy.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	May 24, 2023	Approved	Currently on the District's Continuing Contract List
Agreement:	$57,000.00	Jaunary 16, 2024	Approved	Architectural/Engineering Services
Amendment 1:	$50,000.00	April 9, 2024	Approved	Additional Architectural/Enginerering Services
TOTAL	$107,000.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$0	May 24, 2023	Approved	Currently on the District's Continuing Contract List
Agreement:	$ 2,107.00	January 16, 2024	Approved	Pre-Construction Services - SHS & BHS
Amendment 1:	$ 1,563.03	March 19, 2024	Approved	Pre-Construction Services - DAE & Horizons
Amendment 2:	$ 1,037,857.59	March 28, 2024	Approved	Guaranteed Maximum Price - BHS & SHS
Amendment 3:	$ 423,329.40	July 23, 2024	Approved	Guaranteed Maximum Price - DAE
Amendment 4:	$ 341,428.76	April 8, 2025	Approved	Guaranteed Maximum Price - Horizons Academy
Substantial Completion:	-	May 20, 2025	Approved	Substantial Completion - BHS, SHS & DES
Substantial Completion:	-	October 28, 2025	Approved	Substantial Completion - HRA
Change Order 1 Final	$ (148,041.17)	April 28, 2026	Pending	Change Order 1 Final Reconciliation of Unforeseen Conditions
TOTAL	$ 1,658,244.61			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	January 24, 2023	N/A	Currently on the District's Continuing Contract List
Agreemennt	$ 14,100.00	N/A	N/A	Plans Review, Permitting and Inspection Services
TOTAL	$ 14,100.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
TOTAL	$0.00			

SCHOOL BOARD OF MANATEE COUNTY
Department of Construction Services
Change Order

PROJECT: BHS,SHS,DAE,HRA Admin Office Enhancements #3951500523/3951500524

CHANGE ORDER NUMBER: 01

CHANGE ORDER DATE:

TO: (Contractor):
P.J. Hayes, Inc. dba
Tandem Construction
5391 Lakewood Ranch Blvd. N.
Suite 200
Sarasota, FL 34240

ARCHITECT'S PROJECT NO: N/A

CONTRACT FOR: General Construction

CONTRACT DATE: January 16, 2024

You are directed to make the following changes in this Contract:

Final Change Order to return Unforeseen Conditions.

Bayshore High School	$ (16,160.02)
Daughtrey Elementary School	$ (27,263.63)
Horizons Academy	$ (69,832.43)
Southeast High School	$ (34,785.09)
Total of Summary	$ (148,041.17)

Not valid until signed by both the Owner and Architect.
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Time.

The original (Guaranteed Maximum Price) was.....	$ 2,107.00
Net Changes by previously authorized Change Orders and/or Amendments.....	$ 1,804,178.78
The (Guaranteed Maximum Price) prior to the Change Order was.....	$ 1,806,285.78
The (Guaranteed Maximum Price) will be (decreased) by this Change Order.....	$ (148,041.17)
The new (Guaranteed Maximum Price) including this Change Order will be.....	$ 1,658,244.61
The Contract time will be (unchanged) by.....	(0) Days
The date of Substantial Completion as of the date of the Change Order is.....	

Sweet Sparkman Architecture	P.J. Hayes, Inc. dba Tandem Construction	School Board of Manatee County
Architectural Firm	Construction Manager	Owner
1819 Main Street, Suite 400	5391 Lakewood Ranch Blvd N, Suite 200	1 Matzke Way
Sarasota, FL 34236	Sarasota, FL 34240	Bradenton, FL 34208
By:	By:	By:
Date: 03/19/26	Date: Jodi Dressig 2026.03.05 15:33:48-05'00'	Date:

AGENDA ITEM NO. 11.13

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of Miller Elementary and Lincoln Middle School Lobby Administrative Office Enhancements Agreement Between Owner and P.J. Hayes Inc. Dba. Tandem Construction, Amendment 1 Increase in the Guaranteed Maximum Price in the Amount $872,152.03 (Multiple Funding Sources)

Executive Summary
The purpose of the requested action is to approve Amendment 1 to the agreement between Owner and P.J. Hayes Inc. Dba Tandem Construction, which authorizes the increase to the Guaranteed Maximum Price (GMP) in the amount of $872,152.03 . The scope of work includes, but limited to, modifications to the public lobby area and school reception function.

Miller and Lincoln Administrative office enhancements Project Summary Sheet is attached for reference.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Miller Elementary and Lincoln Middle Administrative Office Enhancements, Amendment 1, Agreement between Owner and P.J. Hayes Inc, Dba Tandem Construction in the amount of $872,152.03 (Multiple Funding Sources).

Financial Impact
The Construction Management Amendment1, is not to exceed $872,152.03 increasing the Guaranteed Maximum Price (GMP) to $ 876,702.03 and is included in the total budget requirement of $1,300,000.00 **(Multiple Funding Sources)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Miller and Lincoln Lobby Enhancement - Project Summary Sheet
Miller and Lincoln Contract Summary
Miller & Lincoln Amendment 1 GMP

MILLER ELEMENTARY SCHOOL AND LINCOLN MIDDLE SCHOOL - ADMINISTRATIVE OFFICE ENHANCEMENTS

PROJECT DIRECTOR: Jerry Varghese

ARCHITECT/ENGINEER:	Sweet Sparkman Architects, Inc.	Currently on the District's continuing contracts list
CONSTRUCTION MANAGER:	P.J. Hayes, Inc., dba Tandem Construction	Currently on the District's continuing contracts list
BUILDING OFFICIAL:	TBD	Currently on the District's continuing contracts list

PROJECT BUDGET: $ 1,300,000.00 (July 30, 2024) Original Total Project Budget (5 Yr Capital Plan)

SUBTANTIAL COMPLETION: July 31,2026 Pre-Construction Agreement (10/07/2025)

HISTORY: **Jessie P. Miller Elementary School,** established in 1950, has undergone multiple expansions (1952, 1953, 1980, and 1989). A 1972 interlocal agreement governs shared use of the on-site tennis courts with the County and Park Board. **Lincoln Middle School** was largely rebuilt in 2000, preserving two original buildings. In 2003, the Evaluation Center - one of the remaining structures- was renovated and remodeled.

SCOPE: The scope of work includes, but is not limited to, the separation of the visitors from the school staff within a walled lobby area, teller type windows, counter with amplified speakers, new doors with magnetic locks, fire alarm, remote door releases, existing counters to be replaced with four receptionist/secretarial stations, cameras in the lobby at Miller Elementary and Lincoln Middle School.

INCLUDED IN 5 YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	August 27, 2024	Approved	District's Continuing Contracts List
Agreement:	$ 79,220.00	N/A	N/A	Architectural / Engineering Services
TOTAL	$ 79,220.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	August 27, 2024	Approved	District's Continuing Contracts List
Agreement:	$ 4,550.00	October 07,2025	Approved	Pre-Construction
Amendment #1	$ 872,152.03	April 28,2026	Pending	Guaranteed Maximum Price
TOTAL	$ 876,702.03			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -			
Agreement:		N/A	N/A	
TOTAL	$ -			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Owner Services:		N/A	N/A	Professional Services Agreement - GEO Services
Owner Services:		N/A	N/A	Professional Services Agreement - Surveying
Owner Services:		N/A	N/A	Professional Services Agreement - SUE GPR
TOTAL	$ -			

AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER
CONTRACT SUMMARY

Project and Location: CON

Miller Elementary School and Lincoln Middle School – Administrative Office Enhancements
Miller Elementary School, 601 43rd Steet W, Bradenton, FL 34209
Lincoln Middle School, 305 17th Street E, Palmetto, FL 34221

Total Project Budget:

Design Services	$ 79,500.00
Construction Services	$ 1,142,143.00
Owner Services	$ 78,357.00
FF&E Technology	$ 0.00
Total Project Budget	$ 1,300,000.00

Project Schedule:

Date of Anticipated Notice to Proceed	April 29, 2026
Date of Substantial Completion	July 31,2026
Date of Final Completion	September 14,2026

Architect/Engineer ("AE") Sweet Sparkman Architects, Inc.
1819 Main Street, Suite 400
Sarasota, FL 34236

Construction Manager ("CM") P.J. Hayes, Inc., dba Tandem Construction
5391 Lakewood Ranch Blvd N, Suite 200
Sarasota, Florida 34240

Section 1.4, Paragraph 1.4.3 Owner Construction Services Budget

Construction Costs	$ 447,507.00
General Conditions	$ 306,456.00
Overhead and Profit (CM Fee)	$ 52,777.41
Unforeseen Conditions	$ 37,698.15
Bond	$ 27,713.47
TOTAL	$ 872,152.03

Section 1.3, Definitions

Paragraph 1.3.5.2 (a) Construction Phase Services: Construction Management Fee of **$ 52,777.41**

Section 6.1, Reimbursable Costs:

Paragraph 6.1.2 List of Reimbursable Costs: Total "Not to Exceed" Costs of Reimbursable Costs: **$306,456.00**

Section 6.3, Cost of Work:

Paragraph 6.3.1.6: Labor Burden included within the Cost of Work at the blended rate of **53 %** of wages and **53 %** of salaries.
Paragraph 6.3.1.7: Cost of premiums for all bonds and insurance, including Builder's Risk and General Liability insurance (bonds will be charged at the rate of **1.4%** amount or the invoice amount and General Liability insurance will be charged at the rate of **1.3%** amount or the invoice amount)
Paragraph 6.3.1.11: Preconstruction Costs in the amount of **$4,550.00**
Paragraph 6.3.1.12: Costs associated with the Investigative Report in the total amount of **N/A** will be invoiced monthly and will be paid for by the Owner at the time of GMP approval.
Paragraph 6.3.1.13: Costs not included in the Total "Not to Exceed" Reimbursable Costs listed in 6.1:
Safety Awards N/A

Article 16: Special Provisions

Paragraph 16.2.1 Employment Eligibility Verification ("E-Verify"): - E-Verify Number: **240438**

Exhibits

Exhibits "A" through "F" are attached for reference.

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN
OWNER & CONSTRUCTION MANAGER

Amendment #: 1 **Amendment Date: 4/1/2026**

This form is to be used for any revision to the established Agreement Between Owner & Construction Manager.

Project Name: Miller ES and Lincoln MS Administrative Office Enhancements
Construction Manager: P.J. Hayes , Inc. Dba. Tandem Construction
Construction Manager Address: Miller: 601 43rd Ave W Bradenton, Fl 34209
Lincoln: 305 17th St. E. , Palmetto, Fl. 34221

The work is as follows: This Amendment is to authorize a Guaranteed Maximum Price for the Administrative office Enhancements at Lincoln MS and Miller ES to harden and make conference rooms accessible from Lobbies.

This amendment is to be attached to and become a part of the subject agreement and in no other way alters terms and conditions thereof.

Contract Time will be (increased) (~~decreased~~) (~~unchanged~~) By: See Substantial Completion Date Below

Date of Substantial Completion including this amendment: July 31,2026

Amount of Amendment: $ 872,152.03
Previous Amount of Pre-Construction ~~GMP~~: $ 4550.00
New Total Amount of GMP: $ 876,702.03

CONSTRUCTION MANAGER:

By: _____ By: _____

Name/Title: BRIAN LEAVER PRESIDENT Name/Title: Dan Harris Treasurer

As Witnessed:

_____ P.J.Hayes Inc_Dba Tandem Construction
(Name of Corporation)

P J Hayes, Inc CORPORATE SEAL 1980 Florida

(Corporate Seal)

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

https://manateecountyschools-my.sharepoint.com/personal/menard21_manateeschools_net/Documents/Desktop/Lin..Mil Amendment 1 GMP.docx

AGENDA ITEM NO. 11.14

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Authorization to Negotiate Construction Management At-Risk Services (CM) Moody Elementary Campus Renovations (No Financial Impact)

Executive Summary
The purpose of the requested action is to accept the rankings of the Selection Committee and authorize staff to begin negotiations for Construction Management At-Risk Services (CM) with the recommended firm.

Moody Elementary Campus Renovations:
Dates of Advertisement: January 11,2026, January 18, 2026, and January 25, 2026
Date of Final Evaluation: March 27, 2026

Ranking of Interviewed Firms:
Number One Firm: Willis Smith Construction
Number Two Firm: McIntyre Elwell & Strammer General Contractors, Inc.
Number Two Firm: NDC Construction Company
Number Two Firm: The A.D. Morgan Corporation
Number Three Firm: Halfacre Construction Company

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 4
Maximize the energy efficiency and management of our facilities to remain sustainable and financially responsible

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Authorization to Negotiate Construction Management At-Risk Services (CM) Moody Elementary Campus Renovations (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Departments: Construction Services
Initiated By: Reginald Goff

Attachments:
Moody CM INTERVIEW-FINAL RANKING

FINAL EVALUATION

REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT at RISK

MOODY ELEMENTARY CAMPUS WIDE RENOVATIONS

Interviews/Final Evaluation Committee Meeting March 27, 2026, 9:00AM

Interviews/Final Ranking REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT at RISK
MOODY ELEMENTARY CAMPUS WIDE RENOVATIONS
Submittals Due: February 11, 2026 at 12:00 p.m.,

Responding Firm	Ordinal Rank
Willis Smith Construction	1
McIntyre Elwell & Strammer General Contractors, Inc.	2
NDC Construction Company	2
The A.D. Morgan Corporation	2
Halfacre Construction Company	3

"Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes."

AGENDA ITEM NO. 11.15

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of Haile Middle School Classroom Addition and Renovation Change Order 5, Final Agreement Between Owner and Halfacre Construction Company, Decrease in the Amount of $3,415.85 (Capital Funds)

Executive Summary
The purpose of the requested action is to approve Change Order 5 Final to the Agreement between Owner and Halfacre Construction Company for Haile Middle School Classroom Addition and Renovation which will decrease the Construction Managers contract in the amount of $3,415.85. Change Order 5 Final reconciles the contract and deducts the unspent funds to close out the project.

Haile Middle School Classroom Addition and Renovation Project Summary sheet is attached for reference.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Haile Middle School Classroom Addition and Renovation Change Order 5, Final Agreement between Owner and Halfacre Construction Company, decrease in the amount of $3,415.85 (Capital Funds).

Financial Impact
The amount of Change Order 5 Final is a decrease of $3,415.85. The revised Guaranteed Maximum Price is $32,591,718.72 and is included in the total project budget of $45,204,358.00 **(Capital Funds)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Haile Middle School Classroom Addition and Building Renovation project summary sheet
Hale Middle School Addition and Reno -Final Change Order 5

HAILE MIDDLE SCHOOL CLASSROOM ADDITION AND BUILDING RENOVATION

PROJECT DIRECTOR: Jeff Medwetz

ARCHITECT/ENGINEER:	Long and Associates	Selected through the Request for Qualifications
CONSTRUCTION MANAGER:	Halfacre Construction Company	Selected through the Request for Qualifications
BUILDING OFFICIAL:	Engineering Consulting Services Florida	Currently on the District's Continuing Contract List

PROJECT BUDGET:	$	45,204,358.00	(06/27/2023) Revised Project Budget
	$	43,704,357.67	(07/26/2022) Original Project Budget

HISTORY:

Haile Middle School was originally constructed in 1997. The existing building contains 988 permanent student stations with a capacity of 889. At project completion, permanent student stations will increase to 1208 with a capacity of 1087. The building area includes 150,483 square feet. The anticipated addition will likely be in excess of 11,000 square feet. In past years, numerous maintenance repairs have been completed at the campus. A building envelope study was initiated in 2008 that resulted in repairs and wall replacements due to water damage on campus.

SCOPE:

The scope of work will include but is not limited to, a ten (10) classroom building addition and renovations to the entire campus. Included in this project are roof systems replacement, mechanical systems, and associated piping, plumbing systems, and associated piping, building envelope improvements including window, door and insulation systems, improve campus safety, replace life safety systems including fire alarm, kitchen reconfiguration with partial equipment replacement, site improvements to include canopies, concrete walks and associated drainage. Out-of-scope Boiler replacement included in Amendment 4.

INCLUDED IN 5-YEAR PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	March 8, 2022	Approved	Selection Process
Agreement:	$ 2,059,250.00	July 26,2022	Approved	Architectural/Engineering Services
TOTAL	$ 2,059,250.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	March 8, 2022	Approved	Selection Process
Agreement:	$ 100,000.00	July 26, 2022	Approved	Pre-Construction Services
Amendment 1:	$ 2,544,089.00	April 25, 2023	Approved	Additional Pre-Construction Services
Amendment 2:	$ 837,538.00	June 27, 2023	Approved	Early Procurement Materials
Amendment 3:	$ 33,299,622.00	August 8, 2023	Approved	Guaranteed Maximum Price
Change Order 1:	**$ (3,091,008.70)**	January 16, 2024	Approved	Deduct Direct Materials Purchased
Change Order 2:	**$ (954,721.96)**	January 30, 2024	Approved	Deduct Direct Materials Purchased
Substantial Completion:	**$ -**	January 30, 2024	Approved	Substantial Completion on January 8, 2024
Change Order 3:	**$ (406,603.84)**	April 9, 2024	Approved	Deduct Direct Materials Purchased
Substantial Completion:	$ -	December 10, 2024	Approved	Partial Substantial Completion on August 30, 2024
Substantial Completion:	$ -	October 7, 2025	Approved	Substantial Completion on August 5, 2025 - Bldgs 3 & 7
Change Order 4:	$ 21,247.07	January 20, 2026	N/A	Direct Materials Purchased Reconililation
Amendment 4:	$ 244,973.00	January 20, 2026	Approved	Out-of-Scope Boiler replacement
Change Order 5 final:	**$ (3,415.85)**	April 28, 2026	Pending	Change Order 5 Final Reconciliation of Unforeseen Conditions
TOTAL	$ 32,591,718.72			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	May 24, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 38,705.00	March 8, 2023	Not Required	Contract #314
TOTAL	$ 38,705.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:				
TOTAL				

SCHOOL BOARD OF MANATEE COUNTY
Department of Construction Services
Change Order

PROJECT: Haile Middle School
Renovations and Additions

TO: (Contractor): Halfacre Construction Company
7015 Professional Parkway
Sarasota, FL 34240

CHANGE ORDER NUMBER: 5 - FINAL

CHANGE ORDER DATE:

DISTRICT PROJECT NO: CON #254

CONTRACT FOR: General Construction

CONTRACT DATE: July 27, 2022

You are directed to make the following changes in this Contract:

Return to Owner the balance of Unforeseen Conditions

			#	Vendor			Sub	
Balance of Unforeseen Conditions								$ (3,415.85)
Total of Summary								$ (3,415.85)

Not valid until signed by both the Owner and Architect.
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Time.

The original (Contract Sum)(~~Guaranteed Maximum Price~~) was.....	$ 100,000.00
Net Changes by previously authorized Change Orders and/or Amendments.....	$ 32,495,134.57
The (Guaranteed Maximum Price) prior to the Change Order was.....	$ 32,595,134.57
The (Guaranteed Maximum Price) will be (increased) by this Change Order	$ (3,415.85)
The new (Guaranteed Maximum Price) including this Change Order will be.....	$ 32,591,718.72
The Contract time will be (unchanged) by.....	(0) Days
The date of Substantial Completion as of the date of the Change Order is.....	August 5, 2025

Long & Associates	Halfacre Construction Company	School Board of Manatee County
Architectural Firm	Construction Manager	Owner
4525 S. Manhattan Avenue	7015 Professional Parkway	1 Matzke Way
Tampa, FL 33611	Sarasota, FL 34240	Bradenton, FL 34208
By:	By:	By:
Date: 4/1/26	Date: 3-31-26	Date:

AGENDA ITEM NO. 11.16

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of Palma Sola Elementary School Campus Renovations Partial Substantial Completion Phase 1 Building Sections E, D, and C (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman to execute a Partial Substantial Completion for Palma Sola Elementary School Campus Renovations. Partial Substantial Completion for Phase 1 building sections E, D, and C has been established by the Project Architect, Building Official, Construction Manager, and the Department of Construction Services as of March 16, 2026. Substantial Completion is defined as the facility being sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion Certificate requires Board Approval. There is no financial impact or additional budget requirements for the Board to acknowledge that the project is Substantially Complete.
Palma Sola Elementary School Campus Renovation Project Summary Sheet is attached for reference.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Palma Sola Elementary School Campus Renovations Phase 1 (building sections E, D, and C) Partial Substantial Completion (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
PSE Campus Renovation Project Summary
Palma Sola Substantial Completion

Palma Sola Elementary School Campus Renovation

PROJECT DIRECTOR: David Wildes

ARCHITECT/ENGINEER: Fleischman Garcia Maslowski Architecture — Selected through the Request for Qualifications process
CONSTRUCTION MANAGER: McIntyre Elwell & Strammer General Contractors, Inc. — Selected through the Request for Qualifications process
BUILDING OFFICIAL: Bureau Veritas North America, In — Currently on the District's Continuing Contracts List

PROJECT BUDGET: $31,645,066.00 (5/15/2024) Revised Project Budget (Capital Funds)
$29,000,000.00 (10/24/2023) Original Project Budget

HISTORY: The Palma Sola Elementary School campus was originally constructed in 1961 and currently contains 740 student stations on a 16-acre site. The District completed major building additions in 1990 and 2007, and added a parent drive lane and other site improvements in 2017.

The School Board approved a Castaldi Analysis and Report recommending replacement of the existing facility on May 19, 2022. The initial school program was approved at the March 31, 2023 Workshop to include 508 student stations with core facilities for 596 students. After the April 26, 2024 Board Workshop, the campus size was revised to 441 student stations with core facilities for 513 students.

SCOPE: THE SCOPE OF WORK includes renovation and partial replacement of the existing campus facilities to provide 441 student stations with core facilities for 513 students. The work will include demolition of Buildings 1 through 17, renovation of Building 18, and associated site and utility work to provide a complete and functional facility.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -		Approved	Selected through the Request for Qualifications process
Agreement:	$ 1,794,680.00	October 24, 2023	Approved	Architectural / Engineering Services
Agreement 1:	$ 31,700.00	December 12, 2023	Approved	Architectural / Engineering Services - SUE
TOTAL	$ 1,826,380.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -		Approved	Selected through the Request for Qualifications process
Agreement:	$ 132,250.00	October 24, 2023	Approved	Pre-Construction Services
Amendment 1:	$ 1,898,570.12	September 10, 2024	Approved	Phase I - Guaranteed Maximum Price
Amendment 2:	$ 1,985,391.08	October 29, 2024	Approved	Phase II - Guaranteed Maximum Price
Amendment 3:	$ 22,124,230.97	December 10, 2024	Approved	Phase III - Guaranteed Maximum Price
Amendment 4:	$ 271,225.89	Non Board Item	N/A	Food Service Equipment
Change Order 1:	$ (1,150,025.93)	February 11, 2025	Approved	Deduct Direct Materials Purchase
Change Order 2:	$ (1,089,098.91)	Non Board Item	N/A	Deduct Direct Materials Purchase
Change Order 3:	$ (967,016.94)	Non Board Item	N/A	Deduct Direct Materials Purchase
Change Order 4:	$ (784,863.10)	Non Board Item	N/A	Deduct Direct Materials Purchase
Change Order 5:	$ (885,064.54)	Non Board Item	N/A	Deduct Direct Materials Purchase
Change Order 6:	$ 25,343.21	Non Board Item	N/A	Deduct Direct Materials Purchase
Partial Substantial Completion	$ -	April 28, 2026	Pending	Partial Substantial Completion Building Sections E, D, and C
TOTAL	$ 21,560,941.85			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	October 24, 2024	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 152,000.00	February 13, 2024	Approved	Plans Review, Permitting, Inspections & Fire Marshal Services
Agreement:	$ 4,750.00	Non Board Item	N/A	Plans Review, Permitting, Inspections & Fire Marshal Services
TOTAL	$ 156,750.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:	$ 18,000.00	Non Board Item	N/A	Geotechnical Engineering Evaluation - Ardaman
Agreement:	$ 19,850.00	Non Board Item	N/A	Electrical Inspection/Testing - Bright Future Electric
Agreement:	$ 5,765.00	Non Board Item	N/A	Asbestos Testing - OHC
Agreement:	$ 20,874.70	Non Board Item	N/A	UES Materials Testing
Agreement:	$ 20,000.00	Non Board Item	N/A	Construction Documents - Multivista
Agreement:	$ 5,061.00	Non Board Item	N/A	FPL Check
Agreement:	$ 50,274.00	Non Board Item	N/A	Professional Services Commissioning
TOTAL	$ 139,824.70			

SUBSTANTIAL COMPLETION

Project: Palma Sola Campus Renovations
Location: 6806 5th Avenue North West
Bradenton, Florida 34209

Project Number: MCSD#3951531215

Contract Date: 10/24/23

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Fleischman Garcia Maslowski Architecture
324 Hyde Park Ave, Suite 300
Tampa, Florida 33606

CM: McIntyre Elwell & Strammer GC Inc.
1645 Barber Road
Sarasota, Florida 34240

Date of Issuance: 3/16/26

Project or Designated Portion shall include:
New school building section E, D, C that will be partially occupied as of March 23, 2026
Exhibit "A" attached illustrates area of substantial completion Phase #1 dated 3/16/26
The building sections E, D, C are for the interior finishes and system only; roofs, exterior walls and fenestration of these areas will be part of upcoming substantial completion.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as:

3/16/2026

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

N/A

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Fleischman Garcia Maslowski	Colin Derek, Project Manager	Colin Derek Digitally signed by Colin Derek DN: C=US, E=colin@fgmfla.com, O=FleischmanGarciaMaslowski, OU=Project Designer & Manager, CN=Colin Derek Date: 2026.03.17 17:27:08-04'00'	03-17-2026
ARCHITECTURAL FIRM	BY		DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (30) Thirty days from the above date of Substantial Completion.

McIntyre Elwell & Strammer GC, Inc.		3/16/26
CONTRACTOR	BY	DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 5:00pm on 3/16/26

SCHOOL BOARD OF MANATEE COUNTY		
OWNER	BY	DATE

The CM shall provide security, maintenance, utilities, repairs to damage to the Work and insurance as follows:
1) Security system shall be by the district.
2) Access control, IT systems and fire alarm control shall be by District.
3) Operational readiness and warranty responsilbity remains with CM.
4) Mechanical system control and operation at the new facility remains with CM until Phase #2 substantial completion.
5) Utilities (Elec, ~~power~~ sewer, water) are the responsibility of the district.
6) Builders risk insurance remains in place until phase #2 substantial completion, at which time the District converts full facility to owners policy.

AGENDA ITEM NO. 11.17

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of Manatee Technical College Aviation Hangar Agreement between Owner and Johnson-Laux Construction, LLC Amendment 1 EDA Contract Provisions at an Increased Cost of $152,000.00 (Multiple Funding Sources)

Executive Summary
The purpose of the requested action is to approve Amendment 1 to the Agreement between Owner and Johnson-Laux Construction, LLC. The Amendment is required to incorporate revisions requested by the Economic Development Administration (EDA) as a condition of the Federal grant.

The scope of work will provide a hangar facility to be constructed at Sarasota Bradenton International Airport (SRQ). The scope of work is not expected to be revised by this action.

Manatee Technical College Aviation Hangar Summary Project Sheet is attached for reference.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends Approval of Manatee Technical College Aviation Hangar Agreement between Owner and Johnson-Laux Construction, LLC Amendment 1 EDA Contract Provisions at an Increased Cost of $152,000.00 (Multiple Funding Sources).

Financial Impact
The Construction Management fee for pre-construction services is not to exceed $23,155 and is included in the EDA Grant Budget of $2,713,275.00.
The total project budget is $2,865,270.00, which includes $152,000 for A/E fees that are not included in the approved EDA Grant Budget. **(Multiple Funding Sources)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
MTC Aviation Hangar Project Summary Sheet
MTC Aviation Hangar Amendment One
Exhibit H

MTC Aviation Hangar

PROJECT DIRECTOR:	David Wildes		
ARCHITECT/ENGINEER:	Schenkel & Shultz, Inc.		Currently on the District's Continuing Contracts List
CONSTRUCTION MANAGER:	Creative Contractors, Inc.		Contract Terminated 01/14/2025
CONSTRUCTION MANAGER:	Johnson-Laux Construction, LLC		Invitation to Bid on Job Contracting Service in the State of Florida, SDMC No 2025-03
BUILDING OFFICIAL:	UES Professional Solutions, LLC		Currently on the District's Continuing Contracts List
PROJECT BUDGET:	$	2,713,270.00	(11/18/2024) Original Project Budget (EDA Approved Budget)
	$	2,865,270.00	Revised project budget per EDA requirements (Remove A/E fees from EDA portion)

HISTORY: Manatee Technical College was originally located on 34th Street West in West Bradenton. All but two (2) of the buildings on the original campus have been demolished. New campuses were constructed on State Road 70 at Caruso Road and on Lakewood Ranch Boulevard north of State Road 70. To meet workforce demand the School Board entered into a lease agreement with the Sarasota Manatee Aviation Authority to allow construction of an aviation technology training facility on airport land.

SCOPE: The scope of work will provide a hangar facility to be constructed at Sarasota Bradenton International Airport (SRQ). The hangar will have approximately ten thousand square feet of clear space.. The building will be sited based on existing conditions and will make use of the existing parking lot and entry drive.

INCLUDED IN 5-YEAR PLAN: No

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:		May 24, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 149,766.00	Dec. 10, 2024	Approved	Architectural/Engineering Services
Amendment 1:	$ -	Non Board	N/A	Revision to fee allocation - No Financial Impact
Amendment 2:	$ -	April 28, 2026	Pending	EDA-requested contract provisions
TOTAL	$ 149,766.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	May 24, 2022	Approved	Selected through Request for Qualification Process
Agreement:	$ 23,115.00	April 29, 2025	Approved	Pre-Con Svcs - Johnson-Laux Construction, LLC
Amendment 1:	$ -	April 28, 2026	Pending	EDA-requested contract provisions
TOTAL	$ 23,115.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	May 24, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 17,000.00	April 23, 2025	Approved	Plans Review, Permitting & Inspections Svcs
Amend #1:	$ -			
TOTAL	$ 17,000.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
TOTAL	$ -			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN
OWNER & CONSTRUCTION MANAGER

Amendment #: **1** **Amendment Date:** _____

This form is to be used for any revision to the established Agreement Between Owner & Construction Manager.

Project Name: Manatee Technical College - Aviation Hangar_____
Construction Manager: Johnson-Laux Construction, LLC_____
Construction Manager Address: 650 Garden Commerce Parkway, Suite 100, Winter Garden, Fl 34787_____

The work is as follows: Construction of a new hangar facility to be constructed at the Sarasota Bradenton International Airport (SRQ), funded by a grant from the U.S. Economic Development Administration (EDA). To comply with the grant provisions, several minor changes are required in the Agreement as described in the attached Exhibit H._

This amendment is to be attached to and become a part of the subject agreement and in no other way alters terms and conditions thereof.

Contract Time will be (~~increased~~) (~~decreased~~) (unchanged) By: _____

Date of Substantial Completion including this amendment:_____

Amount of Amendment:	$	0.00
Previous Amount:	$	23,115.00
New GMP Phase 1 Amount:	$	23,115.00

CONSTRUCTION MANAGER:

By: _____ By: _____

Name/Title: _____ Name/Title: _____

As Witnessed:

_____ _____
(Name of Corporation)

(Corporate Seal)

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

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EXHIBIT H

EDA Required Revisions to the Agreement between Owner and Construction Manager
(Approved at the April 29, 2025 School Board meeting)

The Owner and Construction Manager agree to revise the existing Agreement as enumerated below.

1. Page 1 of 52, revise paragraph heading, "TOTAL PROJECT BUDGET" to read, "PROJECT BUDGET." Revise paragraph body to read, "The EDA Approved Budget is **$2,713,270.00** and is comprised of the following:
   a. Design Services 0.00
   b. Construction Services 2,578,270.00
   c. Owner Services (inc. Contingency) 135,000.00
   d. FF&E and Technology 0.00
   e. TOTAL EDA BUDGET 2,713,270.00

2. Page 2 of 52, first sentence, insert "29" to establish April 29, 2025 as the Effective Date,

3. Page 2 of 52, prior to the first "WHEREAS," insert the EDA project name and number:
   MTC AMTS Hangar at SRQ
   ED24ATL0G0395

4. Page 5 of 52, Par. 1.3.4, revise **"Owner Construction Services Budget"** to **$2,578,270.00.** At bottom of paragraph, after TOTAl, enter "Not-to-Exceed $2,578,270 including site work."

5. Page 5 of 52, Par. 1.3.5.2, under Construction Phase Services, delete existing paragraph (a) and replace with the following:
   a. With respect to the Construction Phase Services to be provided by CM in Stage IV, as herein defined, Owner shall reimburse CM for the Cost of Work (as that term is defined hereafter), and pay CM a fixed Construction Management Fee …. The CM Fee shall be the CM's total compensation for all overhead not reimbursable as the Cost of Work, as defined herein, as well as the CM's total profit for Construction Phase Services.

6. Page 6 of 52, after Par. 1.3.10, insert Par. 1.3.11. "The Total Project Budget is distinct from and inclusive of the EDA Grant Budget, which includes only those items approved with the EDA Notice of Award.

7. Page 9 of 52, Par. 2.1.2.5 (c), add sentence. "Equipment within the scope of the EDA Grant must be affixed to the building."

8. Page 13 0f 52, Par. 2.1.3.3, Bidding and Subcontracts, add the following sentence to paragraph (a): All subcontracts must be approved by EDA prior to execution of the contract. CM must clearly delineate any work anticipated to be self-performed for EDA review.

9. Page 20 of 52, Par. 3.1.1, add sentence, "The EDA grant budget includes the cost of sitework, construction, miscellaneous services and contingencies, as described in the approved EDA budget document. The Owner will provide Design Services through a separate budget.

10. Page 27 of 52, Par. 6.3.1.11, note that the CM is to receive the amount of $18,115.00 for Preconstruction Costs. Par. 6.3.1.12 establishes an Investigative Allowance of $5,000.00 for a contract total of $23,115.00. The Investigative Allowance provides for prompt action should additional testing or evaluation be required during the Design Phase and is only expended upon written authorization of the Owner.

End of Exhibit H

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AGENDA ITEM NO. 11.18

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of Manatee Technical College Aviation Hangar Agreement between Owner and Schenkel & Shultz, Inc. Amendment 2 EDA Contract Provisions at an Increase of $152,000.00 (Multiple Funding Sources)

Executive Summary
The purpose of this action is to authorize Amendment 2 to the Agreement between the Owner and Schenkel & Shultz, Inc., as well as to increase the approved project budget by $152,000 in order to cover architectural and engineering costs not supported by the EDA grant. This amendment is necessary to incorporate revisions mandated by the Economic Development Administration (EDA) as a requirement for the Federal grant.

The scope of work entails the construction of a hangar facility at Sarasota Bradenton International Airport (SRQ). This action does not anticipate any changes to the established scope of work.

Manatee Technical College Aviation Hangar Project Summary Sheet is attached for reference.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Manatee Technical College Aviation Hangar Agreement between Owner and Schenkel & Shultz, Inc. Amendment 2, EDA Contract Provisions at an Increase of $152,000.00 (Multiple Funding Sources).

Financial Impact
The A/E services fee will not be revised by this action. The A/E fee was originally anticipated to be included in the EDA Grant Budget of $2,713,275.00. The EDA has subsequently stated that the A/E fee may not be included in the Grant Budget.

The action revises the total project budget to $2,865,275.00, which includes $152,000 for A/E fees that are not included in the approved EDA Grant Budget **(Multiple Funding Sources)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
MTC Aviation Hangar Project Summary Sheet
MTC Aviation Hangar Amendment 2
EXHIBIT F

MTC Aviation Hangar

PROJECT DIRECTOR:	David Wildes		
ARCHITECT/ENGINEER:	Schenkel & Shultz, Inc.		Currently on the District's Continuing Contracts List
CONSTRUCTION MANAGER:	Creative Contractors, Inc.		Contract Terminated 01/14/2025
CONSTRUCTION MANAGER:	Johnson-Laux Construction, LLC		Invitation to Bid on Job Contracting Service in the State of Florida, SDMC No 2025-03
BUILDING OFFICIAL:	UES Professional Solutions, LLC		Currently on the District's Continuing Contracts List
PROJECT BUDGET:	$	2,713,270.00	(11/18/2024) Original Project Budget (EDA Approved Budget)
	$	2,865,270.00	Revised project budget per EDA requirements (Remove A/E fees from EDA portion)

HISTORY: Manatee Technical College was originally located on 34th Street West in West Bradenton. All but two (2) of the buildings on the original campus have been demolished. New campuses were constructed on State Road 70 at Caruso Road and on Lakewood Ranch Boulevard north of State Road 70. To meet workforce demand the School Board entered into a lease agreement with the Sarasota Manatee Aviation Authority to allow construction of an aviation technology training facility on airport land.

SCOPE: The scope of work will provide a hangar facility to be constructed at Sarasota Bradenton International Airport (SRQ). The hangar will have approximately ten thousand square feet of clear space.. The building will be sited based on existing conditions and will make use of the existing parking lot and entry drive.

INCLUDED IN 5-YEAR PLAN: No

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:		May 24, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 149,766.00	Dec. 10, 2024	Approved	Architectural/Engineering Services
Amendment 1:	$ -	Non Board	N/A	Revision to fee allocation - No Financial Impact
Amendment 2:	$ -	April 28, 2026	Pending	EDA-requested contract provisions
TOTAL	$ 149,766.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	May 24, 2022	Approved	Selected through Request for Qualification Process
Agreement:	$ 23,115.00	April 29, 2025	Approved	Pre-Con Svcs - Johnson-Laux Construction, LLC
Amendment 1:	$ -	April 28, 2026	Pending	EDA-requested contract provisions
TOTAL	$ 23,115.00			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -	May 24, 2022	Approved	Currently on the District's Continuing Contracts List
Agreement:	$ 17,000.00	April 23, 2025	Approved	Plans Review, Permitting & Inspections Svcs
Amend #1:	$ -			
TOTAL	$ 17,000.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
TOTAL	$ -			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN OWNER & ARCHITECT/ENGINEER

Amendment #: 2 **Amendment Date:_____**

This form is to be used for any revision to the established Agreement Between Owner & Architect/Engineer.

Project Name: Manatee Technical College – Aviation Hangar
Architect/Engineer: Schenkel & Shultz, Inc.
Architect/Engineer Address: 330 Pineapple Ave., Suite 210
Sarasota, Florida 34236

The work is as follows: The scope of work provides design services for a hangar facility to be constructed at the Sarasota Bradenton International Airport (SRQ), funded by a grant from the U.S. Economic Development Administration (EDA). The grant award package stipulates certain terms and conditions, which are hereby incorporated into the Agreement as described in the attached Exhibit F.

This amendment is to be attached to and become a part of the subject agreement and in no other way alters terms and conditions thereof.

Amount of Amendment: $ 0.00
Previous Amount of Contract: $ 149,766.00
New Total Amount of Contract: $ 149,766.00

ARCHITECT/ENGINEER:

By: _____ By: _____

Name/Title: ____Aaron Jacobson, AIA, Principal____ Name/Title: __Dan Laggan, Managing Partner___

As Witnessed:

_____ _____
(Name of Corporation)

(Corporate Seal)

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

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EXHIBIT F

Federal Grant Requirements

Federal Grant Requirements. Architect/Engineer (A/E) acknowledges that this Agreement is funded by a grant from the United States Department of Commerce. Owner is obligated to ensure that in conducting all procurement of commodities and services under this Agreement, the A/E fully complies with the requirements of 2 C.F.R. Part 200, including Appendix II – Contract Provisions for Non-Federal Entity Contracts under Federal Awards, and with the provisions of the EDA publication "Summary of EDA Construction Standards," each of which are incorporated herein by reference and made a part hereof.

Specific Award Provisions. The School District of Manatee County, as Owner, is obligated to comply with the Specific Award Conditions that were included with the EDA's Notice of Award. Two specific conditions apply to the A/E Agreement:

6.	**UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS:** Along with other controlling law, this Award is governed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200.
17.	**ADDITIONAL INCLUDED DOCUMENTS:** In addition to the regulations, documents, or authorities incorporated by reference in the Notice of Award, the following additional documents are incorporated by reference into this Award: i. EDA Standard Terms and Conditions for Construction Projects (March 22, 2021) ii. The Recipient's application, including any attachments, project descriptions, schedules, and subsequently submitted supplemental documentation iii. Authorized Scope of Work (Attachment 1), Should there be a discrepancy among these documents, the Specific Award Conditions, including any attachments, shall control.
	Note that #10, GOALS FOR WOMEN AND MINORITIES IN CONSTRUCTION, is judged to apply to the construction contract only.

AGENDA ITEM NO. 11.19

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of Miller Elementary Drive Project Agreement Between Owner and P.J. Hayes Dba Tandem Construction, in the Amount of $448,926.43 (Capital Funds)

Executive Summary
The purpose of the requested action is to enter into an Agreement between Owner and P.J. Hayes Dba Tandem Construction. This Agreement is for services required to assist the project team for the addition of the exit drive onto 43rd Street from Jessie P. Miller Elementary as well as installation of a new fire hydrant.

Miller Elementary Drive Project Summary sheet is attached for reference.
The Construction Manager Agreement is available for review at the Department of Construction Services.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of the Miller Elementary Drive Project Agreement between Owner and P.J. Hayes Dba. Tandem Construction, in the amount of $448,926.43 (Capital Funds).

Financial Impact
The Construction Manager Fee for services is not to exceed $42,086.32 and is included in the total budget requirement of $700,000.00. The Guaranteed Maximum Price is $448,926.43 **(Capital Funds)**.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Miller ES Drive Project Summary
Miller ES Drive Contract Summary Sheet
Miller ES Drive Exhibits A-E

Project Name: Miller ES Drive Project

PROJECT DIRECTOR: Jerry Varghese

ARCHITECT/ENGINEER: Manatee County Public Works
CONSTRUCTION MANAGER: P.J. Hayes Dba Tandem Construction — Currently on the District's Continuing Contracts
BUILDING OFFICIAL: N/A

PROJECT BUDGET: $700,000.00

Substantial Completion : July 31, 2026
HISTORY: Miller Elementary School experienced ongoing vehicular queuing issues during student drop-off and dismissal that created safety and circulation concerns on campus and adjacent roadways. To address these conditions, the District initiated a drive renovation project to improve traffic flow by constructing a new exit lane onto 43rd Street.

SCOPE: The project includes site clearing and asphalt improvements to construct a new exit lane onto 43rd Street. Work consists of site demolition, construction of new asphalt paving, milling and resurfacing of select existing asphalt areas, pavement markings and striping, installation of traffic signage, ADA-compliant truncated dome mats, and installation of a new fire hydrant. All disturbed areas shall be fully restored upon completion.

INCLUDED IN 5-YEAR WORK PLAN: Yes

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:				
Agreement:				
Amendment 1:				
Amendment 2:				
TOTAL	$ -			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ 448,926.43	April 28, 2026	Pending	CM Contract GMP
Agreement:				
Amendment 1:				
Change Order 1:				
Substantial Completion:				
TOTAL	$ 448,926.43			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:				
Agreement:				
TOTAL	$ -			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:				
Agreement:				
Agreement:				
Agreement:				
TOTAL	$ -			

48AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER
CONTRACT SUMMARY

Project and Location:

Miller ES Drive Project, Jessie P. Miller ES 601 43rd St. W. Bradenton, Fl. 34209 Manatee County, Florida

Total Project Budget:

Design Services	$ N/A
Construction Services	$ 610,000.00
Owner Services	$ 90,000.00
FF&E Technology	$
Total Project Budget	$ 700,000.00

Project Schedule:

Date of Anticipated Notice to Proceed	April 29, 2026
Date of Substantial Completion	July 31, 2026
Date of Final Completion	August 7, 2026

Architect/Engineer ("AE")

Manatee County Public Works
CIP Design & Review Division
9000 Town Center Pkwy Lakewood Ranch, Fl. 34207

Construction Manager ("CM")

P.J. Hayes Dba Tandem Construction
5391 Lakewood Ranch Blvd. N.
Sarasota, Fl. 34240

Section 1.4, Paragraph 1.4.3 Owner Construction Services Budget

Construction Costs	$ 237,050.14
General Conditions	$ 113,669.16
Overhead and Profit (CM Fee)	$ 42,086.32
Preconstruction	$ 0.00
Unforeseen Conditions	$ 47,347.11
Bond	$ 8,773.71
TOTAL	$ 448,926.43

Section 1.3, Definitions

Paragraph 1.3.5.2 (a) Construction Phase Services: Construction Management Fee of **$ 42,086.32**

Section 6.1, Reimbursable Costs:

Paragraph 6.1.2 List of Reimbursable Costs: Total "Not to Exceed" Costs of Reimbursable Costs: $ **113,669.16**

6.3, Cost of Work:

Paragraph 6.3.1.6: Labor Burden included within the Cost of Work at the blended rate of **55%** of wages and **55%** of salaries.

Paragraph 6.3.1.7: Cost of premiums for all bonds and insurance, including Builder's Risk and General Liability insurance (bonds will be charged at the rate of **1.3 % of the GMP** amount or the invoice amount and General Liability insurance will be charged at the rate of **1.3% of the GMP** or the invoice amount)

Paragraph 6.3.1.11: Preconstruction Costs in the amount of **0.35%**

Paragraph 6.3.1.12: Costs associated with the Investigative Report in the total amount of **N/A** will be invoiced monthly and will be paid for by the Owner at the time of GMP approval.

Paragraph 6.3.1.13: Costs not included in the Total "Not to Exceed" Reimbursable Costs listed in 6.1: Safety Awards **N/A**

Article 16: Special Provisions

Paragraph 16.2.1 Employment Eligibility Verification ("E-Verify"): - E-Verify Number: **240438**

Exhibits

Exhibits "A" through "F" are attached for reference.

EXHIBIT A

EXHIBIT A

Construction Managers Application and Certificate for Payment

Project: _____
Owner: School District of Manatee County
Department of Construction Services
Project Director: _____
Architect: _____

Date: _____
Request #: _____
Period ending: _____

Project #: _____

ORIGINAL CONTRACT SUM	
DMP Change Orders Approved to date	
Amendments Approved to date	
CONTRACT SUM TO DATE	
COMPLETED AND STORED TO DATE	
RETAINANGE HELD	
TOTAL EARNED LESS RETAINAGE	
LESS PREVIOUS CERTIFICATES OF PAYMENT	
CURRENT PAYMENT DUE	
BALANCE TO FINISH	

CONSTRUCTION MANAGER CERTIFICATE FOR PAYMENT
The undersigned Construction Manager certifies that to the best of the Construction Manager's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Construction Manager for Work for which previous Certificates of Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

CONSTRUCTION MANAGER:

By: _____ Date: _____

State of Florida
County of: _____
Subscribed and sworn to before me on this ____ day of _____, 20__.

Notary Public: _____
My commission expires: _____

ARCHITECT CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Construction Manager is entitled to payment of the AMOUNT CERTIFIED.

ARCHITECT: AMOUNT CERTIFIED: $_____

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the owner or Contractor under this Contract.

OWNER APPROVAL
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Owner certifies that the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Construction Manager is entitled to payment of the AMOUNT CERTIFIED.

By Project Director: _____ Date: _____

By DCS Director: _____ Date: _____

EXHIBIT B

LIST OF CM EMPLOYEES

EMPLOYEE	TITLE	% TIME ON JOB
Nathan Renner	Project Executive	5%
Rick Jimenez	Sr. Project Manager	50%
Joe Cappauccio	Project Superintendent	100%
Jennifer Smart	Project Administrator	25%
Amanda Jacobson	Project Accountant	15%

EXHIBIT C

DOCUMENTS REQUIRED TO REQUEST FINAL PAYMENT

_____ 1. Final Pay Request (1 copy with original signatures)

_____ 2. Consent of Surety to make Final Payment (signed and sealed), if required

_____ 3. Power of Attorney from Surety for Release of Final Payment (signed, sealed and dated same as Consent of Surety), if required

_____ 4. CM Affidavit of Contract Completion

_____ 5. Satisfactory Conclusion or Release of Lien from all subcontractors or vendors who have filed Notice to Owner, filed Intent to Lien, or have indicated non-payment from CM.

CLOSEOUT DOCUMENTS REQUIRED TO RELEASE FINAL PAYMENT

Submit one (1) hard copy and one (1) electronic copy of the following:

_____ 1. One (1) Year Warranty from date of Substantial Completion (if phased project, provide warranty for each portion based on Substantial Completion dates)

_____ 2. As-Built documents submitted to the A/E for final AutoCad preparation.

_____ 3. Operations manuals, shop drawings, submittals, brochures, subcontractor/vendor list (with telephone numbers and addresses) keying schedule, paint schedule and other items required by the Contract Documents

_____ 4. Recorded system operations training and attendance lists (i.e. HVAC, controls, fire alarm, etc.)

_____ 5. Roof Warranty naming School Board of Manatee County as the Owner (if applicable)

_____ 6. Other special warranties as required by Contract Documents, naming School Board of Manatee County as the Owner

_____ 7. A/E Certificate "Specification of No Asbestos-Containing Materials"

_____ 8. CM Certificate "Use of No Asbestos-Containing Materials"

_____ 9. Certificate(s) of Occupancy as required (if phased project, provide Certificate of Occupancy for each phase)

By submitting this completed form, the CM affirms that all required closeout documentation is accurate and complete, so that final payment may be released.

Project Number: _____

Project Name: _____

CM Signature: _____ Date: _____

Project Director Signature: _____ Date: _____

EXHIBIT D

CONSTRUCTION TEAM REPRESENTATIVES

SDMC Project Director	Jerry Varghese
SDMC Project Assistant	Lauri Menard
Architect	N/A
Consulting Engineers	Marcenel Joseph
Structural Engineer	N/A
Mechanical Engineer	N/A
Electrical Engineer	N/A
Construction Manager	Rick Jimenez
SDMC Instructional Member	Debbie Riley
SAC Member	N/A

EXHIBIT E

PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS) REPORT FORMAT

The purpose of this report is to share high level project information with the Owner. CM will provide one (1) hard copy and one (1) electronic copy of the PMIS with each application for payment.

1. Cover Sheet

   - Project Name
   - Construction Team
   - Date of Report

2. Executive Summary

   - Brief Project Description
   - Summary of Status of Job

3. Contract Cost Status

   - Contract Amendments and Change Orders
   - Direct Material Purchasing Status/Sales Tax Savings
   - Unforeseen Conditions Fund (Expenditures and Balance)
   - Allowances (Expenditures and Balance)

4. Project Schedule

   - Updated Progress Schedule

5. Critical Issues

   - Any Project items requiring prompt attention or action

6. Subcontractor/Vendor Listing

   - Subcontract Commitment Status

7. Progress Photographs

   - Aerial photos
   - Other Photos include dated photographs to provide a visual representation of work in place.

EXHIBIT F

A. Project Description: Provision of new area drains at track perimeter and related sidewalk and fence improvements.

AGENDA ITEM NO. 11.20

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Veterans Elementary School Encroachment Agreement (No Financial Impact)

Executive Summary
Veterans Elementary School is located at 6360 Maidenstone Way, Palmetto. Gulfstream Natural Gas System, L.L.C. has a permanent easement located along the northern boundary of the site near Buckeye Road. School District intends to construct improvements to grading, stormwater and drainage system, landscaping, sidewalks, and roadways within the Gulfstream easement and requires an Encroachment Agreement to authorize construction of the improvements.

Gulfstream Gas System, L.L.C. is willing to consent to the placement of such encroachments within the Easement, subject to the terms and conditions of the Agreement. Except for the Permitted Encroachment(s), no other improvements of any kind shall be erected, created, constructed or maintained. No school facilities are located within the area of the easement.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Superintendent recommends approval of Veterans Elementary School, encroachment agreement (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Gulfstream Encroachment Agreement

ENCROACHMENT AGREEMENT

Line: 300

ROW: 200FL-MA-0.23.000

Tax ID: 604500659

STATE OF FLORIDA §
§
COUNTY OF MANATEE §

THIS ENCROACHMENT AGREEMENT ("Agreement") is made and entered into as of the _____day of _____, 2026, by and between **Gulfstream Natural Gas System, L.L.C.**, a Delaware limited liability company, having its principal office at 4610 Buckeye Road, Palmetto, FL 34221 (herein referred to as "Company"), and **The School Board of Manatee County Florida**, a Florida corporation, having an address of 215 Manatee Ave. W. Bradenton, Florida 34205 (herein referred to as "Grantee").

W I T N E S E T H:

WHEREAS, Company is the owner and holder of the rights granted by that certain Permanent Easement amended on the 30th of July 2001 in the Official Records Book 1702, Page 309 of the Public Records of Manatee County, Florida under File No:1522456 (herein referred to as "Easement".

WHEREAS , Grantee is the current owner of that certain parcel of land located in Sections 09 and, Township 36S South, Range 18 East in Manatee County, Florida as more particularly described in that certain Special Warranty Deed dated February 26, 2025 and recorded in the Official Records of Manatee County, Florida under File No: 202541024940 (herein referred to as "Subject Property"), a portion of which Subject Property is encumbered by the Easement; and

WHEREAS, Grantee intends to construct improvements to grading., stormwater and drainage system, landscaping ,sidewalk and roadways within the Gulfstream easement as described on "Exhibit A". Such project to be known as the "Veterans Elementary School Project" and Company is willing to consent to the placement of such encroachments within the Easement, subject to the terms and conditions contained in this Agreement.

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

1. PURPOSE: Subject to the terms and conditions of this Agreement, Company hereby grants consent for Grantee to install, construct, maintain, use, operate, repair, and replace those encroachments within the Easement as are specifically described and/or depicted on Exhibit "A" (the "Permitted Encroachment(s)"), attached hereto and made a part hereof. The Permitted Encroachment(s) within the Easement shall be placed only in the locations as described and/or depicted on Exhibit "A". Any substantial and material changes in the nature or location of the Permitted Encroachment(s) shall require the prior written approval of Company.

2. ADDITIONAL RIGHT-OF-WAY ENCROACHMENT TERMS & CONDITIONS: Grantee agrees that the Permitted Encroachment(s) and any additional approved improvements constructed or installed in the Easement shall be constructed in accordance with the "Additional Right-of-Way Encroachment Terms & Conditions" attached hereto as Exhibit "B".

3. IMPROVEMENTS: Except for the Permitted Encroachment(s), Grantee shall not erect, create, construct or maintain any other improvement, structure, engineering works, deep-rooted

plants or obstruction of any kind within the Right of Way or Easement and shall not cause or permit the same to be done by others without the prior express written consent of Company.

4. PIPE RELOCATION: If it becomes necessary, in Company's judgment, to lower or relocate Company's pipeline(s) as a result of any encroachment by Grantee within the Easement, other than a Permitted Encroachment, such lowering or relocating of the pipeline(s) shall be undertaken by Company at the actual and reasonable expense of Grantee, including (without limitation) the cost of acquiring any additional right-of-way. Any relocation of the pipeline(s), as well as the relocation route, shall be at the sole discretion of Company. Company agrees that the Permitted Encroachment(s) is critical infrastructure to Grantee's operations. Should Company need Grantee to temporarily remove or relocate any of the Permitted Encroachment(s) within the Easement in order for Company to construct, maintain, operate, repair, remove, replace or resize its pipeline facilities, Grantee shall pay the cost of removing and replacing or reinstalling the Permitted Encroachment(s).

5. INDEMNITY: Grantee agrees to defend, indemnify, and hold Company, its parent, subsidiaries, affiliates, successors and assigns, and their respective officers, directors, employees, agents and representatives, harmless from and against any and all claims, demands, damages, liabilities, costs, expenses, actions and causes of action of whatsoever nature, for loss of or damage to any property (including, but not limited to, environmental damages), or injury to or death of any persons to the extent caused by Grantee or Grantee's employees, contractors or agents, or to the extent resulting from Grantee's installation, construction, use, maintenance, repair or replacement of the Permitted Encroachment(s) on, over, and under the Easement except for such claims, demands, damages, liabilities, costs, expenses, actions or causes of action which are caused by the negligence of Company. Company agrees to defend, indemnify and hold harmless Grantee, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, , which District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by the Company, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. 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. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement . **SOVEREIGN IMMUNITY**: Company acknowledges and agrees that the Grantee does not waive its immunity and nothing herein, shall be interpreted or deemed as a waiver of the Grantee's rights, including the limitation of waiver of immunity, as set forth in Section 768.28, Florida Statutes, or any other statutes, and Grantee expressly reserves these rights to the full extent allowed by law. All defenses relative to sovereign immunity are expressly reserved by the Grantee.

6. ACCESS; REPAIRS: Grantee expressly understands and agrees that Company, in the exercise of its rights under the Easement, may perform maintenance, repair or replace its pipeline(s) underlying such encroachment(s). Grantee holds Company, its parent, subsidiaries, affiliates, agents, contractors, subcontractors, successors and assigns, and their respective officers, directors, employees, agents, contractors, and subcontractors, harmless from all damage or destruction of such encroachment(s) caused or occasioned by any maintenance, repair or replacement of Company's pipeline(s).

7. SIGNS; MARKERS: If permitted under the Easement, Company shall have the right to adequately mark its pipeline(s) with permanent line markers and ground placards to promote public safety and the future safe operation of said pipeline(s), and to meet applicable governmental regulations.

8. FORCE AND EFFECT: It is understood and agreed that, except as set forth in this Agreement, all of Company's rights under the Easement shall remain in full force and effect.

9. BINDING EFFECT; ASSIGNABILITY: The terms, conditions, and provisions hereof

shall be a covenant running with the land and extend to and be binding upon the heirs, executors, administrators, personal representatives, successors, and assigns of the parties hereto. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns; provided, however, that neither party may assign or delegate any of their respective rights or duties hereunder without the prior written consent of the other.

10. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, without regard to conflicts of law principles that might apply the law of another jurisdiction.

11. NOTICE: Any notice, request, instruction, or other document to be given hereunder by either party to the other shall be in writing, and delivered personally, by telecopy, by messenger or by certified mail, postage prepaid, return receipt requested as follows:

If to Company, addressed to: Gulfstream Natural Gas System, L.L.C.
1600 Executive Dr. South, Suite 200 Duluth, GA 30096
Attention: Land Department

If to Grantee, addressed to: The School Board of Manatee County Florida
215 Manatee Ave. W. Bradenton, Florida 34205
Attention: General Counsel

Either party may change its representative or the address to which notice shall be directed by appropriate written notice to the other party in the manner described above.

12. ENTIRE AGREEMENT: This instrument embodies the entire agreement of the parties hereto and supersedes all prior oral or written agreements concerning the subject matter hereof. This Agreement may be supplemented, altered, amended, modified or revoked only by a written instrument signed by both of the parties hereto.

13. EFFECT OF WAIVER: No waiver of the provisions hereof shall be effective unless in writing and signed by the party to be charged with such waiver. No waiver shall be deemed a continuing waiver or waiver in respect of any subsequent breach or default, either of a similar or dissimilar nature, unless expressly so stated in writing.

14. INVALID PROVISIONS: In the event any provision or any portion of any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable by reason of any law or public policy, such provision or portion thereof shall be considered to be deleted, and the remainder of this Agreement shall constitute the entire agreement between Grantee and Company covering the subject matter hereof.

15. COUNTERPARTS: This Agreement may be executed by Grantee and Company in two or more counterparts, each of which shall constitute an original, but all of which shall constitute but one and the same instrument.

16. DEFAULT: Prior to declaring a party in default the party declaring a default must give the other party a Notice of Default describing the default in detail after which the party receiving the notice will have 20 days to cure said default.

Prior to the start of construction of the Permitted Encroachment(s), Grantee must contact **Shawn Deutscher at 941-723-7191 or Fred DeLoach at 941-232-2424**

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK - SIGNATURE PAGES FOLLOW]

EXECUTED on the dates set forth in the acknowledgments, but effective for all purposes as of the _____ day of _____, 2026 (the "Effective Date").

WITNESSES:

_____

Name: _____

_____

Name: _____

GRANTEE:

The School Board of Manatee County Florida, a Florida corporation

By: _____

Name:_____

Title:_____

ACKNOWLEDGEMENTS

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2026 by _____, as _____ of The School Board of Manatee County Florida, a Florida corporation, on behalf of the corporation. He/She is personally known to me or has produced _____ (type of identification) as identification.

_____
Notary Public
Name (Printed):_____
My Commission Expires_____

WITNESSES:

_____

Name: _____

_____

Name: _____

COMPANY:

Gulfstream Natural Gas System, L.L.C., a Delaware limited liability company

By: _____

Name: Lindsay Forscht

Title: Authorized Representative

ACKNOWLEDGEMENTS

STATE OF _____
COUNTY _____

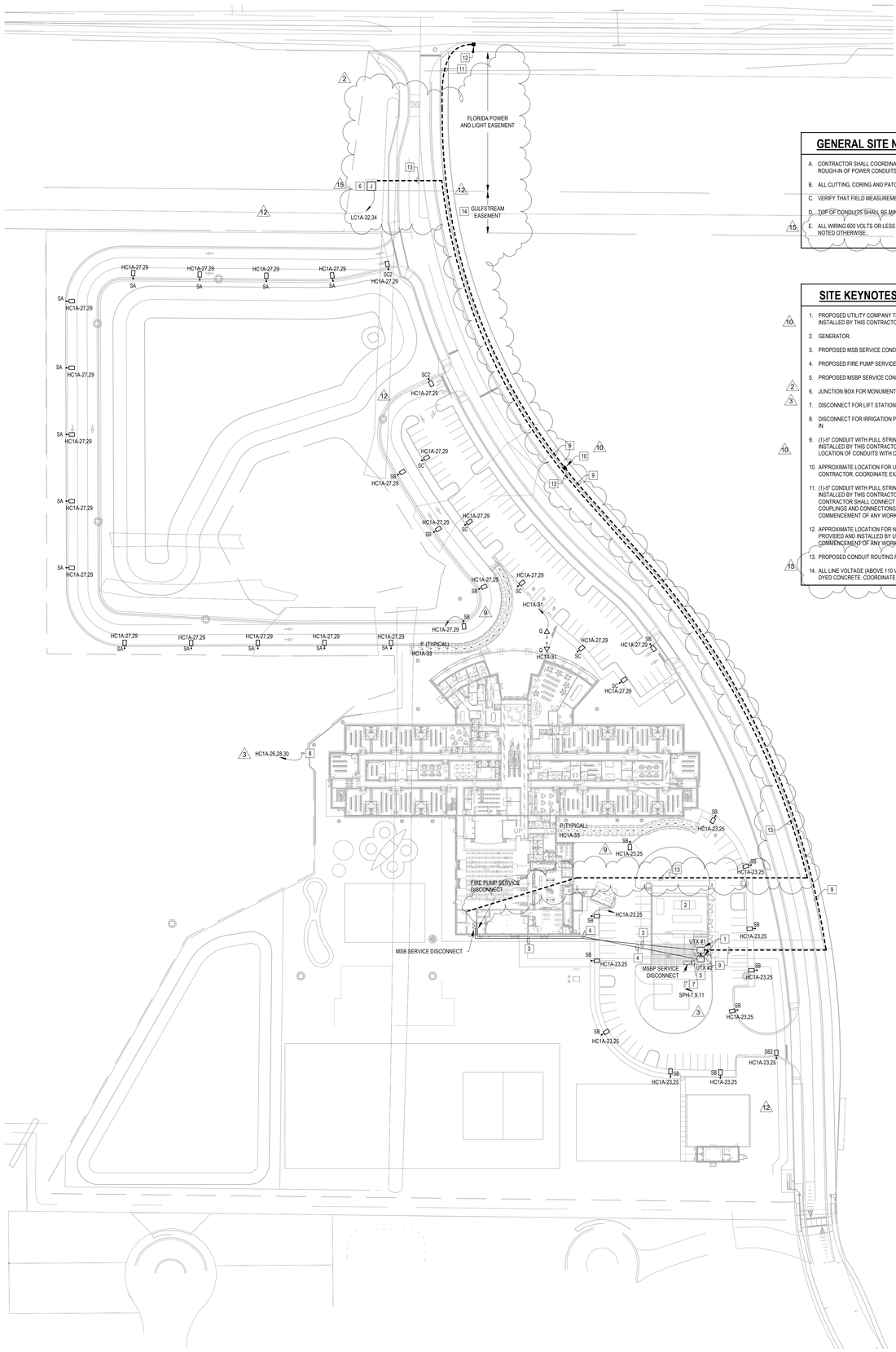
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2026 by Lindsay Forscht, as an authorized representative of Gulfstream Natural Gas System, L.L.C., a Delaware limited liability company, on behalf of the company. She is personally known to me (or satisfactorily proven) to be the person whose name is subscribed above.

_____
Notary Public
Name (Printed):_____
My Commission Expires_____

EXHIBIT "A"

PERMITTED ENCROACHMENT(S)

Exhibit A



1 ARTISAN LAKES OVERALL SITE PLAN - ELECTRICAL
1" = 60'-0"

GENERAL SITE NOTES

A. CONTRACTOR SHALL COORDINATE WITH SITE CIVIL CONTRACTOR FOR ALL PIPING, MANHOLES, STORM PIPING, ETC. ON SITE PRIOR TO ANY ROUGH-IN OF POWER CONDUITS.

B. ALL CUTTING, CORING AND PATCHING REQUIRED FOR ELECTRICAL WORK SHALL BE BY THE ELECTRICAL CONTRACTOR.

C. VERIFY THAT FIELD MEASUREMENTS AND CIRCUITING ARRANGEMENTS ARE AS INDICATED ON PLANS.

D. TOP OF CONDUITS SHALL BE MINIMUM 36" BELOW FINISHED GRADE FOR DIRECT BURIED CONDUIT.

E. ALL WIRING 600 VOLTS OR LESS INSTALLED BELOW GRADE SHALL BE RIGID HEAVY WALL, NON-METALLIC CONDUIT, PVC SCHEDULE 40 UNLESS NOTED OTHERWISE.

SITE KEYNOTES # :

1. PROPOSED UTILITY COMPANY TRANSFORMER AND CT METER LOCATION. TRANSFORMER PADS TO BE PROVIDED BY UTILITY COMPANY AND INSTALLED BY THIS CONTRACTOR. COORDINATE WITH UTILITY COMPANY AND CIVIL CONTRACTOR PRIOR TO COMMENCEMENT OF ANY WORK.
2. GENERATOR.
3. PROPOSED MSB SERVICE CONDUIT ROUTING. COORDINAE EXACT LOCATION WITH CIVIL PRIOR TO ROUGH-IN.
4. PROPOSED FIRE PUMP SERVICE CONDUIT ROUTING. COORDINATE EXACT LOCATION WITH CIVIL PRIOR TO ROUGH-IN.
5. PROPOSED MSBP SERVICE CONDUIT ROUTING. COORDINATE EXACT LOCATION WITH CIVIL PRIOR TO ROUGH-IN.
6. JUNCTION BOX FOR MONUMENT SIGNAGE POWER. COORDINATE EXACT LOCATION AND REQUIREMENTS WITH OWNER PRIOR TO ROUGH-IN.
7. DISCONNECT FOR LIFT STATION CONTROLLER POWER. COORDINATE EXACT LOCATION AND REQUIREMENTS WITH CIVIL PRIOR TO ROUGH-IN.
8. DISCONNECT FOR IRRIGATION PUMP CONTROLLER POWER. COORDINATE EXACT LOCATION AND REQUIREMENTS WITH CIVIL PRIOR TO ROUGH-IN.
9. (1)-5" CONDUIT WITH PULL STRING FOR UTILTY COMPANY PRIMARY FEEDER CONDUCTORS. CONDUIT TO BE PROVIDED BY UTILITY COMPANY AND INSTALLED BY THIS CONTRACTOR. THIS CONTRACTOR SHALL PROVIDE ALL TRENCHING/BORING AND CONDUIT INSTALLATION. COORDINATE LOCATION OF CONDUITS WITH CIVIL CONTRACTOR PRIOR TO COMMENCEMENT OF ANY WORK.
10. APPROXIMATE LOCATION FOR UTILITY COMPANY PRIMARY SPLICE BOX TO BE PROVIDED BY UTILITY COMPANY AND INSTALLED BY THIS CONTRACTOR. COORDINATE EXACT LOCATION WITH UTILITY COMPANY AND CIVIL PRIOR TO PRIOR TO COMMENCEMENT OF ANY WORK.
11. (1)-5" CONDUIT WITH PULL STRING FOR UTILTY COMPANY PRIMARY FEEDER CONDUCTORS. CONDUIT TO BE PROVIDED BY UTILITY COMPANY AND INSTALLED BY THIS CONTRACTOR. THIS CONTRACTOR SHALL PROVIDE ALL TRENCHING/BORING AND CONDUIT INSTALLATION. THIS CONTRACTOR SHALL CONNECT CONDUIT TO UTILITY COMPANY RISER CONDUIT AT BASE OF POLE (REFER TO KEYNOTE #12) AND PROVIDE ALL COUPLINGS AND CONNECTIONS AS REQUIRED. COORDINATE LOCATION OF CONDUIT WITH CIVIL CONTRACTOR AND UTILITY COMPANY PRIOR TO COMMENCEMENT OF ANY WORK.
12. APPROXIMATE LOCATION FOR NEW / RELOCATED UTILITY COMPANY POLE. POLE AND (1)-5" PRIMARY RISER CONDUIT. POLE AND CONDUIT TO BE PROVIDED AND INSTALLED BY UTILITY COMPANY. COORDINATE EXACT LOCATION WITH UTILITY COMPANY AND CIVIL PRIOR TO PRIOR TO COMMENCEMENT OF ANY WORK.
13. PROPOSED CONDUIT ROUTING FOR MONUMENT SIGNAGE POWER. FIELD COORDINATE EXACT LOCATION PRIOR TO ROUGH-IN.
14. ALL LINE VOLTAGE (ABOVE 110 VOLTS) CONDUIT INSTALLED WITHIN THE GULFSTREAM EASEMENT SHALL BE PVC SCHEDULE 80 ENCASED IN RED DYED CONCRETE. COORDINATE ALL REQUIREMNTS WITH GULFSTREAM PRIOR TO ROUGH-IN.

7-1

CMTA
A LEGENCE Company
9728 Commerce Center Cir | Ft. Myers, FL 33908
239.454.5117 | cmta.com

HARVARD • JOLLY | PBK
2714 DR. M.L. KING JR. ST. N., ST. PETERSBURG, FL 33704 | 727.896.4611 | www.HarvardJolly.com | AR 0013140

ARTISAN LAKES ELEMENTARY SCHOOL
MANATEE COUNTY SCHOOL DISTRICT
MANATEE COUNTY, FLORIDA
CONSTRUCTION SET

Comm. No:	24102.00
Date:	05/21/2025
Drawn by:	AJF
Checked by:	JDR

Revisions

No.	Date	Revision Description
1	02-28-2025	Addendum #1
2	03-14-2025	Addendum #2
3	03-28-2025	Addendum #3
9	08-01-2025	ASI #4
10	08-22-2025	ASI #5
12	11-05-2025	ASI #7
15	01-06-2026	ASI #10

TO THE BEST OF MY KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE MINIMUM BUILDING CODES.

KYRIAKOS G. LIATSOS, P.E.
800 S. ORLANDO AVE.
MAITLAND, FL 32751
FL REG. NO.: PE58422

ARTISAN LAKES OVERALL SITE PLAN - ELECTRICAL

E-100

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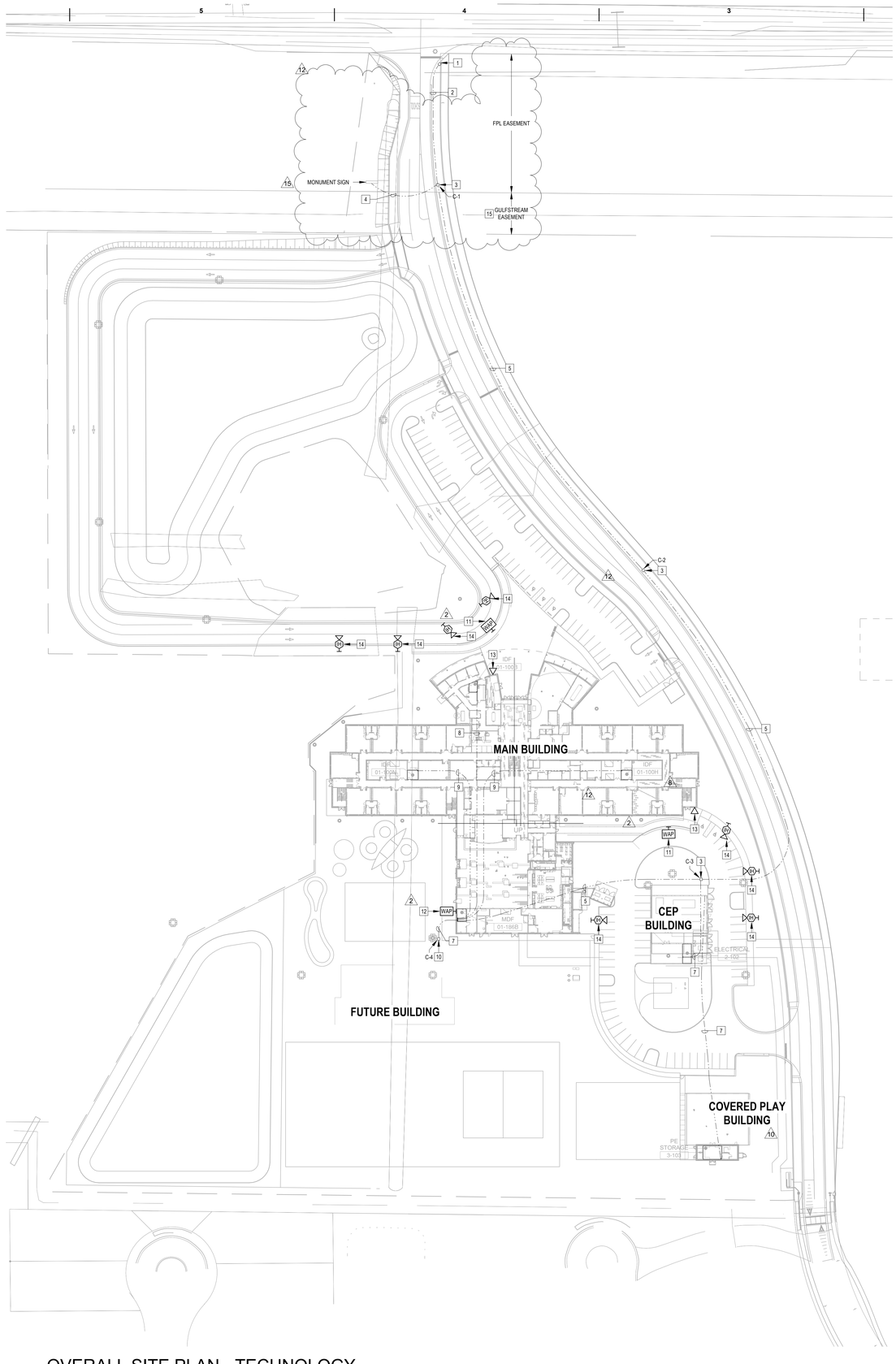

1 OVERALL SITE PLAN - TECHNOLOGY
1" = 60'-0"

Exhibit A

CMTA
A LEGENCE Company
9728 Commerce Center Cir. | Ft. Myers, FL 33908
239.454.5117 | cmta.com

NOTES:

1. ALL CONDUIT TERMINATIONS AT TERMINAL BOARDS SHALL HAVE BUSHED CONDUIT ENDS.
2. ALL RACEWAY TERMINATIONS SHALL HAVE BUSHING AND SHALL BE GROUNDED WHERE RACEWAY IS METALLIC.
3. ALL SECTIONS OF DIVISION 26 AND DIVISION 27 SHALL BE FOLLOWED FOR RACEWAYS, POWER, AND GROUNDING REQUIREMENTS. WHERE A CONFLICT ARISES THE MOST STRINGENT REQUIREMENTS SHALL APPLY.
4. ALL CONDUITS PENETRATING A RATED WALL OR FLOOR SHALL BE PROVIDED WITH THE APPROPRIATE FIRESTOPPING PROCEDURES.
5. ALL CONDUITS AND CABLE SHALL BE CONCEALED, UNLESS OTHERWISE NOTED OR APPROVED IN WRITING BY OWNER AND/OR ENGINEER.
6. ALL BACKBONE CONDUITS SHALL BE A MINIMUM TRADE SIZE OF 4" AND SHALL CONTAIN A MINIMUM OF FOUR (4) 1" INNERDUCTS WITH PULL STRINGS, UNLESS OTHERWISE NOTED.
7. ALL CONDUIT PATHWAYS SHOWN ARE CONDUITS WITH 12" RADIUS ELBOWS WHERE REQUIRED, UNLESS OTHERWISE NOTED.
8. ALL CONDUITS STUBBED UP TO ABOVE GRADE SHALL BE STUBBED UP TO A MINIMUM OF 4" BETWEEN GRADE AND TOP OF CONDUIT. INSTALL A PLASTIC INSULATING BUSHING AND SEAL CONDUITS AFTER INSTALLATION OF CABLES. SEAL ALL UNUSED CONDUITS WITH A RENEWABLE FIRESTOPPING PLUG.
9. ALL CONDUIT PATHWAYS SHALL HAVE NO MORE THAN 270 DEGREES OF BEND IN A 500 FOOT RUN WITHOUT A HANDHOLE/MANHOLE/VAULT INSTALLED.
10. ALL TECHNOLOGY DEVICE LOCATIONS SHALL BE COORDINATED WITH OTHER DIVISION 26, 27, AND 28 CONTRACTORS AND GENERAL CONTRACTOR. ENSURE PROPER CLEARANCE PER NEC AND SPECIFICATIONS FOR ALL.
11. ALL EXACT CONDUIT PATHWAYS AND CONDUIT PENETRATIONS SHALL BE COORDINATED WITH THE GENERAL CONTRACTOR AND PROJECT MANAGER.
12. ALL CONDUIT PATHWAYS, HANDHOLES/MANHOLES/VAULTS, AND ROOMS SHOWN ARE SHOWN FOR DIAGRAMMATIC PURPOSES ONLY AND THE CONTRACTOR SHALL CONFIRM THE EXACT LOCATIONS PRIOR TO CONDUIT ROUTING.
13. ALL INNERDUCTS WHETHER INDICATED WITHIN THESE DRAWINGS OR NOT SHALL CONTAIN PULL STRINGS FOR PULLING OF CURRENT AND FUTURE CABLING.

12 KEYNOTES X:

1. PROVIDE AND INSTALL ONE (1) 36" TALL BY 36" WIDE BY 36" DEEP HANDHOLE FOR SERVICE PROVIDER. COORDINATE LOCATION OF CONNECTION POINT WITH SERVICE PROVIDER(S). CONTRACTOR SHALL CONFIRM HANDHOLE LOCATION DOES NOT INTERFERE WITH PROPERTY EASEMENT(S) PRIOR TO INSTALLATION.
2. PROVIDE AND INSTALL TWO (2) 4" CONDUITS WITH FOUR (4) 1" INNERDUCTS IN EACH CONDUIT FROM SITE HANDHOLE TO THE SERVICE PROVIDER(S) HANDHOLE.
3. PROVIDE AND INSTALL ONE (1) 36" TALL BY 36" WIDE BY 36" DEEP HANDHOLE FOR BACKBONE PATHWAYS AND SERVICE PROVIDER(S) CABLING. LABEL THE UNDERSIDE OF THE HANDHOLE AS IDENTIFIED ON THE PLANS. CONTRACTOR SHALL CONFIRM HANDHOLE LOCATION DOES NOT INTERFERE WITH PROPERTY EASEMENT(S) PRIOR TO INSTALLATION.
4. PROVIDE AND INSTALL ONE (1) 2" CONDUIT WITH TWO (2) 1" INNERDUCTS FROM SITE HANDHOLE TO MONUMENT SIGN.
5. PROVIDE AND INSTALL FIVE (5) 4" CONDUITS WITH FOUR (4) 1" INNERDUCTS IN EACH CONDUIT.
6. PROVIDE AND INSTALL FOUR (4) 4" CONDUITS WITH FOUR (4) 1" INNERDUCTS IN EACH CONDUIT.
7. PROVIDE AND INSTALL THREE (3) 4" CONDUITS WITH FOUR (4) 1" INNERDUCTS IN EACH CONDUIT.
8. PROVIDE AND INSTALL TWO (2) 4" CONDUITS WITH FOUR (4) 1" INNERDUCTS IN EACH CONDUIT.
9. PROVIDE AND INSTALL TWO (2) 4" CONDUITS WITH FOUR (4) 1" INNERDUCTS IN EACH CONDUIT TO 1ST FLOOR IDF FROM MDF 01-186B AND PROVIDE AND INSTALL TWO (2) 4" CONDUITS WITH FOUR (4) 1" INNERDUCTS IN EACH CONDUIT TO 2ND FLOOR IDF FROM MDF 01-186B. CONDUIT/FIBER SPLICING IS NOT PERMITTED AND EACH CONDUIT/FIBER RUN SHALL BE TREATED AS ONE CONTINUOUS HOMERUN BETWEEN MDF 01-186B AND EACH RESPECTIVE IDF.
10. PROVIDE AND INSTALL ONE (1) 36" TALL BY 36" WIDE BY 36" DEEP HANDHOLE FOR BACKBONE PATHWAYS BETWEEN MDF 01-186B AND FUTURE BUILDING. LABEL THE UNDERSIDE OF THE HANDHOLE AS IDENTIFIED ON THE PLANS. CONTRACTOR SHALL CONFIRM HANDHOLE LOCATION DOES NOT INTERFERE WITH PROPERTY EASEMENT(S) PRIOR TO INSTALLATION. (12, 2)
11. WIRELESS ACCESS POINT SHALL BE SURFACE MOUNTED TO FASCIA PORTION OF COVERED WALKWAY FACING TRAFFIC LANE. PROVIDE AND INSTALL ONE (1) 1" CONDUIT PATHWAY ON UNDERSIDE OF CANOPY TUCKED IN CORNER AND ROUTED BACK THROUGH EXTERIOR WALL. PROVIDE FIRESTOPPING AT CONDUIT PENETRATION PER SPECIFICATIONS. COORDINATE FINAL LOCATION AND PATHWAY WITH OWNER PRIOR TO ROUGH-IN OF ANY INFRASTRUCTURE. (12)
12. WIRELESS ACCESS POINT PENETRATION SHALL BE THROUGH THE FIRST FLOOR AT APPROXIMATELY 10'-0" AFF. PROVIDE FIRESTOPPING AT CONDUIT PENETRATION PER SPECIFICATIONS. COORDINATE FINAL LOCATION AND PATHWAY WITH OWNER PRIOR TO ROUGH-IN OF ANY INFRASTRUCTURE.
13. PROVIDE ONE (1) DATA CONNECTION MOUNTED AT 46" OC AFF FOR AUDIO ENHANCEMENT VIKING CALL STATION. COORDINATE FINAL LOCATION WITH VENDOR/OWNER PRIOR TO ROUGH-IN.
14. HORN SHALL BE POLE MOUNTED. CONTRACTOR SHALL VERIFY POLE LOCATION IN FIELD. CONTRACTOR SHALL ENSURE TECHNOLOGY SYSTEM CABLING ROUTED THROUGH POLE SHALL BE CONTAINED WITHIN A MINIMUM 1" CONDUIT THROUGHOUT THE ENTIRE HEIGHT OF THE POLE TO THE DEVICE. CABLING SHALL NOT BE IN THE SAME OPEN SPACE AS POWER CABLING PER NEC REQUIREMENTS. COORDINATE FINAL LOCATION WITH VENDOR/OWNER PRIOR TO ROUGH-IN.
15. LOW VOLTAGE CONDUIT INSTALLED WITHIN THE GULFSTREAM EASEMENT SHALL BE PVC SCHEDULE 80. COORDINATE ALL REQUIREMNTS WITH GULF STREAM PRIOR TO ROUGH-IN (15)

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2714 DR. M.L. KING JR. ST. N., ST. PETERSBURG, FL 33704 | 727.896.4611 | www.HarvardJolly.com | AR 0013140

ARTISAN LAKES ELEMENTARY SCHOOL
MANATEE COUNTY SCHOOL DISTRICT
MANATEE COUNTY, FLORIDA
CONSTRUCTION SET

Comm. No:	24102.00
Date:	05/21/2025
Drawn by:	BSD
Checked by:	KGL

Revisions

No.	Date	Revision Description
1	02-28-2025	Addendum #1
2	03-14-2025	Addendum #2
8	07-18-2025	ASI #3
10	08-22-2025	ASI #5
12	11-05-2025	ASI #7
15	01-06-2026	ASI #10

TO THE BEST OF MY KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE MINIMUM BUILDING CODES

KYRIAKOS G. LIATSOS, P.E.
600 S. ORLANDO AVE.
MAITLAND, FL 32751
FL REG. NO.: PE66402

OVERALL SITE PLAN - TECHNOLOGY

T-100

PRINTED: 10/3/2026 9:21:41 AM FILE PATH: Autodesk Docs:/Manatee/C3D_24102.00 & 03.00_Artisan L & Rye R ES/ELEC_Artisan_Lakes_ES_R23.rvt

EXHIBIT "B"

ADDITIONAL RIGHT-OF-WAY ENCROACHMENT TERMS AND CONDITIONS

PIPELINE FACILITIES AND LEGISLATION

Gulfstreams' transmission operation includes high-pressure steel pipelines ranging in diameter from 2" to 48". Gulfstreams' pipeline facilities include compressor stations, meter stations, storage facilities, cathodic protection equipment, valve settings and other facilities located within the limits of its rights-of-way, leased, and fee properties.

Gulfstream is regulated by the Department of Transportation, Pipeline & Hazardous Material Safety Administration (PHMSA). The pipeline safety regulations are set forth in Title 49, Code of Federal Regulations, Part 192 "Transportation of Natural and Other Gas by Pipeline - Minimum Federal Standards" and Part 195 "Transportation of Hazardous Liquids by Pipeline - Minimum Federal Standards."

Gulfstream will require that all Federal, State, and local ordinances and applicable utility setbacks are complied with to the full extent.

ENCROACHMENTS

It is Gulfstreams' philosophy to minimize encroachments and excavation activity within the limits of our pipeline right of way. Encroaching parties will design projects such that proposed improvements remain outside the pipeline right of way. Improvements that will encroach into the right of way will be designed and constructed such that the safe operation and maintenance of the pipelines is not diminished. Many of Gulfstreams' right of way agreements prohibit encroachments. Gulfstream will enforce applicable provisions in its right of way agreements where it believes the continued safe operation and maintenance of the pipeline facilities could be threatened.

NOTIFICATION AND CONSTRUCTION SAFETY REQUIREMENTS

1. In order to prevent unnecessary delays, Gulfstream encourages close communication with our representative throughout your entire project. A Gulfstream representative should participate in all pre-construction meetings. In addition, Gulfstream can conduct a safety/informational presentation to any interested parties, including contractors, local governmental maintenance crews, and developers.

2. "One Call" systems require 48 to 72 hours' notice prior to any excavation activities or equipment use on or in close proximity to Gulfstreams' pipeline facilities. Dial 811 to be connected to your State One Call system. No equipment use or excavation will occur in the vicinity of Gulfstreams' facilities until notification to "One Call" has been made. Gulfstream shall have a Gulfstream representative on site prior to and during any equipment use or excavation activities. Any crossings made without a Gulfstream representative on site will be excavated at the excavator's expense to provide Gulfstream an opportunity to inspect all affected pipeline facilities.

3. Excavations must be barricaded to protect Gulfstreams' pipelines from exposure to vehicular traffic and to ensure public safety. Gulfstreams' representatives must be provided safe access to all open excavations. Excavations must be properly sloped or shored in accordance with OSHA regulations.

PLAN DESIGN AND REVIEW REQUIREMENTS

1. Residential and/or commercial developments will be laid out such that the right of way is designated as "open" or "common" space. Maintaining an open right of way reduces public exposure and minimizes disruptions during pipeline maintenance and construction. Lot divisions will be established on either side of the right of way resulting in the actual right of way being "open" or "common" areas.

2. In most cases, Gulfstream will require the submittal of two or more full size plan and profile drawings to the appropriate Gulfstream office for prior review and written approval by Gulfstream. All drawings must show, in detail, all of Gulfstreams' facilities and other features that will allow Gulfstream to determine the impact of the proposed construction or maintenance activity on its facilities. Encroachment plans will include a scope of work, description, and a location map depicting the project site area. Sufficient geographical references such as legal property lines, roads, and appropriate deed information for the properties involved will be provided.

3. In order to ensure that all proposed improvements are designed in accordance with Gulfstreams' encroachment specifications, Gulfstream requires a minimum of thirty business days lead-time to review proposed encroachments. Encroachments involving road crossings will require additional review time. Any proposed road which requires pipeline modifications, or a dedicated right of way will require significant lead-time.

4. If there are any substantial and material changes pertaining to the encroachment of the Gulfstream easement and pipeline approved plans, additional review by Gulfstream and subsequent written authorization will be required.

5. In some cases, there is a significant delay between the review and approval of submitted plans and actual construction. In such cases, proposed encroachment related activities will be subject to Gulfstreams' requirements in effect at the time the work actually takes place.

WILLIAMS EASEMENT, PERMITS AND AGREEMENTS

1. A Gulfstream Encroachment/Foreign Line Crossing Permit Form or a letter of no objection may be required for any proposed construction within Gulfstreams' right of way. This document prepared by Gulfstream will outline the responsibilities, conditions, and liabilities of each party. If required, this document must be executed by the encroaching party and in Gulfstreams' possession prior to any work being performed on the right of way.

2. Gulfstream will determine if a recorded encroachment agreement will be required for any proposed construction within Gulfstreams' right of way. This agreement, prepared by Gulfstream, will outline the responsibilities, conditions, and liabilities of each party. This agreement will be fully executed and in Gulfstreams' possession prior to any work being performed on the right of way.

GENERAL REQUIREMENTS

1. Except as expressly stated otherwise in the Agreement to which this Exhibit B is attached, no above ground structures or appurtenances are to be located within the Gulfstream right of way, including, but not limited to: utility poles, towers, foundations, guy wires, structures supporting aerial lines, satellite dishes, catch basins, utility pedestals, transformers, fire hydrants, utility sheds, decks, swimming pools with associated improvements, etc.

2. Gulfstream shall have an authorized Gulfstream representative on site prior to and during any surface-disturbing work or equipment crossings performed within the right of way. Such Gulfstreams' representative will assist in determining the location of the pipeline, the right of way width, and existing cover over the pipeline and will remain on site to monitor all activities within the right of way.

3. No cut or fill on the Gulfstream right of way is permitted without Gulfstreams' written approval.

4. Gulfstream, at its discretion, may request evidence of comprehensive general liability insurance coverage (up to $5,000,000 coverage) and other appropriate and usual insurance prior to any activity, maintenance, and/or construction on or near Gulfstreams' right of way

and facilities. In the event of significant excavation under or over Gulfstreams' pipelines, Gulfstream will require that the applicable Gulfstream pipeline company be named as additional insured on the Certificate of Liability Insurance. The insurance limits, terms, and conditions that may be required will be dependent on the specific facilities potentially impacted and what would be usually and prudently obtained in similar industry situations. The insurance requirements stated herein may be met with any combination of primary, excess, or self-insurance.

5. All foreign lines will cross Gulfstreams' right of way at an angle as near to 90 degrees as possible. In situations where there are multiple parallel Gulfstream pipelines, the proposed foreign lines will either cross over or under all of Gulfstream pipelines in the right of way. No horizontal or vertical bends are permitted within Gulfstream right of way. Parallel occupancy of Gulfstreams' right of way will not be permitted.

6. All foreign lines crossing Gulfstreams' pipeline or related facilities will be installed with a minimum of 24" of clearance between the existing Gulfstream facilities and the proposed foreign line. The foreign line will be installed at a uniform depth across the full width of the Gulfstream right of way. Gulfstream may require that all foreign lines be installed under its existing pipelines and related facilities.

7. Gulfstream facilities are electrically protected against corrosion. Each metallic foreign line that enters or crosses Gulfstreams' right of way must have a test lead installed. In addition, the utility contractor installing the metallic foreign line must excavate and expose one or more of Gulfstreams' existing pipelines to provide for the installation of test leads by Gulfstreams' employees. All necessary measures (coatings, electrical bonds, etc.) will be taken to ensure that the proposed pipe or utility is adequately protected from potential interference effects. Requests for cooperative testing will be directed to Gulfstreams' Division Office, "Attn.: Supervisor, Asset Integrity."

8. Gulfstream may require that foreign lines be identified with permanent aboveground markers where the lines enter and exit the Gulfstream right of way. It is the line owner's responsibility to obtain any rights to install the markers, and to maintain the markers. A direct burial warning tape should be placed 12" to 18" above the foreign line and extend across the entire width of Gulfstreams' right of way.

9. Foreign lines crossing Gulfstreams' facilities will be installed in accordance with all applicable codes and requirements governing such installations.

10. Stockpiling brush, trash, or other debris on the right of way is prohibited, as it may conceal pipeline markers and hinder pipeline inspections or routine maintenance.

EXCAVATION AND BLASTING

1. Plans for excavation on the right of way require prior approval by Gulfstream. No machine excavation will be performed within 24" of Gulfstreams' pipelines or related facilities. Gulfstreams' onsite representative may require hand digging at a distance greater than 24".

2. When a backhoe is used for excavation, the bucket teeth should be curled under each time the bucket is brought back into the ditch to reduce the chance of the teeth contacting the pipeline. Side cutters must be removed from all buckets. At the discretion of Gulfstreams' onsite representative, a bar may have to be welded across the bucket teeth.

3. No mechanical excavation may be performed by reaching over any Gulfstreams' facilities.

4. Prior to any plowing or ripping of soil right of way, particularly in association with agricultural activities, plans should be reviewed with your local Gulfstream representative to ensure proper cover exists. No vibratory plows are permitted to be used on the Gulfstream right of way.

5. A detailed blasting plan must be submitted for review and written authorization prior to any proposed blasting within 200'" (1,500' for surface mining) of Gulfstreams' pipeline facilities and a Gulfstream representative must be on site during all blasting. In order to provide for necessary and appropriate analysis by Gulfstream, each licensed blasting contractor must also complete and submit a Gulfstreams' Blasting Data Sheet. The blasting plan and data sheets must be submitted a minimum of ten business days prior to the proposed blasting. Specific requirements applicable to proposed blasting will be provided to the licensed blasting contractor.

DISTURBANCE, MAINTENANCE AND VEGETATION

1. No trees are permitted on Gulfstreams' right of way. Additionally, the canopy of any trees planted adjacent to the right of way must not extend into the right of way at maturity. Any branches extending into the right of way will be side cut by Gulfstream at its discretion.

2. With prior approval from Gulfstream, some types of low growing, shallow-rooted shrubs may be permitted on the right of way provided their maximum mature height will not exceed 5' and are not within 5' of the edge of the pipeline. Gulfstream requires that the mature plantings will not prevent Gulfstreams' representatives from seeing down the right of way during routine patrols or walking down the right of way directly over the pipelines as they perform required inspections. Under no circumstances will mechanical equipment be used in the planting of shrubs.

3. Gulfstream reserves the right to cut and/or remove plantings as required in the operation, inspection, and maintenance of its pipeline facilities; further, Gulfstream assumes no responsibility for any cost involved in the replacement of said cut and/or removed landscape plantings.

4. All sprinkler or irrigation systems will require review by a Gulfstream representative. Sprinkler heads will not be permitted within 10' of any pipeline or related facility. All crossings of the Gulfstream pipelines or related facilities with feeder lines will be hand dug.

EQUIPMENT CROSSING

1. To protect Gulfstreams' pipelines from external loading, Gulfstream must perform an engineering evaluation to determine the effects of any proposed equipment use. Mats, timber bridges, or other protective materials deemed necessary by Gulfstream will be placed over Gulfstreams' facilities for the duration of any loading. Protective materials will be purchased, placed, and removed at no cost to Gulfstream. The right of way must be returned to its original condition.

2. Gulfstream may require temporary markings to identify areas where equipment use is authorized.

3. No vibratory equipment is permitted within the limits of, or in close proximity to, the Gulfstream right of way.

FENCES

1. A site-specific inspection is required to determine whether the proposed fence posts must be kept a minimum of 4' or 5' from the edge of any Gulfstream pipeline or related pipeline facility. A Gulfstream representative must be on site to determine the location of the fence posts within the right of way and for the duration of the digging of the posts. Posts installed within the right of way must be hand dug. All proposed fence crossings over Gulfstreams' pipelines will cross at an angle of 90° or as near as reasonably practicable.

2. Gulfstream will have the free right of ingress and egress. Gulfstream may require that new fences have a 12' wide gate installed within the right of way at a location approved by Gulfstream. The gate will be installed to minimize vehicular and equipment travel over the existing Gulfstream facilities.

LOGGING AND TIMBER OPERATIONS

1. Before any logging or timber operations can begin on Company ROW, obtain written approval from the company.

2. Additional requirements may include, but are not limited to, the installation of land ramps, plates, or temporary erosion controls.

3. Refer to Insurance requirement in #4 of the General Requirements above.

4. An authorized Company representative must be on site prior to and during any surface disturbing work or equipment crossing performed within the ROW.

5. The encroaching entity must meet with a Company representative at least three days prior to the completion of the project to discuss site restoration.

NON-OCCUPANCY STRUCTURE

1. This section details encroachment details on sheds, barns, car ports, retaining walls, storage drums, garages, large debris, old cars, trailers, scrap metal, boulders, satellite dishes, manholes, fire hydrants, etc. Buildings or structures, whether occupied or not, may not be constructed within a Company easement. Except as expressly stated otherwise in the Agreement to which this Exhibit B is attached, no above ground structures or appurtenances are to be located within the Company ROW. The structures and appurtenances include, but are not limited to: towers, satellite dishes, catch basins, transformers, fire hydrants, playhouses, garages, patios, slabs/foundations, decks, swimming pools with associated improvements, or similar structures. Large debris such as old cars, trailers, scrap metal, boulders, etc., will not be permitted on the ROW. The ROW must be kept clear for maintenance and inspection.

OCCUPANCY STRUCTURE

1. This section includes buildings, houses, occupancy trailers/mobile homes, patios, decks, playgrounds, playhouses, swimming pools, workshops, or similar structures. Except as expressly stated otherwise in the Agreement to which this Exhibit B is attached, occupied aboveground structures are prohibited within Company ROW, in order to provide for adequate maintenance and operation of Company facilities.

OVERHEAD CROSSING UTILITY

1. Overhead line crossings will be installed with a minimum of 18.5' of vertical clearance above the Gulfstream right of way to provide adequate equipment clearance. No poles or appurtenances will be located on the Gulfstream right of way.

2. Overhead line crossings will not be installed within 50' (measured horizontally) of any gas vent (e.g. relief valve, blow down vent).

3. Overhead lines will cross Gulfstreams' facilities at an angle as near to 90 degrees as possible.

4. In addition to these Gulfstream minimum clearances, all local utility minimum clearances must be adhered to.

PARALLEL UTILITY

1. Parallel occupancy on an existing ROW is not allowed unless approved by the Manager, Operations. This includes trenched, trenchless (bored), and above ground installation of pipelines, cables, conduits, overhead utilities, or fences.

ROAD, RAIL, PAVED A ND UNPAVED TRANSPORTATION

1. Gulfstream must complete a preliminary engineering evaluation for all roads, streets, driveways, etc., proposed on Gulfstreams' right of way. Any pipe casing, concrete slabs, or other protection required by Gulfstream will be installed at no expense to Gulfstream. Gulfstream may require a pipeline inspection prior to construction.

2. The recommended minimum total cover over Gulfstreams' existing pipelines is 66” at all driveways, highways, roads, streets, etc. The recommended minimum total cover over Gulfstreams' existing pipelines m adjacent drainage ditches is 48”.

3. Vibratory equipment is prohibited within the limits of the Gulfstream right of way. Vibratory equipment is not permitted to be used for achieving applicable compaction requirements.

4. Driveways, highways, roads, streets, etc. crossing over Gulfstreams' pipeline facilities will cross at an angle as near to 90 degrees as possible. All crossings must be over straight pipe and at locations free of any crossovers. Parallel occupancy of the right of way will not be permitted.

5. Gulfstream will retain the right to cut all present and proposed driveways, highways, roads, streets, etc. and will have no responsibility for restoration, loss of use or access, or any other costs.

6. Access to the earth above each pipeline for leak detection (flame ionization) and cathodic protection surveys must be maintained.

SUBSURFACE CROSSING UTILITY

1. Utilities crossing Gulfstream facilities are required to be cased to protect the integrity of the utility and the safety of Gulfstream and third-party excavators in the future.

2. All buried communications (other than single residential telephone and TV) crossing Gulfstreams' facilities will be installed with encased, rigid, non-metallic conduit the full width of Gulfstreams' right of way. Per on site personnel, conditions may warrant (spanning issues, shoring) steel conduit across the width of the ROW when pipelines are exposed.

3. All buried electric cables (other than 24-volt DC power lines), including single residential service drops, crossing Gulfstreams' facilities will be installed in encased, rigid, non-metallic conduit the full width of Gulfstreams' right of way. Per on site personnel, conditions may warrant steel conduit across the width of the ROW when pipelines are exposed.

4. All buried single residential telephone, cable TV, and 24-volt DC power will be encased in schedule 40 PVC casing for the full width of Gulfstreams' right of way.

5. All fiber optic cable, including single drops, will be installed encased, rigid, non-metallic conduit the full width of Gulfstreams' right of way. Per on site personnel, conditions may warrant steel conduit across the width of the ROW when pipelines are exposed.

6. All sanitary sewer and pressurized water lines will be installed with encased, rigid, non-metallic conduit the full width of Gulfstreams' right of way. Per on site personnel, conditions may warrant (spanning issues, shoring) steel conduit across the width of the ROW

when pipelines are exposed. Gravitational flow systems will be either:(1) ductile iron or steel pipe (adequately protected from Gulfstreams' cathodic protection system),(2) plastic pipe installed in steel casing, or (3) concrete pipe for the full width of Gulfstreams' right of way. No piping connections will be allowed within 5' of any Gulfstream pipelines. All ductile iron utility crossings will include restrained joints for the full width of Gulfstreams' right of way.

7. No septic tanks, liquid disposal systems, or hazardous waste disposal systems will be allowed on Gulfstreams' right of way or within 25' of Gulfstreams' facilities. This prohibition includes, but is not limited to, facilities that have the potential of discharging effluent from sewage disposal systems, the discharge of any hydrocarbon substance, the discharge or disposal of any regulated waste, or any other discharge that may prove damaging or corrosive to Gulfstreams' facilities.

8. All plastic combustible material lines will be installed in steel casing for the full width of Gulfstreams' right of way.

9. Gulfstream may require that steel combustible material lines (adequately protected from Gulfstreams' cathodic protection system) be installed under existing Gulfstream pipeline facilities.

10. Gulfstreams' existing pipeline facilities will be potholed to verify the horizontal and vertical location of all facilities prior to any proposed trenchless construction operation. Once all required potholes have been performed, both plan view and profile drawings showing both Gulfstreams' existing facilities and the proposed trenchless crossing alignment and profile will be submitted to Gulfstream. Plan and profile drawings are required for all proposed trenchless construction operations. If not completed, Gulfstream may require a subsurface geotechnical investigation be completed prior to construction.

11. All proposed trenchless construction methods may include the installation of steel casing for the full width of Gulfstreams' right of way.

12. Depending on the trenchless method chosen, distance between Gulfstreams' facilities and the proposed crossing alignment and profile, and depth of cover, Gulfstream may require inspection holes to be excavated to verify the depth of the bore as it approaches each pipeline. Inspection holes must be excavated to allow Gulfstream on-site representative to visually see the boring head prior to the point where it travels beneath each pipeline.

13. If inspection holes are not performed, the contractor shall monitor the location with precise downhole survey instruments and verify it with surface location equipment (i.e. TruTracker , ParaTrack, or equivalent).The contractor must provide Gulfstream the computer printout of the directional survey and TruTracker/ParaTrack (or equivalent) reports generated by the downhole survey tools daily. Report data shall be in a format suitable for independent calculation of the survey. Deviations between the recorded position and the plan and profile drawing shall be documented and immediately brought to the attention of W Gulfstream. Contractor shall notify W Gulfstreams' on-site representative of any drill profile failing to meet the specifications.

14. For a Gulfstream asset that was installed by trenching methods, all trenchless construction shall have a minimum vertical separation of 5 feet from a W Gulfstream pipeline when crossing it perpendicular. For any trenchless construction not perpendicular to a Gulfstream pipeline, there shall be a minimum three-dimensional separation of 10 feet. A Gulfstream representative shall be on site to witness the bore staking, pilot hole sighting, observation hole, and any other activity associated with the drill or bore.

15. For a Gulfstream asset that was installed by trenchless methods, all trenchless construction shall have a minimum vertical separation of 10 feet from a W Gulfstream pipeline when crossing it perpendicular. For any trenchless construction not perpendicular to a Gulfstream pipeline, there shall be a minimum three-dimensional separation of 25 feet. A Gulfstream representative shall be on site to witness the bore staking, pilot hole sighting, observation hole, and any other activity associated with the drill or bore.

16. An example scenario for three-dimensional separation would be 18 feet lateral separation and 18 feet vertical separation, which would result in approximately 25 feet separation. See Figure 1.

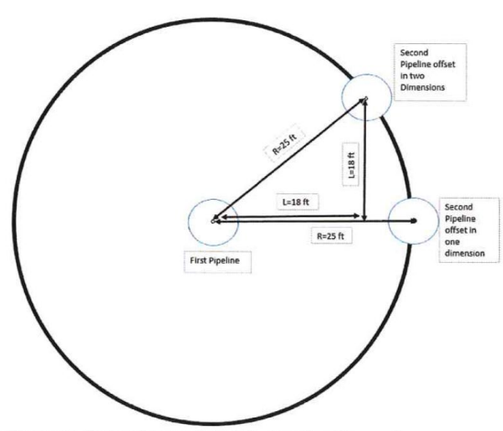

Figure 1: Three-Dimensional Separation Example

17. Contractor shall check for ground subsidence periodically along all attempted trenchless crossings and the final corridor within Gulfstreams' right-of-way and notify Gulfstreams' on-site representative immediately upon findings. Contractor shall fill any voids with a cement grout, compact subsoil within the Gulfstream right-of-way, and restore the ground surface to original contours and conditions.

18. If for any reason the proposed trenchless method fails during construction or if any hole is abandoned during the process, contractor shall fill abandoned holes and/or subsurface voids within Gulfstreams' right-of-way entirety with a cement grout.

19. Upon 15 days of completion, contractor shall furnish the alignment and profile as-built drawing with a description of the survey data used to determine the as-built location and a statement of accuracy used to create the drawing. The drawing shall be submitted in both AutoCAD and PDF format and contain all data points that are within the Gulfstreams' right-of-way representing final alignment and profile, any abandoned holes, tools, strings of drill pipe, etc. overlaid on the plan and profile drawing.

SURFACE WATER

1. Gulfstream may conduct preliminary engineering studies for any proposed drainage channels or ditches that will discharge toward or within the right of way. Drainage channels or ditches must be adequately protected from erosion and provide a minimum of 48" of cover over the pipelines. Altering (clearing, re-grading, or changing alignment of an existing drainage channel or ditch requires written approval from Gulfstream.

2. Impoundment of water on Gulfstreams' right of way is not permitted. Soil erosion control measures will not be installed within the

Gulfstream right of way without prior written Gulfstream approval.

STATEMENT REGARDING RIGHTS

1. Except as expressly stated otherwise in the Agreement to which this Exhibit B is attached, nothing contained herein will be construed to convey, waive, or subordinate any of Gulfstreams' existing rights whatsoever.

2. Gulfstream will be compensated for any actual and reasonable damages to its facilities directly and solely caused by the acts of third parties who are employed by Grantee and working within the Easement, unless caused by Gulfstream's negligence.

3. Gulfstream will be indemnified from and against all claims, losses, demands, damages, causes of action, suits, and liability of every type and character, including all reasonable expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, arising out of or in connection with Grantee's activities described in this Agreement, unless same is caused by the Gulfstream's negligence or misconduct..

LIMITATION OF LIABILITY

1. **THE TOTAL AGGREGATE LIABILITY OF GRANTEE TO GULFSTREAM FOR ALL CLAIMS, LOSS, LOSSES, DAMAGES, AND EXPENSES ARISING FROM OR RELATING TO THIS AGREEMENT SHALL NOT EXCEED ONE HUNDRED PERCENT (100%) OF THE CONTRACT VALUE, OR TEN MILLION DOLLARS ($10,000,000), WHICHEVER IS GREATER, AND GULFSTREAM WILL RELEASE GRANTEE FROM AND AGAINST ANY AND ALL FURTHER CLAIMS, LOSS, LOSSES, DAMAGES, AND EXPENSES ARISING FROM OR RELATING TO SUCH CONTRACT. THE FOREGOING LIMITATION OF LIABILITY AND RELEASE SHALL NOT APPLY TO THE FOLLOWING: (A) GRANTEE'S INDEMNITY OBLIGATIONS UNDER THE CONTRACT FOR BODILY INJURY, INCLUDING DEATH, OF ANY PERSON AND FOR PHYSICAL DAMAGE TO OR DESTRUCTION OF THIRD PARTY OR COMPANY PROPERTY; (B) CLAIMS, LOSS, LOSSES, DAMAGES, AND EXPENSES TO THE EXTENT CAUSED BY GRANTEE'S ABANDONMENT OF PERFORMANCE OF THE WORK; (C) CLAIMS, LOSS, LOSSES, DAMAGES, AND EXPENSES TO THE EXTENT CAUSED BY GRANTEE'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT; (D) GRANTEE'S INDEMNITY OBLIGATIONS RELATED TO INTELLECTUAL PROPERTY; AND (E) CLAIMS OR LOSSES COVERED BY INSURANCE.**

AGENDA ITEM NO. 11.21

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Agreed Upon Memorandum of Understanding (MOU) between School District of Manatee County (SDMC) and American Federation of State, County, and Municipal Employees (AFSCME) Local 1584 for Pay Adjustment for Critical Shortage Positions in the Amount of $80,852.21 (General Fund and Millage Referendum)

Executive Summary

1. Starting on March 30, 2026, and continuing through June 30, 2026, the pay grades of the following positions will be adjusted from pay grade 34B to pay grade 36B as follows:

Position Title	Current Grade	Current Starting Step	Current Starting Hourly Rate	New Grade	New Starting Step	New Starting Hourly Rate
Electrician II	34B	9	$23.68	36B	14	$28.19
Mechanic, AC/Refrideration II	34B	9	$23.68	36B	14	$28.19
Mechanic, Vehicle	34B	9	$23.68	36B	14	$28.19
Technician, Controls	34B	9	$23.68	36B	14	$28.19

*Dollar amount includes the $2.00 referendum.

Employees in the above positions who are active as of April 29, 2026 and whose current hourly rate is below the new starting hourly rate will be placed at the step reflecting the new rate on the new pay grade. Incumbents whose current hourly rate is above the new starting rate will be placed on the new pay grade at their current step.

2. Starting on March 30, 2026, and continuing through June 30, 2026, the pay grades of the following positions will be adjusted as follows:

Position Title	Current Grade	Current Starting Step	Current Starting Hourly Rate*	New Grade	New Starting Step	New Starting Hourly Rate*
Plumber	31B	9	$21.59	34B	9	$23.68
Plumber, Lead	33B	9	$23.57	36B	9	$25.66

*Dollar amount includes the $2.00 referendum.

Employees in the above positions who are active as of April 29, 2026, will be moved to the new pay grade at their current step.

3. Starting on March 30, 2026, and continuing through June 30, 2026, a supplement of an additional $2.00 per hour for Mechanic, Lead Vehicle; Technician, Lead Controls; Lead Electrician; and Mechanic, Lead Refrigeration will be established.

4. Hourly rate increase and supplement will be calculated retroactively to March 30, 2026, for employees active as of April 29, 2026.

5. Salary increase will be reflected in a May paycheck.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 1
Develop a competitive employee salary schedule to keep and attract the best talent and continue to provide quality customer service to our staff and parents

Recommendation
The Superintendent recommends approval of the agreed upon MOU between SDMC and American AFSCME Local 1584 for pay adjustment for critical shortage positions in the amount of $80,852.21, broken down by fund as follows:

- General Fund: $55,411.02
- Millage Referendum: $25,441.19

Financial Impact
The financial impact associated with the agreed upon MOU is $80,852.21 and includes fringe benefits at 22.68% **(General Fund and Millage Referendum)**.

Contact
Submitting Department: Human Resources
Initiated By: Dr. Christina Britton

Attachments:
78024 Mechanic TRN009 -Clean
78024 Mechanic TRN009 -Redlined
81024 HVAC Mechanic, MPL012 [Mech II, AC Refrig]-Clean
81024 HVAC Mechanic, MPL012 [Mech II, AC Refrig]-Redlined
81026 Electrician, MPL021-Clean
81026 Electrician, MPL021-Clean
81026 Electrician, MPL022 [Technician, Controls]-Clean
81026 Electrician, MPL022 [Technician, Controls]-Redlined
81027 Plumber, MPL023, MPL066-Redlined - Copy
81027 Plumber, MPL023, MPL066-Redlined
81027 Plumber, MPL024 [Lead Plumber]-Clean
81027 Plumber, MPL024 [Lead Plumber]-Redlined
SDMC AFSCME Proposal

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: VEHICLE MECHANIC
State Title: Mechanic
JOB DESCRIPTION

JOB GOAL:
To provide skilled technical work in maintenance and repair of automotive and related equipment.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four years journeyman level experience in general mechanic work.
3. Possession of a valid Florida Commercial Driver's License (CDL); Class B with passenger endorsement within twelve (12) months of employment.
4. ASE Certifications preferred.
5. Must be certified in A/C twelve (12) months from date of employment.
6. Acquire Department of Education certification for School Bus Inspections upon employment

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the standard methods, materials, tools, equipment and practices of the automotive mechanical trade. Knowledge of the occupational hazards and safety precautions of the trade. Ability to diagnose the more common defects of engines on all types of automotive equipment, school buses, and lawn equipment with the use of manuals and computers. Ability to detect by inspection any worn or broken parts or wrongly adjusted part or assembly. Skill in the application of methods and techniques used in the mechanic craft. Knowledge of the processes involved in preparing automotive, bus and other equipment for painting. Knowledge of the occupational hazards and safety precautions of the trade. Ability to complete various reports and maintain appropriate records. Ability to understand and follow oral and written instructions. Ability to communicate effectively.

REPORTS TO:
Assistant Director, Transportation

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Perform general and major repair work on automobiles, buses, light and heavy trucks, construction equipment, diesel, gas, and mechanical equipment. To include: school-based equipment assigned and unassigned, whether powered by gas, diesel or electric, including all lawn equipment, golf carts, and utility vehicles.
2. Inspect, adjust and replace necessary units and related parts, including cooling, fuel, exhaust systems, and bodywork.
3. Tune engines using standard testing equipment.
4. Repair and overhaul brakes, replace transmissions, differentials, front and rear axle assemblies.
5. Repair and install hydraulic controls.
6. Replace alternators, generators and related equipment.
7. Perform road service calls to repair and maintain vehicles.
8. Perform welding as required.
9. Perform monthly bus inspections as directed by Supervisor after qualifying as a D.O.E. state-certified inspector.
10. Operate vehicles in a safe and lawful manner.
11. Use and maintain tools and equipment.
12. Perform duties with awareness of all department work rules, District requirements and School Board policies.
13. Maintain accurate records of daily work and time and payroll information.

14. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
15. May be required to work after hours and/or weekends.
16. Travel outside Manatee County as required in performance of duties.
17. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
Heavy work. Requires lifting, holding, carrying, sitting, standing, walking, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. The worker is exposed to both indoor and outdoor environmental conditions. The noise level in the work environment can be high at times. Vehicle and shop safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
05/07/2001
12/15/2003
08/14/2006
10/22/2007
05/22/2018
07/22/2025
4/28/2026

SALARY SCHEDULE: AFSCME
PAY GRADE: 36B
SHORT TITLE: TRN009, TRN057
STATE JOB CODE: 78024

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: VEHICLE MECHANIC
State Title: Mechanic
JOB DESCRIPTION

JOB GOAL:
To provide skilled technical work in maintenance and repair of automotive and related equipment.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four years journeyman level experience in general mechanic work.
3. Possession of a valid Florida Commercial Driver's License (CDL); Class B with passenger endorsement within twelve (12) months of employment.
4. ASE Certifications preferred.
5. Must be certified in A/C twelve (12) months from date of employment.
6. Acquire Department of Education certification for School Bus Inspections upon employment

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the standard methods, materials, tools, equipment and practices of the automotive mechanical trade. Knowledge of the occupational hazards and safety precautions of the trade. Ability to diagnose the more common defects of engines on all types of automotive equipment, school buses, and lawn equipment with the use of manuals and computers. Ability to detect by inspection any worn or broken parts or wrongly adjusted part or assembly. Skill in the application of methods and techniques used in the mechanic craft. Knowledge of the processes involved in preparing automotive, bus and other equipment for painting. Knowledge of the occupational hazards and safety precautions of the trade. Ability to complete various reports and maintain appropriate records. Ability to understand and follow oral and written instructions. Ability to communicate effectively.

REPORTS TO:
Assistant Director, Transportation

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Perform general and major repair work on automobiles, buses, light and heavy trucks, construction equipment, diesel, gas, and mechanical equipment. To include: school-based equipment assigned and unassigned, whether powered by gas, diesel or electric, including all lawn equipment, golf carts, and utility vehicles.
2. Inspect, adjust and replace necessary units and related parts, including cooling, fuel, exhaust systems, and bodywork.
3. Tune engines using standard testing equipment.
4. Repair and overhaul brakes, replace transmissions, differentials, front and rear axle assemblies.
5. Repair and install hydraulic controls.
6. Replace alternators, generators and related equipment.
7. Perform road service calls to repair and maintain vehicles.
8. Perform welding as required.
9. Perform monthly bus inspections as directed by Supervisor after qualifying as a D.O.E. state-certified inspector.
10. Operate vehicles in a safe and lawful manner.
11. Use and maintain tools and equipment.
12. Perform duties with awareness of all department work rules, District requirements and School Board policies.
13. Maintain accurate records of daily work and time and payroll information.

14. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
15. May be required to work after hours and/or weekends.
16. Travel outside Manatee County as required in performance of duties.
17. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
Heavy work. Requires lifting, holding, carrying, sitting, standing, walking, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. The worker is exposed to both indoor and outdoor environmental conditions. The noise level in the work environment can be high at times. Vehicle and shop safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
05/07/2001
12/15/2003
08/14/2006
10/22/2007
05/22/2018
07/22/2025
4/28/2026

SALARY SCHEDULE: AFSCME
PAY GRADE: ~~34B~~36B
SHORT TITLE: TRN009, TRN057
STATE JOB CODE: 78024

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: A/C REFRIGERATION MECHANIC II
State Title: HVAC MECHANIC
JOB DESCRIPTION

JOB GOAL:
To provide skilled work in the installation, repair and maintenance of refrigeration equipment. Work with DX, chilled water or other types of air conditioning/heating equipment.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four (4) years' experience in the repair of commercial refrigeration equipment. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Universal Refrigerant Certification – Types I, II, and III.
4. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the practices, methods, materials and tools commonly utilized in the installation, repair and maintenance of refrigeration equipment. Knowledge of basic air conditioning/heating systems and pneumatic and electric controls. Skilled in the use of a wide range of tools and shop equipment. Knowledge of safety standards and occupational hazards of the trade. Ability to understand and follow oral and written instructions. Ability to meet deadlines with severe time constraints. Ability to work in noisy and hot environments.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Overhaul and service refrigeration equipment.
2. Repair, replace and adjust worn parts on condensers, compressors and water or vacuum pumps.
3. Test refrigeration equipment for leaks and make repairs in accordance with EPA standards.
4. Repair and adjust valves, piping connections, fittings and couplings.
5. Remove, install or rebuild motors, thermostats and other controls.
6. Adjust expansion valves, adjust or change belts and replace gaskets as necessary.
7. Perform preventive maintenance as scheduled.
8. Service refrigerators, freezers, coolers (including water coolers) and HVAC equipment for dry food storage areas.
9. Maintain records on refrigerant recovery and installation.
10. Maintain accurate records of daily work and time and payroll information.
11. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
12. May be required to work after hours and/or weekends.
13. Travel outside Manatee County as required in performance of duties.
14. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee regularly is required to lift, hold, carry, sit, stand, walk, climb, crawl, bend, stoop, apply finger dexterity, grasp, feel, perform repetitive motions, talk, hear, and rely on visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
05/07/2001
08/14/2006
05/22/2018
07/22/2025
04/28/2026

SALARY SCHEDULE: AFSCME
PAYGRADE: 36B
SHORT TITLE: MPL012
STATE JOB CODE: 81024

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: A/C REFRIGERATION MECHANIC II
State Title: HVAC MECHANIC
JOB DESCRIPTION

JOB GOAL:
To provide skilled work in the installation, repair and maintenance of refrigeration equipment. Work with DX, chilled water or other types of air conditioning/heating equipment.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four (4) years' experience in the repair of commercial refrigeration equipment. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Universal Refrigerant Certification – Types I, II, and III.
4. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the practices, methods, materials and tools commonly utilized in the installation, repair and maintenance of refrigeration equipment. Knowledge of basic air conditioning/heating systems and pneumatic and electric controls. Skilled in the use of a wide range of tools and shop equipment. Knowledge of safety standards and occupational hazards of the trade. Ability to understand and follow oral and written instructions. Ability to meet deadlines with severe time constraints. Ability to work in noisy and hot environments.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Overhaul and service refrigeration equipment.
2. Repair, replace and adjust worn parts on condensers, compressors and water or vacuum pumps.
3. Test refrigeration equipment for leaks and make repairs in accordance with EPA standards.
4. Repair and adjust valves, piping connections, fittings and couplings.
5. Remove, install or rebuild motors, thermostats and other controls.
6. Adjust expansion valves, adjust or change belts and replace gaskets as necessary.
7. Perform preventive maintenance as scheduled.
8. Service refrigerators, freezers, coolers (including water coolers) and HVAC equipment for dry food storage areas.
9. Maintain records on refrigerant recovery and installation.
10. Maintain accurate records of daily work and time and payroll information.
11. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
12. May be required to work after hours and/or weekends.
13. Travel outside Manatee County as required in performance of duties.
14. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee regularly is required to lift, hold, carry, sit, stand, walk, climb, crawl, bend, stoop, apply finger dexterity, grasp, feel, perform repetitive motions, talk, hear, and rely on visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
05/07/2001
08/14/2006
05/22/2018
07/22/2025
04/28/2026

SALARY SCHEDULE: AFSCME
PAYGRADE: ~~34B~~36B
SHORT TITLE: MPL012
STATE JOB CODE: 81024

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ELECTRICIAN II
State Title: Electrician
JOB DESCRIPTION

JOB GOAL:
To provide skilled work in the installation, alteration, maintenance and repair of electrical systems, equipment, and fixtures.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four (4) years' experience as an electrician, journeyman preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the standard and codes, methods, tools, and materials associated with the electrical trade. Knowledge of the principals and theories of electricity. Knowledge of the occupational hazards and the safety precautions of the trade. Ability to install, alter, upgrade, repair, maintain, and locate defects in a variety of electrical equipment and systems. Ability to understand and follow oral and written instructions. Ability to interpret and work from technical sketches, blueprints, and service manuals. Skilled in the use and care of standard tools and equipment used in the electrical trade. Ability to work at various heights to complete necessary jobs. Ability to meet deadlines with severe time constraints.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Maintain and repair electrical equipment and appliances.
2. Repair or replace electrical motors, controllers, switchboard panels, and lights.
3. Locate and correct power failures and motor trouble on electrically operated machinery and apparatus.
4. Set transformers and poles.
5. Install electrical additions and alterations, as required.
6. Work with blueprints and service manuals.
7. Maintain records of daily work and record accurate time and payroll information.
8. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
9. May be required to work after hours and/or weekends.
10. Travel outside of Manatee County as required in the performance of duties.
11. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. Requires lifting, holding, carrying, sitting, standing, walking, climbing, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved on:

Revised:
05/07/2001
08/14/2006
05/22/2018
06/22/2021
07/22/2025
04/28/2026

SALARY SCHEDULE: ASFCME
PAYGRADE: 36B
SHORT TITLE: MPL021
STATE JOB CODE: 81026

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ELECTRICIAN II
State Title: Electrician
JOB DESCRIPTION

JOB GOAL:
To provide skilled work in the installation, alteration, maintenance and repair of electrical systems, equipment, and fixtures.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four (4) years' experience as an electrician, journeyman preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the standard and codes, methods, tools, and materials associated with the electrical trade. Knowledge of the principals and theories of electricity. Knowledge of the occupational hazards and the safety precautions of the trade. Ability to install, alter, upgrade, repair, maintain, and locate defects in a variety of electrical equipment and systems. Ability to understand and follow oral and written instructions. Ability to interpret and work from technical sketches, blueprints, and service manuals. Skilled in the use and care of standard tools and equipment used in the electrical trade. Ability to work at various heights to complete necessary jobs. Ability to meet deadlines with severe time constraints.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Maintain and repair electrical equipment and appliances.
2. Repair or replace electrical motors, controllers, switchboard panels, and lights.
3. Locate and correct power failures and motor trouble on electrically operated machinery and apparatus.
4. Set transformers and poles.
5. Install electrical additions and alterations, as required.
6. Work with blueprints and service manuals.
7. Maintain records of daily work and record accurate time and payroll information.
8. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
9. May be required to work after hours and/or weekends.
10. Travel outside of Manatee County as required in the performance of duties.
11. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. Requires lifting, holding, carrying, sitting, standing, walking, climbing, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved on:

Revised:
05/07/2001
08/14/2006
05/22/2018
06/22/2021
07/22/2025
04/28/2026

SALARY SCHEDULE: ASFCME
PAYGRADE: 36B
SHORT TITLE: MPL021
STATE JOB CODE: 81026

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: CONTROLS TECHNICIAN
State Title: Electrician
JOB DESCRIPTION

JOB CODE:
To provide skilled work at a journeyman level in the installation, repair and maintenance of electrical, electronic and pneumatic controls systems.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four (4) years of progressively responsible experience in electrical, electronic, or mechanical trade. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the electrical, electronic and mechanical trades, methods, procedures and techniques. Knowledge of basic air conditioning/heating systems and pneumatic and electric controls. Knowledge of the practices, methods, materials and tools commonly utilized in the repair and service of air conditioning/heating equipment. Ability to interpret electrical diagrams and blueprints. Ability to read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals. Ability to locate and adjust defects in electrical, pneumatic and electronic systems. Knowledge of the occupational hazards and the safety precautions of the trade. Ability to understand and follow oral and written instructions. Ability to meet deadlines with severe time constraints.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Perform journeyman level duties in installation, repair, alteration and maintenance of electrical service panels and systems, pneumatic and electronic direct digital controls systems.
2. Work independently and review upon completion for compliance with instructions, established standards, and electrical codes.
3. Locate and adjust defects in electrical, pneumatic and electronic systems.
4. Maintain records of daily work and record accurate time and payroll information.
5. May be required to return to work when problems are encountered on off-shifts and weekends.
6. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
7. Travel outside of Manatee County as required in the performance of duties.
8. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee regularly is required to lift, hold, carry, sit, stand, walk, climb crawl, bend, stoop, apply finger dexterity, grasp, feel, perform repetitive motions, talk, hear, and rely on visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
05/07/2001
08/14/2006
05/22/2018
07/22/2025
04/28/2026

SALARY SCHEDULE: AFSCME
PAY GRADE: 36B
SHORT TITLE: MPL022
STATE JOB CODE: 81026

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: CONTROLS TECHNICIAN
State Title: Electrician
JOB DESCRIPTION

JOB CODE:
To provide skilled work at a journeyman level in the installation, repair and maintenance of electrical, electronic and pneumatic controls systems.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four (4) years of progressively responsible experience in electrical, electronic, or mechanical trade. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the electrical, electronic and mechanical trades, methods, procedures and techniques. Knowledge of basic air conditioning/heating systems and pneumatic and electric controls. Knowledge of the practices, methods, materials and tools commonly utilized in the repair and service of air conditioning/heating equipment. Ability to interpret electrical diagrams and blueprints. Ability to read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals. Ability to locate and adjust defects in electrical, pneumatic and electronic systems. Knowledge of the occupational hazards and the safety precautions of the trade. Ability to understand and follow oral and written instructions. Ability to meet deadlines with severe time constraints.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Perform journeyman level duties in installation, repair, alteration and maintenance of electrical service panels and systems, pneumatic and electronic direct digital controls systems.
2. Work independently and review upon completion for compliance with instructions, established standards, and electrical codes.
3. Locate and adjust defects in electrical, pneumatic and electronic systems.
4. Maintain records of daily work and record accurate time and payroll information.
5. May be required to return to work when problems are encountered on off-shifts and weekends.
6. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
7. Travel outside of Manatee County as required in the performance of duties.
8. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee regularly is required to lift, hold, carry, sit, stand, walk, climb crawl, bend, stoop, apply finger dexterity, grasp, feel, perform repetitive motions, talk, hear, and rely on visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
05/07/2001
08/14/2006
05/22/2018
07/22/2025
04/28/2026

SALARY SCHEDULE: AFSCME
PAY GRADE: ~~34B~~36B
SHORT TITLE: MPL022
STATE JOB CODE: 81026

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: PLUMBER
State Title: PLUMBER
JOB DESCRIPTION

JOB GOAL:
To provide skilled work at or above the journeyman level in the installation, alteration, maintenance, troubleshooting and repair of water and drainage systems and fixtures.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four years' experience as a plumber. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the standard and codes, methods, tools, and materials associated with the plumbing trade. Knowledge of the principals and theories of plumbing. Knowledge of the occupational hazards and the safety precautions of the trade. Ability to install, alter, upgrade, repair, maintain, and locate defects in a variety of plumbing and sewage systems. Ability to understand and follow oral and written instructions. Ability to make decisions in emergency situations. Ability to interpret and work from technical sketches, blueprints, and service manuals. Ability to work under various conditions to complete necessary jobs. Skilled in the use and care of standard tools and equipment used in the plumbing trade. Ability to work at various heights to complete necessary jobs. Ability to meet deadlines with severe time constraints.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Make general repairs to existing installations of water, waste disposal, and other plumbing installations.
2. Replace, clean, and make repairs to flush valves and faucets. Remove blockages from sewer lines. Cut, seam, and thread pipes.
3. Repair or replace plumbing fixtures and equipment, as needed.
4. Maintain accurate records of daily work and time and payroll information.
5. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
6. May be required to work after hours and/or weekends.
7. Travel outside of Manatee County as required in the performance of duties.
8. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. Requires lifting, holding, carrying, sitting, standing, walking, climbing, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved on:

Revised:
05/07/2001
08/14/2006
05/22/2018
04/28/2026

SALARY SCHEDULE: AFSCME
PAYGRADE: 34B
SHORT TITLE: MPL023, MPL066
STATE JOB CODE: 81027

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: PLUMBER
State Title: PLUMBER
JOB DESCRIPTION

JOB GOAL:
To provide skilled work at or above the journeyman level in the installation, alteration, maintenance, troubleshooting and repair of water and drainage systems and fixtures.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four years' experience as a plumber. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the standard and codes, methods, tools, and materials associated with the plumbing trade. Knowledge of the principals and theories of plumbing. Knowledge of the occupational hazards and the safety precautions of the trade. Ability to install, alter, upgrade, repair, maintain, and locate defects in a variety of plumbing and sewage systems. Ability to understand and follow oral and written instructions. Ability to make decisions in emergency situations. Ability to interpret and work from technical sketches, blueprints, and service manuals. Ability to work under various conditions to complete necessary jobs. Skilled in the use and care of standard tools and equipment used in the plumbing trade. Ability to work at various heights to complete necessary jobs. Ability to meet deadlines with severe time constraints.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Make general repairs to existing installations of water, waste disposal, and other plumbing installations.
2. Replace, clean, and make repairs to flush valves and faucets. Remove blockages from sewer lines. Cut, seam, and thread pipes.
3. Repair or replace plumbing fixtures and equipment, as needed.
4. Maintain accurate records of daily work and time and payroll information.
5. Follow safety standards in performing work and report unsafe conditions to Lead/Manager in a timely manner.
6. May be required to work after hours and/or weekends.
7. Travel outside of Manatee County as required in the performance of duties.
8. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. Requires lifting, holding, carrying, sitting, standing, walking, climbing, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved on:

Revised:
05/07/2001
08/14/2006
05/22/2018
04/28/2026

SALARY SCHEDULE: AFSCME
PAYGRADE: ~~31B~~34B
SHORT TITLE: MPL023, MPL066
STATE JOB CODE: 81027

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: LEAD PLUMBER
State Title: PLUMBER
JOB DESCRIPTION

JOB GOAL:
To provide leadership and skilled work at or above the journeyman level in the installation, alteration, maintenance, troubleshooting and repair of water and drainage systems and fixtures.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four years' experience as a plumber. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the standard and codes, methods, tools, and materials associated with the plumbing trade. Knowledge of the occupational hazards and the safety precautions of the trade. Ability to install, alter, upgrade, repair, maintain, and locate defects in a variety of plumbing and sewage systems. Ability to plan and prioritize work and assign duties. Ability to estimate time and materials for jobs. Ability to understand and follow oral and written instructions. Ability to make decisions in emergency situations. Ability to interpret and work from technical sketches, blueprints, and service manuals. Ability to communicate, verbally and in writing, the direction, needs, and abilities of the plumbing trade within the district. Ability to work under various conditions to complete necessary jobs. Skilled in the use and care of standard tools and equipment used in the plumbing trade. Ability to work at various heights to complete necessary jobs. Ability to meet deadlines with severe time constraints.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Inspect sanitary and other plumbing installations for needed repairs and make preliminary estimates of job costs.
2. Make layouts and sketches of plumbing to be installed and prepare estimates of materials, time and personnel necessary to complete a job.
3. Supervise and participate in general repairs to existing installations of water, waste disposal, and other plumbing installations.
4. Investigate all emergency calls, first on site. Perform corrective action or plan corrective action as soon as possible.
5. Prioritize work, assign day to day work to plumbers, requisition parts and supplies.
6. Estimate time and materials for jobs.
7. Work with blueprints and service manuals.
8. Coordinate work with other departments and agencies.
9. Replace, clean, and make repairs to flush valves and faucets. Remove blockages from sewer lines. Cut, seam, and thread pipes.
10. Keep department heads informed on status of work in progress or completed.
11. Maintain a preventive maintenance program for the equipment maintained in the department.
12. Maintain accurate records of daily work and time and payroll information.
13. Follow safety standards in performing work and report unsafe conditions to Manager/Supervisor in a timely manner.
14. May be required to work after hours and/or weekends.
15. Travel outside of Manatee County as required in the performance of duties.

16. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. Requires lifting, holding, carrying, sitting, standing, walking, climbing, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved on:

Revised:
05/07/2001
08/14/2006
05/22/2018
04/28/2026

SALARY SCHEDULE: AFSCME
PAYGRADE: 36B
SHORT TITLE: MPL024
STATE JOB CODE: 81027

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: LEAD PLUMBER
State Title: PLUMBER
JOB DESCRIPTION

JOB GOAL:
To provide leadership and skilled work at or above the journeyman level in the installation, alteration, maintenance, troubleshooting and repair of water and drainage systems and fixtures.

QUALIFICATIONS:
1. Graduation from an accredited high school or trade school or possession of an acceptable equivalency diploma.
2. Four years' experience as a plumber. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the standard and codes, methods, tools, and materials associated with the plumbing trade. Knowledge of the occupational hazards and the safety precautions of the trade. Ability to install, alter, upgrade, repair, maintain, and locate defects in a variety of plumbing and sewage systems. Ability to plan and prioritize work and assign duties. Ability to estimate time and materials for jobs. Ability to understand and follow oral and written instructions. Ability to make decisions in emergency situations. Ability to interpret and work from technical sketches, blueprints, and service manuals. Ability to communicate, verbally and in writing, the direction, needs, and abilities of the plumbing trade within the district. Ability to work under various conditions to complete necessary jobs. Skilled in the use and care of standard tools and equipment used in the plumbing trade. Ability to work at various heights to complete necessary jobs. Ability to meet deadlines with severe time constraints.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Inspect sanitary and other plumbing installations for needed repairs and make preliminary estimates of job costs.
2. Make layouts and sketches of plumbing to be installed and prepare estimates of materials, time and personnel necessary to complete a job.
3. Supervise and participate in general repairs to existing installations of water, waste disposal, and other plumbing installations.
4. Investigate all emergency calls, first on site. Perform corrective action or plan corrective action as soon as possible.
5. Prioritize work, assign day to day work to plumbers, requisition parts and supplies.
6. Estimate time and materials for jobs.
7. Work with blueprints and service manuals.
8. Coordinate work with other departments and agencies.
9. Replace, clean, and make repairs to flush valves and faucets. Remove blockages from sewer lines. Cut, seam, and thread pipes.
10. Keep department heads informed on status of work in progress or completed.
11. Maintain a preventive maintenance program for the equipment maintained in the department.
12. Maintain accurate records of daily work and time and payroll information.
13. Follow safety standards in performing work and report unsafe conditions to Manager/Supervisor in a timely manner.
14. May be required to work after hours and/or weekends.
15. Travel outside of Manatee County as required in the performance of duties.

16. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
The employee is exposed to both indoor and outdoor environmental conditions. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. Requires lifting, holding, carrying, sitting, standing, walking, climbing, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. The noise level in the work environment can be high at times. Safety is the highest priority.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved on:

Revised:
05/07/2001
08/14/2006
05/22/2018
04/28/2026

SALARY SCHEDULE: AFSCME
PAYGRADE: ~~33B~~36B
SHORT TITLE: MPL024
STATE JOB CODE: 81027

Memorandum of Understanding
School District of Manatee County and AFSCME
30-Mar-26

The paygrades of the following positions will be adjusted:

Union Proposal - A / B			**CURRENT STAFFING ALLOCATIONS as of 2/27/26**			
CURRENT PAYGRADE	**POSITION**	**CURRENT HOURLY**	**STEP**	**PAYRATE**	**PAYGRADE / STARTING SALARY/STEP**	**UNION PROPOSAL**
34B-R	Mechanic, Vehicle	$23.68	19	$28.27	36B-R/$28.19/STEP 14	$30.77
			20	$28.46		$31.05
			9	$23.68		$28.19
			12	$25.05		$28.19
			9	$23.68		$28.19
			9	$23.68		$28.19
34B-R	Technician, Controls (HVAC)	$23.68	9	$23.68	36B-R/ $28.19/STEP 14	$28.19
34B-R	Mechanic, AC/Refrigeration II	$23.68	23	$30.81	36B-R/$28.19/Step 14	$34.77
			9	$23.68		$28.19
34B-R	Electrician II	$23.68	26	$32.48	36B-R/$28.19/ Step 14	$36.68
			9	$28.19		$28.19
31B-R	Plumber	$19.88	11	$22.51	34B-R/$23.68/Step 9	$24.61
			22	$27.94		$30.03
			25	$29.81		$31.91
33B-R	Lead Plumber		34	$40.27	36B-R/$25.66/Step 9	$42.36

*Pending board approval. District will submit revised job descriptions for 4/28/2026 meeting.
*Raises will be calculated retroactively to 3/30/26 for employees active as of 4/29/2026.
*Salary increase will be reflected in May paycheck.
*Dollar amount includes the $2.00 referendum.
*A supplement of an additional $2.00 per hour for Mechanic, Lead Vehicle; Technican, Lead Controls; Lead Electrician; and Mechanic, Lead Refrigeration will be established from 3/30/3036 to 6/30/2026 for employees active as of 4/29/2026.
*This MOU expires June 30, 2026, at the expiration of the current contract.

Signature		
Willie Clark, Dept. Sup. Of Operations, SDMC	Willie Clark Willie Clark (Apr 9, 2026 10:37:37 EDT)	04/09/2026
Lisa Burke, Lead Negotiator, AFSCME		04/09/2026
Mark West, Lead Negotiator, SDMC	[illegible] (Apr 10, 2026 08:20:42 EDT)	04/10/2026

AGENDA ITEM NO. 11.22

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Revision of the Job Description and Position of Supervisor, AV Engineer to Supervisor, Broadcast Operations and A/V Engineering (No Financial Impact)

Executive Summary
The Instructional TV and Programming Department has revised the job description of Supervisor, AV Engineer to Supervisor, Broadcast Operations and A/V Engineering.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the revised job description of Supervisor, AV Engineer to Supervisor, Broadcast Operations and A/V Engineering.

Financial Impact
There is no financial impact associated with this reclassification.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
62010 [Supv. AV Engineer] INM024 - Clean
62010 Supv. AV Engineer INM024 - Redlined

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SUPERVISOR, BROADCAST OPERATIONS and A/V ENGINEERING.
State Title: Specialist/Manager, Instructional Media
JOB DESCRIPTION

JOB GOAL:
To manage the audio/visual technology systems and operations for the District to support the TV station and all the campuses' A/V operations.

QUALIFICATIONS:
1. Bachelor of Science or Arts, or in a related field.
2. Minimum of five (5) years' experience in television production or public broadcasting and communications.
3. Minimum of five (5) years' experience in television programming, including scheduling and editing.

KNOWLEDGE, SKILLS AND ABILITIES:
Serve as supervisor for the television services department and station manager for the school districts public television station. Must be able to promote the image of the School District of Manatee County to the community, public and schools through programming, staff development, promotional videos, and informational videos. Direct the day-to-day operation of the station including programming, promotions, and Federal Communications Commission (FCC) compliance. Supervise the staff, recruitment and training of all personnel. Plan and manage the station's financial budget and monitor performance of personnel and programs.

REPORTS TO:
Director, Communications

SUPERVISES:
Personnel as assigned

PERFORMANCE RESPONSIBILITIES:
1. Serve as the MSTV supervisor and lead for supporting maintenance and operations of MSTV and all school campuses' AV/TV requirements and service support.
2. Administer compliance with FCC regulations.
3. Manage, select, train and evaluate program staff for effectiveness and efficiency.
4. Perform needs assessments, evaluations and analyzes of District AV/TV needs and requirements and provide monthly reports to department director.
5. Manage the development of internal systems and materials for delivery of programs and services.
6. Develop and maintain cooperative relationships by partnering with the various departments, divisions and schools to communicate the positive news at each site or facility.
7. Oversee procurement for MSTV and school campus needs.
8. Model and maintain high ethical standards.
9. Demonstrate initiative in the performance of assigned responsibilities.
10. Maintain positive relationships with staff and vendors.
11. Exhibit interpersonal skills to work as an effective team member.
12. Participate in workshops and training sessions as required.
13. Respond to inquiries and concerns in a timely manner.
14. Follow attendance, punctuality, and proper dress rules.
15. Demonstrate support for the School District and its goals and priorities.
16. Follow all School Board policies, rules and regulations.
17. Ensures the broadcasting infrastructure is current, updated and maintained to minimize the possibility of broadcast interruptions.
18. Maintain operation of the EBS system as a functional curriculum support for the district.
19. Direct the operation and dissemination of information via the EBS system as a link for communication to all district sites.
20. Develop quality district programs through video editing skills and production skills.

21. Work with school staff to make recommendations on the purchase of TV studio and production equipment to meet educational goals.
22. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
11/12/2007

Revised:
07/26/2010
11/14/2017
06/12/2018
09/16/2025
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D12
SHORT TITLE: INM024
STATE JOB TITLE: 62010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SUPERVISOR, ~~A/V ENGINEER~~ BROADCAST OPERATIONS and A/V ENGINEERING
State Title: Specialist/Manager, Instructional Media
JOB DESCRIPTION

JOB GOAL:
To manage the audio/visual technology systems and operations for the District to support the TV station and all the campuses' A/V operations.

QUALIFICATIONS:
1. Bachelor of Science or Arts, or in a related field.
2. Minimum of five (5) years' experience in television production or public broadcasting and communications.
3. Minimum of five (5) years' experience in television programming, including scheduling and editing.

KNOWLEDGE, SKILLS AND ABILITIES:
Serve as supervisor for the television services department and station manager for the school districts public television station. Must be able to promote the image of the School District of Manatee County to the community, public and schools through programming, staff development, promotional videos, and informational videos. Direct the day-to-day operation of the station including programming, promotions, and Federal Communications Commission (FCC) compliance. Supervise the staff, recruitment and training of all personnel. Plan and manage the station's financial budget and monitor performance of personnel and programs.

REPORTS TO:
Director, Communications

SUPERVISES:
~~Specialist, Instructional Technology Program, Electronics Technician, and other p~~Personnel as assigned

PERFORMANCE RESPONSIBILITIES:
1. Serve as the MSTV supervisor and lead for supporting maintenance and operations of MSTV and all school campuses' AV/TV requirements and service support.
2. Administer compliance with FCC regulations.
3. Manage, select, train and evaluate program staff for effectiveness and efficiency.
4. Perform needs assessments, evaluations and analyzes of District AV/TV needs and requirements and provide monthly reports to department director.
5. Manage the development of internal systems and materials for delivery of programs and services.
6. Develop and maintain cooperative relationships by partnering with the various departments, divisions and schools to communicate the positive news at each site or facility.
7. Oversee procurement for MSTV and school campus needs.
8. Model and maintain high ethical standards.
9. Demonstrate initiative in the performance of assigned responsibilities.
10. Maintain positive relationships with staff and vendors.
11. Exhibit interpersonal skills to work as an effective team member.
12. Participate in workshops and training sessions as required.
13. Respond to inquiries and concerns in a timely manner.
14. Follow attendance, punctuality, and proper dress rules.
15. Demonstrate support for the School District and its goals and priorities.
16. Follow all School Board policies, rules and regulations.
17. Ensures the broadcasting infrastructure is current, updated and maintained to minimize the possibility of broadcast interruptions.
18. Maintain operation of the EBS system as a functional curriculum support for the district.
19. Direct the operation and dissemination of information via the EBS system as a link for communication to all district sites.
20. Develop quality district programs through video editing skills and production skills.

21. Work with school staff to make recommendations on the purchase of TV studio and production equipment to meet educational goals.
22. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
11/12/2007

Revised:
07/26/2010
11/14/2017
06/12/2018
09/16/2025
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D12
SHORT TITLE: INM024
STATE JOB TITLE: 62010

AGENDA ITEM NO. 11.23

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Revised Job Descriptions and Position of Principal and Assistant Principal at Elementary, Middle, and High Schools (No Financial Impact)

Executive Summary
The revisions of all Principal and Assistant Principal job descriptions include updates to knowledge, skills, abilities and performance responsibilities to algin with the revised Florida Educational Leadership Standards. There is no financial impact to these job description revisions.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the revised job descriptions and position of Principal and Assistant Principal at elementary, middle, and high schools (No Financial Impact)

Financial Impact
No Financial Impact

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
73001 Principal ES SCA001-Clean
73001 Principal ES SCA001-Redlined
73002 Principal, MS SCA002-Clean
73002 Principal, MS SCA002-Redlined
73003 Principal, HS SCA003-Clean
73003 Principal, HS SCA003-Redlined
73004 Principal, Other School [Executive Principal] SCA118-Clean
73004 Principal, Other School [Executive Principal] SCA118-Redlined
73004 Principal, Other School SCA050 -Redlined
73004 Principal, Other School SCA050-Clean
73008 Assistant Principal, ES SCA006-Clean
73008 Assistant Principal, ES SCA006-Redlined
73009 Assistant Principal, MS SCA007-Clean
73009 Assistant Principal, MS SCA007-Redlined
73010 Assistant Principal, HS SCA009-Clean
73010 Assistant Principal, HS SCA009-Redlined
73011 Asst Principal, Other School [Senior Assist Principal] SCA119-Clean
73011 Asst Principal, Other School [Senior Assist Principal] SCA119-Redlined

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: PRINCIPAL, ELEMENTARY SCHOOL
State Title: Principal, Elementary School
JOB DESCRIPTION

JOB GOAL:
To provide the visionary leadership necessary to design, develop, and implement a comprehensive program of instructional and support services, which optimize available resources. Ultimately, the aim is to provide successful, high-quality experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership and Level II School Principal.
3. Three (3) years of successful administrative experience.
4. Three (3) years of successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain ~~a~~ awareness of the community's cultural, social, and intellectual context and resources. Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the elementary school environment.

REPORTS TO:
Executive Director of Elementary Schools

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school

PERFORMANCE RESPONSIBILITIES:
Student Learning / Continuous School Improvement / Instructional Program Management
1. Manage and administer the instructional program to ensure all students have the opportunity to learn.
2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
3. Provide leadership and direction for the implementation and to ensure alignment of the school's learning goals and classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan
4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
6. Oversee the administration of the testing program for the school.
7. Provide for the articulation of the school's instructional program among school personnel.
8. Oversee the selection and acquisition of instructional materials and equipment.
9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C., by all instructional personnel.

10. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning

1. Interview and select qualified personnel to be recommended for appointment.
2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
3. Implement and administer negotiated employee contracts at the school site.
4. Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.
5. Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies Provide training opportunities and feedback to personnel at the assigned school.
6. Assign tasks and supervise personnel in task accomplishment.
7. Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.

School Operations / Management / Safety

1. Supervise the operation, activities, and functions at the school site.
2. Manage and supervise the school's financial resources in a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.
3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.
4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.
5. Establish and manage student accounting and attendance procedures at the assigned schools.
6. Supervise and monitor the accurate and timely completion of data collection and reporting requirements. Utilize data, technology, and communication systems to deliver actionable information to improve the quality and efficiency of operations and management to include safety, climate, and student learning.
7. Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.
8. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
9. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
10. Supervise transportation services at the assigned school.
11. Coordinate the supervision of all extracurricular programs at the assigned school.
12. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.
13. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.
14. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C.
15. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.
16. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.
17. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.

Student Support Services / Meaningful Parent, Family, and Community Engagement

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and

other stakeholders.

2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.
3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and families on student expectations and academic performance.
4. Facilitate a program of family and community involvement.
5. Supervise the guidance program to ensure individual student educational and developmental needs are addressed.
6. Work with parents to resolve complaints or concerns.
7. Serve as final arbitrator for serious discipline problems.
8. Develop and maintain positive school / community relations and act as liaison between the two.
9. Direct and develop the recruitment of Business Partners to benefit the school and community.
10. Coordinate the school food service program at the assigned school including the free and reduced food service requirements.

Personal / Professional Employee Qualities

1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
2. Model and maintain high standards of professional conduct.
3. Set high standards and expectations for self, others, and school.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
5. Use effective communication techniques with students, teachers, parents, and stakeholders.
6. Model effective listening and positive interaction skills.
7. Participate in District management meetings and other activities to enhance professional development.
8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.
9. Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the school's resources, and all other aspects of leadership set forth in this rule.

Vision / Mission / Leadership

1. Provide leadership and direction for all aspects of the school's operation.
2. Collaborate with district and school leaders in the alignment of the school vision and mission with district initiatives, State Board of Education priorities, and current educational policies. Collaborate with members of the school and community using academic data to develop and promote a vision focused on successful learning and the academic development of all students. Build teams to accomplish plans, goals, and priorities
3. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.
4. Promote / market the school and its priorities to the community.
5. Facilitate and coordinate the development of the School's Improvement Plan.
6. Initiate programs and organize resources to carry out the School Improvement Plan.
7. Recognize individuals for contributions toward the school vision and mission.
8. Anticipate difficult situations and develop plans to handle them.
9. Deal with problems associated with change.
10. Work shelter duty if schools open as emergency shelters.

Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.

2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned content to support and coach the development of instructional personnel's knowledge and skills.
4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002
04/25/2017

Revised:
06/13/2005
05/14/2007
04/25/2017
06/12/2018
05/24/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P10
SHORT TITLE: SCA001
STATE JOB CODE: 73001

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: -PRINCIPAL, ELEMENTARY SCHOOL
State Title: -Principal, Elementary School
JOB DESCRIPTION

JOB GOAL:
To provide the visionary leadership necessary to design, develop, and implement a comprehensive program of instructional and support services, which optimize available resources. Ultimately, the aim is to provide successful, high-quality experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership and Level II School Principal.
3. Three (3) years of successful administrative experience.
4. Three (3) years of successful teaching experience.
5. ~~Completion of District'sthe District's Principal Training Program.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain ~~a~~ awareness of the community's cultural, social, and intellectual context and resources. ~~sensitivity to multicultural issues.~~ Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the elementary school environment. ~~the unique needs and characteristics of elementary school students.~~

REPORTS TO:
Executive Director of Elementary Schools

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school

PERFORMANCE RESPONSIBILITIES:
Student Learning / Continuous School Improvement / Instructional Program Management ~~/ Development~~

1. Manage and administer the instructional program ~~so as~~ to ensure all students have the opportunity to learn.
2. ~~1.~~2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
3. ~~2.~~3. Provide leadership and direction for the implementation and to ensure alignment of the school's learning goals and classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan ~~evaluation of curriculum and instruction at the assigned school consistent with the District's goals and priorities.~~
4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. ~~3.~~5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
6. ~~4.~~6. Oversee the administration of the testing program for the school.

~~5.~~7. Provide for the articulation of the school's instructional program among school personnel.
8. Oversee the selection and acquisition of instructional materials and equipment.
~~6.~~9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C., by all instructional personnel.
~~7.~~10. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning

1. Interview and select qualified personnel to be recommended for appointment.
2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
3. Implement and administer negotiated employee contracts at the school site.
4. ~~Facilitate the development and implementation of an effective staff development program.~~ Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.
~~4.~~ Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies
5. Provide training opportunities and feedback to personnel at the assigned school.
6. Assign tasks and supervise personnel in task accomplishment.
7. Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.

School Operations / ~~Delivery Systems~~ Management / Safety

1. Supervise the operation, activities, and functions at the school site.
2. Manage and supervise the school's financial resources ~~including the preparation and disbursement of the school's budget and internal accounts.~~ in a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.
~~2.~~3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.
4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.
~~Establish and manage student accounting and attendance procedures at the assigned school.~~
~~3.~~5. -
6. ~~Supervise and monitor the accurate and timely completion of data collection and reporting requirements.~~
7. Establish and manage student accounting and attendance procedures at the assigned schools.
Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
8. Utilize data, technology, and communication systems to deliver actionable information to improve the quality and efficiency of operations and management to include safety, climate, and student learning.
~~4.~~ Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions.
~~5.~~9. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.
~~6. Use technology effectively.~~
~~7.~~10. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
~~8.~~11. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
~~9.~~12. Supervise transportation services at the assigned school.
13. Coordinate the supervision of all extracurricular programs at the assigned school.
14. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.

15. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.
16. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C..
17. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.
18. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.
Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.

~~10.~~19.

Student Support Services / Meaningful Parent, Family, and Community Engagement ~~Student Support Services~~

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and other stakeholders.
2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.
3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and families on student expectations and academic performance.

~~1.~~4. Facilitate a program of family and community involvement.
~~2.~~5. Supervise the guidance program to ensure individual student educational and developmental needs are addressed.
~~3.~~6. Work with parents to resolve complaints or concerns.
~~4.~~7. Serve as final arbitrator for serious discipline problems.
~~5.~~8. Develop and maintain positive school / community relations and act as liaison between the two.
~~6.~~9. Direct and develop the recruitment of Business Partners to benefit the school and community.
~~7. Supervise transportation services at the assigned school.~~
~~8.~~10. Coordinate the school food service program at the assigned school including the free and reduced food service requirements.

Personal / Professional Employee Qualities

1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
2. Model and maintain high standards of professional conduct.
3. Set high standards and expectations for self, others, and school.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to task ~~an~~ accomplishment.
5. Use effective communication techniques with students, teachers, parents, and stakeholders.
6. Model effective listening and positive interaction skills.
7. Participate in District management meetings and other activities to enhance professional development.
8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.
9. Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the school's resources, and all other aspects of leadership set forth in this rule.

~~7.~~

Vision / Mission / Leadership

1. Provide leadership and direction for all aspects of the school's operation.
2. ~~Exercise proactive leadership in promoting the vision and mission of the District.~~ Collaborate with district and school leaders in the alignment of the school vision and mission with district initiatives, State Board of Education priorities, and current educational policies.
3. ~~Establish and actively pursue a vision and mission for the school in collaboration with staff, parents, students, and other stakeholders.~~ Collaborate with members of the school and community using

academic data to develop and promote a vision focused on successful learning and the academic development of all students.

2. Build teams to accomplish plans, goals, and priorities

~~4.~~3. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.

~~5.~~4. Promote / market the school and its priorities to the community.

~~6.~~5. Facilitate and coordinate the development of the School's Improvement Plan.

~~7.~~6. Initiate programs and organize resources to carry out the School Improvement Plan.

~~8. Provide recognition and celebration for student, staff, and school accomplishments.~~ Recognize individuals for contributions toward the school vision and mission.

~~9.~~7. (move to Engagement) ~~Access District and community resources to meet school needs.~~

~~10.~~ (move to Engagement) ~~Maintain visibility and accessibility on the school campus and at school-related activities and events.~~

~~11.~~ (move to Learning Environment) ~~Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.~~

~~12.~~8. Anticipate difficult situations and develop plans to handle them.

~~13. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.~~

~~14. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.~~

~~15.~~9. Deal with problems associated with change.

~~16.~~10. Work shelter duty if schools open as emergency shelters.

~~17. Perform other incidental tasks consistent with the goals and objectives of this position.~~

(NEW Sub Heading) Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.
2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned content to support and coach the development of instructional personnel's knowledge and skills.
4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.

Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002
04/25/2017

Revised:
06/13/2005
05/14/2007
04/25/2017
06/12/2018
05/24/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P10
SHORT TITLE: SCA001
STATE JOB CODE: 73001

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: PRINCIPAL, MIDDLE SCHOOL
State Title: Principal, Middle/Junior High
JOB DESCRIPTION

JOB GOAL:
To provide the visionary leadership necessary to design, develop, and implement a comprehensive program of instructional and support services, which optimize available resources. Ultimately, the aim is to provide successful, high-quality experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership and Level II School Principal.
3. Three (3) years of successful administrative experience.
4. Three (3) years of successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain awareness of the community's cultural, social, and intellectual context and resources. Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the middle school environment.

REPORTS TO:
Executive Director of Secondary Schools

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school

PERFORMANCE RESPONSIBILITIES:
Student Learning / Continuous School Improvement / Instructional Program Management
1. Manage and administer the instructional program to ensure all students have the opportunity to learn.
2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
3. Provide leadership and direction for the implementation and to ensure alignment of the school's learning goals and classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan
4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
6. Oversee the administration of the testing program for the school.
7. Provide for the articulation of the school's instructional program among school personnel.
8. Oversee the selection and acquisition of instructional materials and equipment.
9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C., by all instructional personnel.
10. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning

1. Interview and select qualified personnel to be recommended for appointment.
2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
3. Implement and administer negotiated employee contracts at the school site.
4. Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.
5. Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies
6. Provide training opportunities and feedback to personnel at the assigned school.
7. Assign tasks and supervise personnel in task accomplishment.
8. Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.

School Operations / Management / Safety

1. Supervise the operation, activities, and functions at the school site.
2. Manage and supervise the school's financial resources in a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.
3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.
4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.
5. Establish and manage student accounting and attendance procedures at the assigned schools.
6. Supervise and monitor the accurate and timely completion of data collection and reporting requirements. Utilize data, technology, and communication systems to deliver actionable information to improve the quality and efficiency of operations and management to include safety, climate, and student learning.
7. Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions.
8. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.
9. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
10. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
11. Supervise transportation services at the assigned school.
12. Coordinate the supervision of all extracurricular programs at the assigned school.
13. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.
14. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.
15. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C.
16. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.
17. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.
18. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.

Student Support Services / Meaningful Parent, Family, and Community Engagement ~~Student Support Services~~

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and other stakeholders.
2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.
3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and families on student expectations and academic performance.
4. Facilitate a program of family and community involvement.

5. Supervise the guidance program to ensure individual student educational and developmental needs are addressed.
6. Work with parents to resolve complaints or concerns.
7. Serve as final arbitrator for serious discipline problems.
8. Develop and maintain positive school / community relations and act as liaison between the two.
9. Direct and develop the recruitment of Business Partners to benefit the school and community.
10. Coordinate the school food service program at the assigned school including the free and reduced food service requirements.

Personal / Professional Employee Qualities

1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
2. Model and maintain high standards of professional conduct.
3. Set high standards and expectations for self, others, and school.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
5. Use effective communication techniques with students, teachers, parents, and stakeholders.
6. Model effective listening and positive interaction skills.
7. Participate in District management meetings and other activities to enhance professional development.
8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.
9. Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the school's resources, and all other aspects of leadership set forth in this rule.

Vision / Mission / Leadership

1. Provide leadership and direction for all aspects of the school's operation.
2. Collaborate with district and school leaders in the alignment of the school vision and mission with district initiatives, State Board of Education priorities, and current educational policies.
3. Collaborate with members of the school and community using academic data to develop and promote a vision focused on successful learning and the academic development of all students.
4. Build teams to accomplish plans, goals, and priorities.
5. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.
6. Promote / market the school and its priorities to the community.
7. Facilitate and coordinate the development of the School's Improvement Plan.
8. Initiate programs and organize resources to carry out the School Improvement Plan.
9. Recognize individuals for contributions toward the school vision and mission.
10. Anticipate difficult situations and develop plans to handle them.
11. Deal with problems associated with change.
12. Work shelter duty if schools open as emergency shelters.

Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.
2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned content to support and coach the development of instructional personnel's knowledge and skills.
4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002
05/09/2017

Revised:
06/13/2005
05/14/2007
05/9/2017
06/12/2018
05/24/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P11
SHORT TITLE: SCA002
STATE JOB CODE: 73002

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: -PRINCIPAL, MIDDLE SCHOOL
State Title: -Principal, Middle/Junior High
JOB DESCRIPTION

JOB GOAL:
To provide the visionary leadership necessary to design, develop, and implement a comprehensive program of instructional and support services, which optimize available resources. Ultimately, the aim is to provide successful, high-quality experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership and Level II School Principal.
3. Three (3) years of successful administrative experience.
4. Three (3) years of successful teaching experience.
5. ~~Completion of District's Principal Training Program.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain awareness of the community's cultural, social, and intellectual context and resources. ~~a sensitivity to multicultural issues~~. Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the middle school environment. ~~the unique needs and characteristics of middle school students.~~

REPORTS TO:
Executive Director of Secondary Schools

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school

PERFORMANCE RESPONSIBILITIES:
Student Learning / Continuous School Improvement / Instructional Program Management ~~/ Development~~

1. Manage and administer the instructional program ~~so as~~ to ensure all students have the opportunity to learn.
2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
3. Provide leadership and direction for the implementation and to ensure alignment of the school's learning goals and classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan ~~evaluation of curriculum and instruction at the assigned school consistent with the District's goals and priorities.~~
4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
6. Oversee the administration of the testing program for the school.
7. Provide for the articulation of the school's instructional program among school personnel.
8. Oversee the selection and acquisition of instructional materials and equipment.
9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described

in Rule 6A-5.065, F.A.C., by all instructional personnel.

10. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning

1. Interview and select qualified personnel to be recommended for appointment.
2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
3. Implement and administer negotiated employee contracts at the school site.
4. ~~Facilitate the development and implementation of an effective staff development program.~~ Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.
5. Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies
6. Provide training opportunities and feedback to personnel at the assigned school.
7. Assign tasks and supervise personnel in task accomplishment.
8. Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.

School Operations / ~~Delivery Systems~~ Management / Safety

1. Supervise the operation, activities, and functions at the school site.
2. Manage and supervise the school's financial resources ~~including the preparation and disbursement of the school's budget and internal accounts.~~ in a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.
3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.
4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.
5. Establish and manage student accounting and attendance procedures at the assigned schools.
   Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
6. Utilize data, technology, and communication systems to deliver actionable information to improve the quality and efficiency of operations and management to include safety, climate, and student learning.
7. ~~Supervise and monitor the accurate and timely completion of data collection and reporting requirements.~~
8. Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions.
9. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.
10. ~~Use technology effectively.~~
11. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
12. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
13. Supervise transportation services at the assigned school.
14. Coordinate the supervision of all extracurricular programs at the assigned school.
15. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.
16. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.
17. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C..
18. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.
19. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.
20. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.

Student Support Services / Meaningful Parent, Family, and Community Engagement ~~Student Support Services~~

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and other stakeholders.
2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.
3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and families on student expectations and academic performance.
4. Facilitate a program of family and community involvement.
5. Supervise the guidance program to ensure individual student educational and developmental needs are addressed.
6. Work with parents to resolve complaints or concerns.
7. Serve as final arbitrator for serious discipline problems.
8. Develop and maintain positive school / community relations and act as liaison between the two.
9. Direct and develop the recruitment of Business Partners to benefit the school and community.
10. Coordinate the school food service program at the assigned school including the free and reduced food service requirements.

Personal / Professional Employee Qualities

1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
2. Model and maintain high standards of professional conduct.
3. Set high standards and expectations for self, others, and school.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
5. Use effective communication techniques with students, teachers, parents, and stakeholders.
6. Model effective listening and positive interaction skills.
7. Participate in District management meetings and other activities to enhance professional development.
8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.

Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the school's resources, and all other aspects of leadership set forth in this rule.

Vision / Mission / Leadership

1. Provide leadership and direction for all aspects of the school's operation.
2. ~~Exercise proactive leadership in promoting the vision and mission of the District.~~ Collaborate with district and school leaders in the alignment of the school vision and mission with district initiatives, State Board of Education priorities, and current educational policies.
3. ~~Establish and actively pursue a vision and mission for the school in collaboration with staff, parents, students, and other stakeholders.~~ Collaborate with members of the school and community using academic data to develop and promote a vision focused on successful learning and the academic development of all students.
4. Build teams to accomplish plans, goals, and priorities.
5. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.
6. Promote / market the school and its priorities to the community.
7. Facilitate and coordinate the development of the School's Improvement Plan.
8. Initiate programs and organize resources to carry out the School Improvement Plan.
9. ~~Provide recognition and celebration for student, staff, and school accomplishments.~~ Recognize individuals for contributions toward the school vision and mission.
10. ~~(move to Engagement) Access District and community resources to meet school needs.~~
11. ~~(move to Engagement) Maintain visibility and accessibility on the school campus and at school-related activities and events.~~

12. ~~(move to Learning Environment) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.~~
13. Anticipate difficult situations and develop plans to handle them.
14. ~~Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.~~
15. ~~Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.~~
16. Deal with problems associated with change.
17. Work shelter duty if schools open as emergency shelters.
18. ~~Perform other incidental tasks consistent with the goals and objectives of this position.~~

~~(NEW Sub Heading)~~ Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.
2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned content to support and coach the development of instructional personnel's knowledge and skills.
4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

~~Instructional Program Management / Development~~

1. ~~Manage and administer the instructional program so as to ensure all students the opportunity to learn.~~
2. ~~Provide leadership and direction for the implementation and evaluation of curriculum and instruction at the assigned school consistent with the District's goals and priorities.~~
3. ~~Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.~~
4. ~~Oversee the administration of the testing program for the school.~~
5. ~~Provide for the articulation of the school's instructional program among school personnel.~~
6. ~~Oversee the selection and acquisition of instructional materials and equipment.~~
7. ~~Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.~~

~~Personnel Action Services~~

8. ~~Interview and select qualified personnel to be recommended for appointment.~~
9. ~~Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.~~
10. ~~Implement and administer negotiated employee contracts at the school site.~~
11. ~~Facilitate the development and implementation of an effective staff development program.~~
12. ~~Provide training opportunities and feedback to personnel at the assigned school.~~
13. ~~Assign tasks and supervise personnel in task accomplishment.~~
14. ~~Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.~~

~~School Operations / Delivery Systems~~

15. ~~Supervise the operation, activities, and functions at the school site.~~
16. ~~Manage and supervise the school's financial resources including the preparation and disbursement of the school's budget and internal accounts.~~
17. ~~Establish and manage student accounting and attendance procedures at the assigned school.~~
18. ~~Supervise and monitor the accurate and timely completion of data collection and reporting requirements.~~
19. ~~Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.~~
20. ~~Use technology effectively.~~
21. ~~Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.~~
22. ~~Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.~~
23. ~~Supervise transportation services at the assigned school.~~
24. ~~Coordinate the supervision of all extracurricular programs at the assigned school.~~

~~Student Support Services~~

25. ~~Facilitate a program of family and community involvement.~~
26. ~~Supervise the guidance program to ensure individual student educational and developmental needs are addressed.~~
27. ~~Work with parents to resolve complaints or concerns.~~
28. ~~Serve as final arbitrator for serious discipline problems.~~
29. ~~Develop and maintain positive school / community relations and act as liaison between the two.~~
30. ~~Direct and develop the recruitment of Business Partners to benefit the school and community.~~
31. ~~Supervise transportation services at the assigned school.~~
32. ~~Coordinate the school food service program at the assigned school including the free and reduced food service requirements.~~

~~Personal/Professional Employee Qualities~~

33. ~~Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.~~
34. ~~Model and maintain high standards of professional conduct.~~
35. ~~Set high standards and expectations for self, others, and school.~~
36. ~~Use appropriate interpersonal styles and methods to guide individuals and groups to task an accomplishment.~~
37. ~~Use effective communication techniques with students, teachers, parents, and stakeholders.~~
38. ~~Model effective listening and positive interaction skills.~~
39. ~~Participate in District management meetings and other activities to enhance professional development.~~

~~Leadership~~

40. ~~Provide leadership and direction for all aspects of the school's operation.~~
41. ~~Exercise proactive leadership in promoting the vision and mission of the District.~~
42. ~~Establish and actively pursue a vision and mission for the school in collaboration with staff, parents, students, and other stakeholders.~~
43. ~~Build teams to accomplish plans, goals, and priorities.~~
44. ~~Promote / market the school and its priorities to the community.~~
45. ~~Facilitate and coordinate the development of the School's Improvement Plan.~~
46. ~~Initiate programs and organize resources to carry out the School Improvement Plan.~~
47. ~~Provide recognition and celebration for student, staff, and school accomplishments.~~
48. ~~Access District and community resources to meet school needs.~~
49. ~~Maintain visibility and accessibility on the school campus and at school-related activities and events.~~
50. ~~Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.~~
51. ~~Anticipate difficult situations and develop plans to handle them.~~
52. ~~Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.~~
53. ~~Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.~~
54. ~~Deal with problems associated with change.~~
55. ~~Work shelter duty if schools open as emergency shelters.~~
56. ~~Perform other incidental tasks consistent with the goals and objectives of this position.~~

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002
05/09/2017

Revised:
06/13/2005
05/14/2007
05/9/2017
06/12/2018
05/24/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P11
SHORT TITLE: SCA002
STATE JOB CODE: 73002

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: PRINCIPAL, HIGH SCHOOL
State Title: Principal, Senior High
JOB DESCRIPTION

JOB GOAL:
To provide the visionary leadership necessary to design, develop, and implement a comprehensive program of instructional and support services, which optimize available resources. Ultimately, the aim is to provide successful, high-quality experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership and Level II School Principal.
3. Three (3) years of successful administrative experience.
4. Three (3) years of successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain awareness of the community's cultural, social, and intellectual context and resources. . Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of the unique needs and characteristics of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the high school environment.

REPORTS TO:
Executive Director of Secondary Schools

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school

PERFORMANCE RESPONSIBILITIES:
Student Learning / Continuous School Improvement / Instructional Program Management~~/ Development~~
1. Manage and administer the instructional program to ensure all students have the opportunity to learn.
2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
3. Provide leadership and direction for the implementation and to ensure alignment of the school's learning goals and classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan.
4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
6. Oversee the administration of the testing program for the school.
7. Provide for the articulation of the school's instructional program among school personnel.
8. Oversee the selection and acquisition of instructional materials and equipment.
9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C., by all instructional personnel.
10. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning

1. Interview and select qualified personnel to be recommended for appointment.
2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
3. Implement and administer negotiated employee contracts at the school site.
4. Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.
5. Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies
6. Provide training opportunities and feedback to personnel at the assigned school.
7. Assign tasks and supervise personnel in task accomplishment.
8. Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.

School Operations / Management / Safety

1. Supervise the operation, activities, and functions at the school site.
2. Manage and supervise the school's financial resources in a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.
3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.
4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.
5. Utilize data, technology, and communication systems to deliver actionable information to improve the quality and efficiency of operations and management to include safety, climate, and student learning.
6. Establish and manage student accounting and attendance procedures at the assigned schools.

Supervise and monitor the accurate and timely completion of data collection and reporting requirements.

7. Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions.
8. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.
9. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
10. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
11. Supervise transportation services at the assigned school.
12. Coordinate the supervision of all extracurricular programs at the assigned school.
13. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.
14. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.
15. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C.
16. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.
17. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.
18. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.

Student Support Services / Meaningful Parent, Family, and Community Engagement ~~Student Support Services~~

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and other stakeholders.
2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.
3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and families on student expectations and academic performance.
4. Facilitate a program of family and community involvement.
5. Supervise the guidance program to ensure individual student educational and developmental needs are addressed.

6. Work with parents to resolve complaints or concerns.
7. Serve as final arbitrator for serious discipline problems.
8. Develop and maintain positive school / community relations and act as liaison between the two.
9. Direct and develop the recruitment of Business Partners to benefit the school and community.
10. Coordinate the school food service program at the assigned school including the free and reduced food service requirements.

Personal / Professional Employee Qualities

1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
2. Model and maintain high standards of professional conduct.
3. Set high standards and expectations for self, others, and school.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
5. Use effective communication techniques with students, teachers, parents, and stakeholders.
6. Model effective listening and positive interaction skills.
7. Participate in District management meetings and other activities to enhance professional development.
8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.
9. Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the school's resources, and all other aspects of leadership set forth in this rule.

Vision / Mission / Leadership

1. Provide leadership and direction for all aspects of the school's operation.
2. Collaborate with district and school leaders in the alignment of the school vision and mission with district initiatives, State Board of Education priorities, and current educational policies.
3. Collaborate with members of the school and community using academic data to develop and promote a vision focused on successful learning and the academic development of all students.
4. Build teams to accomplish plans, goals, and priorities.
5. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.
6. Promote / market the school and its priorities to the community.
7. Facilitate and coordinate the development of the School's Improvement Plan.
8. Initiate programs and organize resources to carry out the School Improvement Plan.
9. Recognize individuals for contributions toward the school vision and mission.
10. Anticipate difficult situations and develop plans to handle them.
11. Deal with problems associated with change.
12. Work shelter duty if schools open as emergency shelters.

Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.
2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned content to support and coach the development of instructional personnel's knowledge and skills.
4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002
05/09/2017

Revised:
06/13/2005
05/14/2007
05/09/2017
06/12/2018
05/24/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P12
SHORT TITLE: SCA003
STATE JOB CODE: 73003

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: PRINCIPAL, HIGH SCHOOL
State Title: Principal, Senior High
JOB DESCRIPTION

JOB GOAL:
To provide the visionary leadership necessary to design, develop, and implement a comprehensive program of instructional and support services, which optimize available resources. Ultimately, the aim is to provide successful, high-quality experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership and Level II School Principal.
3. Three (3) years of successful administrative experience.
4. Three (3) years of successful teaching experience.
5. ~~Completion of District's Principal Training Program.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain awareness of the community's cultural, social, and intellectual context and resources. ~~a sensitivity to multicultural issues~~. Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of the unique needs and characteristics of ~~high school students~~ parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the high school environment.

REPORTS TO:
Executive Director of Secondary Schools

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school

PERFORMANCE RESPONSIBILITIES:
Student Learning / Continuous School Improvement / Instructional Program Management ~~/ Development~~
1. Manage and administer the instructional program ~~so as~~ to ensure all students have the opportunity to learn.
2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
3. Provide leadership and direction for the implementation and to ensure alignment of the school's learning goals and classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan ~~evaluation of curriculum and instruction at the assigned school consistent with the District's goals and priorities.~~
4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
6. Oversee the administration of the testing program for the school.
7. Provide for the articulation of the school's instructional program among school personnel.
8. Oversee the selection and acquisition of instructional materials and equipment.
9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C., by all instructional personnel.

10. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning

1. Interview and select qualified personnel to be recommended for appointment.
2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
3. Implement and administer negotiated employee contracts at the school site.
4. ~~Facilitate the development and implementation of an effective staff development program.~~ Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.
5. Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies
6. Provide training opportunities and feedback to personnel at the assigned school.
7. Assign tasks and supervise personnel in task accomplishment.
8. Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.

School Operations / ~~Delivery Systems~~ Management / Safety

1. Supervise the operation, activities, and functions at the school site.
2. Manage and supervise the school's financial resources ~~including the preparation and disbursement of the school's budget and internal accounts.~~ in a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.
3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.
4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.
5. ~~Establish and manage student accounting and attendance procedures at the assigned school.~~
6. Utilize data, technology, and communication systems to deliver actionable information to improve the quality and efficiency of operations and management to include safety, climate, and student learning.
7. ~~Supervise and monitor the accurate and timely completion of data collection and reporting requirements.~~
8. Establish and manage student accounting and attendance procedures at the assigned schools.

Supervise and monitor the accurate and timely completion of data collection and reporting requirements.

9. Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions.
10. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.
11. ~~Use technology effectively.~~
12. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
13. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
14. Supervise transportation services at the assigned school.
15. Coordinate the supervision of all extracurricular programs at the assigned school.
16. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.
17. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.
18. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C..
19. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.
20. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.
21. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.

Student Support Services / Meaningful Parent, Family, and Community Engagement ~~Student Support Services~~

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and other stakeholders.

2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.
3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and families on student expectations and academic performance.
4. Facilitate a program of family and community involvement.
5. Supervise the guidance program to ensure individual student educational and developmental needs are addressed.
6. Work with parents to resolve complaints or concerns.
7. Serve as final arbitrator for serious discipline problems.
8. Develop and maintain positive school / community relations and act as liaison between the two.
9. Direct and develop the recruitment of Business Partners to benefit the school and community.
10. Coordinate the school food service program at the assigned school including the free and reduced food service requirements.

Personal / Professional Employee Qualities

1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
2. Model and maintain high standards of professional conduct.
3. Set high standards and expectations for self, others, and school.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
5. Use effective communication techniques with students, teachers, parents, and stakeholders.
6. Model effective listening and positive interaction skills.
7. Participate in District management meetings and other activities to enhance professional development.
8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.
9. Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the school's resources, and all other aspects of leadership set forth in this rule.

Vision / Mission / Leadership

1. Provide leadership and direction for all aspects of the school's operation.
2. ~~Exercise proactive leadership in promoting the vision and mission of the District.~~ Collaborate with district and school leaders in the alignment of the school vision and mission with district initiatives, State Board of Education priorities, and current educational policies.
3. ~~Establish and actively pursue a vision and mission for the school in collaboration with staff, parents, students, and other stakeholders.~~ Collaborate with members of the school and community using academic data to develop and promote a vision focused on successful learning and the academic development of all students.
4. Build teams to accomplish plans, goals, and priorities.
5. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.
6. Promote / market the school and its priorities to the community.
7. Facilitate and coordinate the development of the School's Improvement Plan.
8. Initiate programs and organize resources to carry out the School Improvement Plan.
9. ~~Provide recognition and celebration for student, staff, and school accomplishments.~~ Recognize individuals for contributions toward the school vision and mission.
10. ~~(move to Engagement) Access District and community resources to meet school needs.~~
11. ~~(move to Engagement) Maintain visibility and accessibility on the school campus and at school-related activities and events.~~
12. ~~(move to Learning Environment) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.~~
13. Anticipate difficult situations and develop plans to handle them.
14. ~~Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.~~
15. ~~Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.~~

16. Deal with problems associated with change.
17. Work shelter duty if schools open as emergency shelters.
18. ~~Perform other incidental tasks consistent with the goals and objectives of this position.~~

~~(NEW Sub Heading)~~ Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.
2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned content to support and coach the development of instructional personnel's knowledge and skills.
4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

~~Instructional Program Management / Development~~

1. ~~Manage and administer the instructional program so as to ensure all students the opportunity to learn.~~
2. ~~Provide leadership and direction for the implementation and evaluation of curriculum and instruction at the assigned school consistent with the District's goals and priorities.~~
3. ~~Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.~~
4. ~~Oversee the administration of the testing program for the school.~~
5. ~~Provide for the articulation of the school's instructional program among school personnel.~~
6. ~~Oversee the selection and acquisition of instructional materials and equipment.~~
7. ~~Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.~~

~~Personnel Action Services~~

8. ~~Interview and select qualified personnel to be recommended for appointment.~~
9. ~~Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.~~
10. ~~Implement and administer negotiated employee contracts at the school site.~~
11. ~~Facilitate the development and implementation of an effective staff development program.~~
12. ~~Provide training opportunities and feedback to personnel at the assigned school.~~
13. ~~Assign tasks and supervise personnel in task accomplishment.~~
14. ~~Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.~~

~~School Operations / Delivery Systems~~

15. ~~Supervise the operation, activities, and functions at the school site.~~
16. ~~Manage and supervise the school's financial resources including the preparation and disbursement of the school's budget and internal accounts.~~
17. ~~Establish and manage student accounting and attendance procedures at the assigned school.~~
18. ~~Supervise and monitor the accurate and timely completion of data collection and reporting requirements.~~
19. ~~Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.~~
20. ~~Use technology effectively.~~
21. ~~Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.~~
22. ~~Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.~~
23. ~~Supervise transportation services at the assigned school.~~
24. ~~Coordinate the supervision of all extracurricular programs at the assigned school.~~

~~Student Support Services~~

25. ~~Facilitate a program of family and community involvement.~~
26. ~~Supervise the guidance program to ensure individual student educational and developmental needs are addressed.~~
27. ~~Work with parents to resolve complaints or concerns.~~
28. ~~Serve as final arbitrator for serious discipline problems.~~
29. ~~Develop and maintain positive school / community relations and act as liaison between the two.~~

30. ~~Direct and develop the recruitment of Business Partners to benefit the school and community.~~
31. ~~Supervise transportation services at the assigned school.~~
32. ~~Coordinate the school food service program at the assigned school including the free and reduced food service requirements.~~

~~Personal / Professional Employee Qualities~~

33. ~~Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.~~
34. ~~Model and maintain high standards of professional conduct.~~
35. ~~Set high standards and expectations for self, others, and school.~~
36. ~~Use appropriate interpersonal styles and methods to guide individuals and groups to task an accomplishment.~~
37. ~~Use effective communication techniques with students, teachers, parents, and stakeholders.~~
38. ~~Model effective listening and positive interaction skills.~~
39. ~~Participate in District management meetings and other activities to enhance professional development.~~

~~Leadership~~

40. ~~Provide leadership and direction for all aspects of the school's operation.~~
41. ~~Exercise proactive leadership in promoting the vision and mission of the District.~~
42. ~~Establish and actively pursue a vision and mission for the school in collaboration with staff, parents, students, and other stakeholders.~~
43. ~~Build teams to accomplish plans, goals, and priorities.~~
44. ~~Promote / market the school and its priorities to the community.~~
45. ~~Facilitate and coordinate the development of the School's Improvement Plan.~~
46. ~~Initiate programs and organize resources to carry out the School Improvement Plan.~~
47. ~~Provide recognition and celebration for student, staff, and school accomplishments.~~
48. ~~Access District and community resources to meet school needs.~~
49. ~~Maintain visibility and accessibility on the school campus and at school-related activities and events.~~
50. ~~Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.~~
51. ~~Anticipate difficult situations and develop plans to handle them.~~
52. ~~Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.~~
53. ~~Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.~~
54. ~~Deal with problems associated with change.~~
55. ~~Work shelter duty if schools open as emergency shelters.~~
56. ~~Perform other incidental tasks consistent with the goals and objectives of this position.~~

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002
05/09/2017

Revised:
06/13/2005
05/14/2007

05/09/2017
06/12/2018
05/24/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P12
SHORT TITLE: SCA003
STATE JOB CODE: 73003

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: EXECUTIVE PRINCIPAL
State Title: Principal, Other Elementary or Secondary School
JOB DESCRIPTION

JOB GOAL:
To provide the visionary leadership necessary to design, develop, and implement a comprehensive program of instructional and support services across multiple school campuses to provide successful, high-quality learning experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership and Level II School Principal.
3. Three (3) years of successful school principal experience.
4. Three (3) years of successful teaching experience.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain awareness of the community's cultural, social, and intellectual context and resources. . Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the school environment.

REPORTS TO:
Assigned Executive Director

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school.

PERFORMANCE RESPONSIBILITIES:
Instructional Program Management / Development
1. Manage and administer the instructional program across multiple school campuses to ensure all students have the opportunity to learn.
2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
3. Provide leadership and direction for the implementation and to ensure alignment of the school's learning goals and classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan.
4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
6. Oversee the administration of the testing program for the schools.
7. Provide for the articulation of the instructional program among school personnel.
8. Oversee the selection and acquisition of instructional materials and equipment.
9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C., by all instructional personnel. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning

1. Interview and select qualified personnel to be recommended for appointment.
2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
3. Implement and administer negotiated employee contracts at the schools.
4. Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.
5. Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies
6. Provide training opportunities and feedback to personnel at the assigned schools.
7. Assign tasks and supervise personnel in task accomplishment.
8. Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.

School Operations / Management / Safety

1. Supervise the operation, activities, and functions at the school sites.
2. Manage and supervise financial resources, including the preparation and disbursement of the schools' budgets and internal accounts in a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.
3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.
4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.
5. Establish and manage student accounting and attendance procedures at the assigned schools.
6. Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
7. Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions.
8. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.
9. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
10. Monitor the custodial program at the school sites to ensure a clean, healthy, and safe learning environment.
11. Supervise transportation services at the assigned schools.
12. Coordinate the supervision of all extracurricular programs at the assigned schools.
13. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.
14. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.
15. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C.
16. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.
17. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.
18. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations

Student Support Services / Meaningful Parent, Family, and Community Engagement

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and other stakeholders.
2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.
3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and families on student expectations and academic performance.
4. Access District and community resources to meet school needs.
5. Facilitate a program of family and community involvement.
6. Supervise the guidance program to ensure individual student educational and developmental needs are addressed.
7. Work with parents to resolve complaints or concerns.

8. Serve as final arbitrator for serious discipline problems.
9. Develop and maintain positive school / community relations and act as liaison between the two.
10. Direct and develop the recruitment of Business Partners to benefit the schools and community.
11. Coordinate the school food service program at the assigned schools including the free and reduced food service requirements.

Personal / Professional Employee Qualities

1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school sites.
2. Model and maintain high standards of professional conduct.
3. Set high standards and expectations for self, others, and school sites.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to task an accomplishment.
5. Use effective communication techniques with students, teachers, parents, and stakeholders.
6. Model effective listening and positive interaction skills.
7. Participate in District management meetings and other activities to enhance professional development.
8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.
9. Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the schools' resources, and all other aspects of leadership set forth in this rule.

Vision / Mission / Leadership

1. Provide leadership and direction for all aspects of the schools' operation.
2. Collaborate with district and school leaders in the alignment of the schools' vision and mission with district initiatives, State Board of Education priorities, and current educational policies.
3. Collaborate with members of the schools and community using academic data to develop and promote a vision focused on successful learning and the academic development of all students.
4. Build teams to accomplish plans, goals, and priorities.
5. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.
6. Promote/market the school sites and their priorities to the community.
7. Facilitate and coordinate the development of the School Improvement Plan.
8. Initiate programs and organize resources to carry out the School Improvement Plan.
9. Recognize individuals for contributions toward the school vision and mission.
10. Develop leadership capacity in assigned school administrators and staff.
11. Build positive culture of learning and citizenship connecting multiple school campuses.
12. Anticipate difficult situations and develop plans to handle them.
13. Deal with problems associated with change.
14. Work shelter duty if schools open as emergency shelters.

Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.
2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned content to support and coach the development of instructional personnel's knowledge and skills.
4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
05/14/2024
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P12
SHORT TITLE: SCA118
STATE JOB CODE: 73004

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: EXECUTIVE PRINCIPAL
State Title: Principal, Other Elementary or Secondary School
JOB DESCRIPTION

JOB GOAL:
To provide the visionary leadership necessary to design, develop, and implement a comprehensive program of instructional and support services across multiple school campuses to provide successful, high-quality learning experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership and Level II School Principal.
3. Three (3) years of successful school principal experience.
4. Three (3) years of successful teaching experience.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws~~.~~ including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain ~~a sensitivity to multicultural issues.~~awareness of the community's cultural, social, and intellectual context and resources. . Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the school environment.

REPORTS TO:
Assigned Executive Director

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school.

PERFORMANCE RESPONSIBILITIES:
Instructional Program Management / Development
1. Manage and administer the instructional program across multiple school campuses to ensure all students have the opportunity to learn.
2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
~~2.~~3. Provide leadership and direction for the implementation and ~~evaluation of curriculum and instruction at the assigned schools consistent with~~to ensure alignment of the ~~District's~~school's learning goals and ~~priorities.~~classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan.
~~3.~~4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
~~4.~~6. Oversee the administration of the testing program for the schools.
~~5.~~7. Provide for the articulation of the instructional program among school personnel.
~~6.~~8. Oversee the selection and acquisition of instructional materials and equipment.
~~7.~~9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C., by all instructional personnel. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning

~~8.~~1. Interview and select qualified personnel to be recommended for appointment.

~~9.~~2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

~~10.~~3. Implement and administer negotiated employee contracts at the schools.

~~11. Facilitate the development and implementation of an effective staff development program.~~

4. Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.

5. Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies

~~12.~~6. Provide training opportunities and feedback to personnel at the assigned schools.

~~13.~~7. Assign tasks and supervise personnel in task accomplishment.

~~14.~~8. Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.

School Operations / ~~Delivery Systems~~ Management / Safety

~~15.~~1. Supervise the operation, activities, and functions at the school sites.

~~16.~~2. Manage and supervise financial resources, including the preparation and disbursement of the schools' budgets and internal accounts~~.~~ in a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.~~.~~

3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.

4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.

~~17.~~5. Establish and manage student accounting and attendance procedures at the assigned schools.

~~18.~~6. Supervise and monitor the accurate and timely completion of data collection and reporting requirements.

7. Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions.

~~19.~~8. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.

~~20. Use technology effectively.~~

~~21.~~9. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.

~~22.~~10. Monitor the custodial program at the school sites to ensure a clean, healthy, and safe learning environment.

~~23.~~11. Supervise transportation services at the assigned schools.

~~24.~~12. Coordinate the supervision of all extracurricular programs at the assigned schools.

13. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.

14. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.

15. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C.~~.~~

16. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.

17. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.

18. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations

Student Support Services / Meaningful Parent, Family, and Community Engagement

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and other stakeholders.

2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.

3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and

families on student expectations and academic performance.

4. Access District and community resources to meet school needs.

~~25.~~5. Facilitate a program of family and community involvement.

~~26.~~6. Supervise the guidance program to ensure individual student educational and developmental needs are addressed.

~~27.~~7. Work with parents to resolve complaints or concerns.

~~28.~~8. Serve as final arbitrator for serious discipline problems.

~~29.~~9. Develop and maintain positive school / community relations and act as liaison between the two.

~~30.~~10. Direct and develop the recruitment of Business Partners to benefit the schools and community.

~~31. Supervise transportation services at the assigned schools.~~

~~32.~~11. Coordinate the school food service program at the assigned schools including the free and reduced food service requirements.

Personal / Professional Employee Qualities

~~33.~~1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school sites.

~~34.~~2. Model and maintain high standards of professional conduct.

~~35.~~3. Set high standards and expectations for self, others, and school sites.

~~36.~~4. Use appropriate interpersonal styles and methods to guide individuals and groups to task an accomplishment.

~~37.~~5. Use effective communication techniques with students, teachers, parents, and stakeholders.

~~38.~~6. Model effective listening and positive interaction skills.

~~39.~~7. Participate in District management meetings and other activities to enhance professional development.

8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.

9. Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the schools' resources, and all other aspects of leadership set forth in this rule.

Vision / Mission / Leadership

~~40.~~1. Provide leadership and direction for all aspects of the schools' operation.

~~41. Exercise proactive leadership in promoting the vision and mission of the District.~~

~~42. Establish and actively pursue a vision and mission for the school in collaboration with staff, parents, students, and other stakeholders.~~

2. Collaborate with district and school leaders in the alignment of the schools' vision and mission with district initiatives, State Board of Education priorities, and current educational policies.

3. Collaborate with members of the schools and community using academic data to develop and promote a vision focused on successful learning and the academic development of all students.

~~43.~~4. Build teams to accomplish plans, goals, and priorities.

5. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.

~~44.~~6. Promote/market the school sites and their priorities to the community.

~~45.~~7. Facilitate and coordinate the development of the School Improvement Plan.

~~46.~~8. Initiate programs and organize resources to carry out the School Improvement Plan.

~~47.~~9. ~~Provide recognition and celebration~~Recognize individuals for ~~student, staff, and~~contributions toward the school ~~accomplishments.~~vision and mission.

10. .

~~48.~~11. Develop leadership capacity in assigned school administrators~~,~~ and staff.

~~49.~~12. Build positive culture of learning and citizenship connecting multiple school campuses.

13.

~~50.1. Access District and community resources to meet school needs.~~

~~51. Maintain visibility and accessibility on the school campuses and at school-related activities and events.~~

~~52. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.~~

~~53.~~14. Anticipate difficult situations and develop plans to handle them.

~~54.1. Establish procedures used in the event of school crisis and / or civil disobedience and provide~~

~~leadership in the event of such incidents.~~

~~55. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.~~

~~56.~~15. Deal with problems associated with change.

~~57.~~16. Work shelter duty if schools open as emergency shelters.

Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.
2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned content to support and coach the development of instructional personnel's knowledge and skills.
4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.

~~58.~~5. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
05/14/2024
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P12
SHORT TITLE: SCA118
STATE JOB CODE: 73004

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: PRINCIPAL, ALTERNATIVE/SPECIAL SCHOOLS
State Title: Principal, Other Elementary/Secondary School
JOB DESCRIPTION

JOB GOAL:
To provide the leadership and vision necessary to create an atmosphere conducive to learning at the highest possible level for at-risk or other special needs students, and to assume responsibility for all aspects of the school's operation.

QUALIFICATIONS:
1. Master's Degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Five (5) years of successful teaching and/or administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Positive interpersonal skills. Skills to motivate students and teachers. Effective communication skills (written and oral). Computer skills. Ability to organize, prioritize, and manage time well. Good listening skills. Ability to manage large groups, including appropriate means of crowd control. High level of stamina. Demonstrated proactive orientation. Knowledge of laws, regulations and codes affecting school management. Knowledge of public relation techniques and strategies. Knowledge of test analyses and the application of analyses to curriculum development. Ability to prepare and manage the school's budget and allocated resources. Ability to access all areas of the school and grounds. Knowledge of research, current trends in best practices in curriculum and instruction. Skilled in working with varied groups. ~~Ability to work effectively with diverse populations.~~

Florida Educational Leadership Standards (FELS):
Standard 1. Professional and Ethical Norms. Effective educational leaders act ethically and according to professional norms to promote the academic success and well-being of all students.

Standard 2. Vision and Mission. Effective educational leaders collaborate with parents, students, and other stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote the academic success and well-being of all students.

Standard 3. School Operations, Management, and Safety. Effective educational leaders manage school operations and resources to cultivate a safe school environment and promote the academic success and well-being of all students.

Standard 4. Student Learning and Continuous School Improvement. Effective educational leaders enable continuous improvement to promote the academic success and well-being of all students.

Standard 5. Learning Environment. Effective educational leaders cultivate a caring, rigorous, and supportive school community that promotes the academic success and well-being of all students.

Standard 6. Recruitment and Professional Learning. Effective educational leaders build the collective and individual professional capacity of school personnel by creating support systems and offering professional learning to promote the academic success and well-being of all students.

Standard 7. Building Leadership Expertise. Effective educational leaders cultivate, support, and develop other school leaders to promote the academic success and well-being of all students.

Standard 8. Meaningful Parent, Family, and Community Engagement. Effective educational leaders utilize multiple means of reciprocal communication to build relationships and collaborate with parents, families, and other stakeholders to promote the academic success and well-being of all students.

REPORTS TO:
Executive Director of Secondary Schools

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school

PERFORMANCE RESPONSIBILITIES:

1. Establish, implement, and assess the instructional program at the assigned school.
2. Interview and select qualified personnel to be recommended for employment.
3. Conduct performance appraisals and make reappointment recommendations for school personnel.
4. Implement and administer negotiated employee contracts at the school site.
5. Supervise the implementation of school food service program at the assigned school, including the free and reduced food service program requirements.
6. Implement Board policy, state statutes, and federal regulations as they pertain to the assigned school.
7. Supervise the implementation of the school's student services plan, including guidance, drop-out prevention, health services, attendance and related areas including the transition of students to their home school.
8. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
9. Exercise proactive leadership in promoting the vision and mission of the District.
10. Establish a vision and mission for the school in collaboration with stakeholders.
11. Be proactive in recognizing and solving school problems.
12. Monitor curriculum implementation.

Facilitate the development of the School's Improvement Plan.

13. Initiate programs and organize resources to carry out the School's Improvement Plan, correlated with the District Strategic plan.
14. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.

~~15. Facilitate the development of the School's Improvement Plan.~~

~~16.~~15. Access, analyze, interpret, and use data in decision-making.
~~17.~~16. Develop long- and short-range facility needs at the assigned school.
~~18.~~17. Coordinate facility and support service requirements.
~~19.~~18. Coordinate plant safety and facility inspections at the assigned school.
~~20.~~19. Coordinate all maintenance functions at the assigned school.
~~21.~~20. Monitor transportation services at the assigned school.
~~22.~~21. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
~~23.~~22. Establish and manage student accounting and attendance procedures at the assigned school.
~~24.~~23. Use technology effectively and ensure its effective use throughout the school.
~~25.~~24. Monitor the progress and provide feedback to stakeholders, throughout the year, on the School Improvement Plan goals.
~~26.~~25. Direct the development of the master schedule and assign teachers according to identified needs.
~~27.~~26. Assign and supervise school personnel to special projects for the enhancement of the school.
~~28.~~27. Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.
~~29.~~28. Manage the operation and all activities and functions which occur at the assigned school.
~~30.~~29. Ensure adequate property inventory records and the security of school property.
~~31.~~30. Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
~~32.~~31. Delegate responsibilities to appropriate staff members.
~~33.~~32. Promote high student achievement.
~~34.~~33. Manage and administer personnel development through training, in-service and other developmental activities.
~~35.~~34. Provide training opportunities and feedback to personnel at the assigned school.

~~36.~~35. Participate in District management meetings and other activities to enhance professional development.
~~37.~~36. Maintain and model high standards of professional conduct.
~~38.~~37. Set high goals and standards for self, others, and organization.
~~39.~~38. Provide recognition and celebration for student, staff and school accomplishments.
~~40.~~39. Keep abreast of current research, trends, and best practices in education.
~~41.~~40. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and District.
~~42.~~41. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
~~43.~~42. Adjust strategies to accommodate unexpected situations.
~~44.~~43. Understand and utilize collaborative planning strategies.
~~45.~~44. Involve others in choosing course of action.
~~46.~~45. Facilitate problem-solving by groups and individuals.
~~47.~~46. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
~~48.~~47. Serve on the suspension and pre-expulsion committee.
~~49.~~48. Conduct in-take interviews with families.
~~50.~~49. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
~~51.~~50. Use effective interpersonal communication skills.
~~52.~~51. Maintain visibility and accessibility on the school campus.
~~53.~~52. Attend school-related activities and events.
~~54.~~53. Write and disseminate newsletters, memos, letters, press releases and other appropriate materials.
~~55.~~54. Model effective listening and positive interaction skills.
~~56.~~55. Coordinate with District instructional staff in program planning.
~~57.~~56. Align school initiatives with District, state, and school goals.
~~58.~~57. Develop positive school/community relations and serve as liaison between the school and community.
~~59.~~58. Participate in developing the District strategic plan, District school calendar, District staffing plan, and manpower plans. Manage and administer school functions relating to these items.
~~60.~~59. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
~~61.~~60. Assist in implementing District goals and strategic commitments.
~~62.~~61. Provide leadership and direction for developing the best possible learning / teaching environment.
~~63.~~62. Establish procedures to be used in the event of school crisis and / or civil disobedience and provide leadership in the event of such happenings.
~~64.~~63. Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.
~~65.~~64. Serve as final arbitrator for difficult problems, including student discipline.
~~66.~~65. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with school operations.
~~67.~~66. Work shelter duty if schools open as emergency shelters.
~~68.~~67. Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
07/08/2002
06/12/2006
05/14/2007
06/12/2018
05/24/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P11~~02~~
SHORT TITLE: SCA050
STATE JOB CODE: 73004

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: PRINCIPAL, ALTERNATIVE/SPECIAL SCHOOLS
State Title: Principal, Other Elementary/Secondary School
JOB DESCRIPTION

JOB GOAL:
To provide the leadership and vision necessary to create an atmosphere conducive to learning at the highest possible level for at-risk or other special needs students, and to assume responsibility for all aspects of the school's operation.

QUALIFICATIONS:
1. Master's Degree from an accredited educational institution.
2. Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
3. Five (5) years of successful teaching and/or administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Positive interpersonal skills. Skills to motivate students and teachers. Effective communication skills (written and oral). Computer skills. Ability to organize, prioritize, and manage time well. Good listening skills. Ability to manage large groups, including appropriate means of crowd control. High level of stamina. Demonstrated proactive orientation. Knowledge of laws, regulations and codes affecting school management. Knowledge of public relation techniques and strategies. Knowledge of test analyses and the application of analyses to curriculum development. Ability to prepare and manage the school's budget and allocated resources. Ability to access all areas of the school and grounds. Knowledge of research, current trends in best practices in curriculum and instruction. Skilled in working with varied groups.

Florida Educational Leadership Standards (FELS):

Standard 1. Professional and Ethical Norms. Effective educational leaders act ethically and according to professional norms to promote the academic success and well-being of all students.

Standard 2. Vision and Mission. Effective educational leaders collaborate with parents, students, and other stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote the academic success and well-being of all students.

Standard 3. School Operations, Management, and Safety. Effective educational leaders manage school operations and resources to cultivate a safe school environment and promote the academic success and well-being of all students.

Standard 4. Student Learning and Continuous School Improvement. Effective educational leaders enable continuous improvement to promote the academic success and well-being of all students.

Standard 5. Learning Environment. Effective educational leaders cultivate a caring, rigorous, and supportive school community that promotes the academic success and well-being of all students.

Standard 6. Recruitment and Professional Learning. Effective educational leaders build the collective and individual professional capacity of school personnel by creating support systems and offering professional learning to promote the academic success and well-being of all students.

Standard 7. Building Leadership Expertise. Effective educational leaders cultivate, support, and develop other school leaders to promote the academic success and well-being of all students.

Standard 8. Meaningful Parent, Family, and Community Engagement. Effective educational leaders utilize multiple means of reciprocal communication to build relationships and collaborate with parents, families, and other stakeholders to promote the academic success and well-being of all students.

REPORTS TO:
Executive Director of Secondary Schools

SUPERVISES:
Instructional, Support, Administrative, and Service Personnel assigned to the school

PERFORMANCE RESPONSIBILITIES:

1. Establish, implement, and assess the instructional program at the assigned school.
2. Interview and select qualified personnel to be recommended for employment.
3. Conduct performance appraisals and make reappointment recommendations for school personnel.
4. Implement and administer negotiated employee contracts at the school site.
5. Supervise the implementation of school food service program at the assigned school, including the free and reduced food service program requirements.
6. Implement Board policy, state statutes, and federal regulations as they pertain to the assigned school.
7. Supervise the implementation of the school's student services plan, including guidance, drop-out prevention, health services, attendance and related areas including the transition of students to their home school.
8. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
9. Exercise proactive leadership in promoting the vision and mission of the District.
10. Establish a vision and mission for the school in collaboration with stakeholders.
11. Be proactive in recognizing and solving school problems.
12. Monitor curriculum implementation.

Facilitate the development of the School's Improvement Plan.

13. Initiate programs and organize resources to carry out the School's Improvement Plan, correlated with the District Strategic plan.
14. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
15. Access, analyze, interpret, and use data in decision-making.
16. Develop long- and short-range facility needs at the assigned school.
17. Coordinate facility and support service requirements.
18. Coordinate plant safety and facility inspections at the assigned school.
19. Coordinate all maintenance functions at the assigned school.
20. Monitor transportation services at the assigned school.
21. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
22. Establish and manage student accounting and attendance procedures at the assigned school.
23. Use technology effectively and ensure its effective use throughout the school.
24. Monitor the progress and provide feedback to stakeholders, throughout the year, on the School Improvement Plan goals.
25. Direct the development of the master schedule and assign teachers according to identified needs.
26. Assign and supervise school personnel to special projects for the enhancement of the school.
27. Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.
28. Manage the operation and all activities and functions which occur at the assigned school.
29. Ensure adequate property inventory records and the security of school property.
30. Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
31. Delegate responsibilities to appropriate staff members.
32. Promote high student achievement.
33. Manage and administer personnel development through training, in-service and other developmental activities.
34. Provide training opportunities and feedback to personnel at the assigned school.
35. Participate in District management meetings and other activities to enhance professional development.

36. Maintain and model high standards of professional conduct.
37. Set high goals and standards for self, others, and organization.
38. Provide recognition and celebration for student, staff and school accomplishments.
39. Keep abreast of current research, trends, and best practices in education.
40. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and District.
41. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
42. Adjust strategies to accommodate unexpected situations.
43. Understand and utilize collaborative planning strategies.
44. Involve others in choosing course of action.
45. Facilitate problem-solving by groups and individuals.
46. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
47. Serve on the suspension and pre-expulsion committee.
48. Conduct in-take interviews with families.
49. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
50. Use effective interpersonal communication skills.
51. Maintain visibility and accessibility on the school campus.
52. Attend school-related activities and events.
53. Write and disseminate newsletters, memos, letters, press releases and other appropriate materials.
54. Model effective listening and positive interaction skills.
55. Coordinate with District instructional staff in program planning.
56. Align school initiatives with District, state, and school goals.
57. Develop positive school/community relations and serve as liaison between the school and community.
58. Participate in developing the District strategic plan, District school calendar, District staffing plan, and manpower plans. Manage and administer school functions relating to these items.
59. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
60. Assist in implementing District goals and strategic commitments.
61. Provide leadership and direction for developing the best possible learning / teaching environment.
62. Establish procedures to be used in the event of school crisis and / or civil disobedience and provide leadership in the event of such happenings.
63. Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.
64. Serve as final arbitrator for difficult problems, including student discipline.
65. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with school operations.
66. Work shelter duty if schools open as emergency shelters.
67. Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
07/08/2002
06/12/2006
05/14/2007
06/12/2018
05/24/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P11
SHORT TITLE: SCA050
STATE JOB CODE: 73004

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL
State Title: Assistant Principal, Elementary
JOB DESCRIPTION

JOB GOAL:
To provide the necessary leadership and vision to create an atmosphere conducive to student learning at the highest possible levels and to assume responsibility for the school's operation.

QUALIFICATIONS:
1. Possess Educational Leadership Certification with a Masters' Degree or higher.
2. Complete a minimum of three successful years of teaching.
3. Have a minimum of two years of leadership experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to assist in preparation and management of the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to collaborate with the principal to effectively interview, select, coach, supervise and evaluate personnel. Ability to support and collaborate with the principal to collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to collaborate with the school principal to maintain awareness of the community's cultural, social, and intellectual context and resources. Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the elementary school environment.

Florida Educational Leadership Standards (FELS):
Standard 1. Professional and Ethical Norms. Effective educational leaders act ethically and according to professional norms to promote the academic success and well-being of all students.

Standard 2. Vision and Mission. Effective educational leaders collaborate with parents, students, and other stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote the academic success and well-being of all students.

Standard 3. School Operations, Management, and Safety. Effective educational leaders manage school operations and resources to cultivate a safe school environment and promote the academic success and well-being of all students.

Standard 4. Student Learning and Continuous School Improvement. Effective educational leaders enable continuous improvement to promote the academic success and well-being of all students.

Standard 5. Learning Environment. Effective educational leaders cultivate a caring, rigorous, and supportive school community that promotes the academic success and well-being of all students.

Standard 6. Recruitment and Professional Learning. Effective educational leaders build the collective and individual professional capacity of school personnel by creating support systems and offering professional learning to promote the academic success and well-being of all students.

Standard 7. Building Leadership Expertise. Effective educational leaders cultivate, support, and develop other school leaders to promote the academic success and well-being of all students.

Standard 8. Meaningful Parent, Family, and Community Engagement. Effective educational leaders utilize multiple means of reciprocal communication to build relationships and collaborate with parents, families, and other stakeholders to promote the academic success and well-being of all students.

REPORTS TO:
Principal

SUPERVISES:
Instructional, Support, Administrative and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist in developing, implementing, and evaluating instructional programs and activities at the assigned school.
2. Assist the Principal in providing atmosphere conducive to learning and teaching.
3. Assist in coordinating the selection and acquisition of instructional materials and equipment.
4. Assist in coordinating all testing programs at the school.
5. Assist the Principal in supervising and evaluating school-based personnel.
6. Assist in the over site and management of the school site.
7. Assist in implementing negotiated employee contracts.
8. Assist in the coordination and supervision of before and / or after school programs or activities.
9. Assist in selection and employment of school personnel.
10. Assist with the development and implementation of an effective staff development program.
11. Assist the Principal in implementing the induction program for beginning teachers.
12. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
13. Assist in overseeing programs for student with identified special needs, e.g., ESE, ESOL, and 504.
14. Assist with development and implementation of the School Improvement Plan.
15. Assist in identifying and writing grants to enhance school goals.
16. Assist in overseeing food services at the school, including free and reduced lunch eligibility.
17. Assist the Principal in supervising and evaluating school-based personnel.
18. Facilitate the implementation of the Code of Student Conduct in accordance with school and District policy to ensure a safe and orderly learning environment.
19. Assist in developing and implementing family and community involvement programs and initiatives such as business partnerships.
20. Support and assist in implementing the school's student services plan and program.
21. Demonstrate initiative and a proactive orientation to fulfilling performance responsibilities and seeking solutions to problems and concerns.
22. Analyze student performance data as a basis for curriculum improvement and staff development needs.
23. Assist in the selection and supervision of substitute personnel.
24. Assist in developing and monitoring the school budget.
25. Assist in managing student accounting and attendance procedures.
26. Assist in supervising transportation services at the assigned school.
27. Prepare or oversee the preparation of required reports and maintain all appropriate records.
28. Assist in implementing and monitoring Exceptional Student Education programs and services.
29. Model and maintain high standards of professional conduct.
30. Set high standards and expectations for self, others, and school.
31. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
32. Facilitate problem-solving by individuals and groups.
33. Counsel with parents and staff to resolve problems and concerns.
34. Assist parents in contacting school and agency support services.
35. Maintain visibility and accessibility on the school campus and at school-related activities and events.
36. Use effective communication techniques with students, teachers, parents, and other stakeholders.
37. Assist in preparing and disseminating school newsletters, memos, and letters.
38. Make presentations to faculty, students, and parents as requested by the Principal.
39. Collaborate with school and District personnel in planning and implementing District initiatives.
40. Demonstrate commitment to and support for the vision and mission of the District and school.
41. Assist in developing and implementing positive public relations for the school.
42. Assist the Principal in the development and implementation of procedures for dealing with school crises.
43. Deal with emergency situations quickly and effectively.
44. Deal effectively and appropriately with abuse situations.
45. Investigate student accidents and other incidents and take appropriate action.
46. Serve as an administrator of the physical plant to which they are assigned during an emergency and cooperate

with district officials and Manatee County Emergency Management Agencies to assure that all emergency procedures are implemented as detailed in the Shelter Operations Plan.

47. Coordinate and supervise maintenance, renovation, and repair of existing facilities.
48. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002

Revised:
06/13/2005
05/14/2007
05/24/2016
06/12/2018
10/25/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P07
SHORT TITLE: SCA006
STATE JOB CODE: 73008

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL
State Title: Assistant Principal, Elementary
JOB DESCRIPTION

JOB GOAL:
To provide the necessary leadership and vision to create an atmosphere conducive to student learning at the highest possible levels and to assume responsibility for the school's operation.

QUALIFICATIONS:

1. Possess Educational Leadership Certification with a Masters' Degree or higher.
~~2. Pass the Florida Educational Leadership Exam (FELE.)~~
~~3.~~2. Complete a minimum of three successful years of teaching.
~~4.~~3. Have a minimum of two ~~years~~years of leadership experience.
~~5.~~4. ~~Possess Notification of Admittance to the Assistant Principal pool.~~
~~6.~~5. ~~Submit three letters of reference, resume, and Florida Teaching Certificate.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to assist in preparation and management of ~~prepare and manage~~ the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to c~~C~~ollaborate with the principal to effectively interview, select, coach, ~~and~~ supervise and evaluate personnel. Ability to ~~effectively use personnel management and supervisory techniques.~~ ~~S~~support and collaborate with the principal to ~~Ability to~~ enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to c~~C~~ollaborate with the school principal ~~Ability~~ to maintain ~~a~~ awareness of the community's cultural, social, and intellectual context and resources. ~~sensitivity to multicultural issues.~~ Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the elementary school environment. ~~the unique needs and characteristics of elementary school students.~~

Florida Educational Leadership Standards (FELS):

Standard 1. Professional and Ethical Norms. Effective educational leaders act ethically and according to professional norms to promote the academic success and well-being of all students.

Standard 2. Vision and Mission. Effective educational leaders collaborate with parents, students, and other stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote the academic success and well-being of all students.

Standard 3. School Operations, Management, and Safety. Effective educational leaders manage school operations and resources to cultivate a safe school environment and promote the academic success and well-being of all students.

Standard 4. Student Learning and Continuous School Improvement. Effective educational leaders enable continuous improvement to promote the academic success and well-being of all students.

Standard 5. Learning Environment. Effective educational leaders cultivate a caring, rigorous, and supportive school community that promotes the academic success and well-being of all students.

Standard 6. Recruitment and Professional Learning. Effective educational leaders build the collective and individual professional capacity of school personnel by creating support systems and offering professional learning to promote the academic success and well-being of all students.

Standard 7. Building Leadership Expertise. Effective educational leaders cultivate, support, and develop other school leaders to promote the academic success and well-being of all students.

Standard 8. Meaningful Parent, Family, and Community Engagement. Effective educational leaders utilize multiple means of reciprocal communication to build relationships and collaborate with parents, families, and other stakeholders to promote the academic success and well-being of all students.

~~Domain 1: Student Achievement:~~

~~Standard 1: Student Learning Results. Effective school leaders achieve results on the school's student learning goals.~~

~~Standard 2: Student Learning as a Priority. Effective school leaders demonstrate that student learning is their top priority through leadership actions that build and support a learning organization focused on student success.~~

~~Domain 2: Instructional Leadership:~~

~~Standard 3: Instructional Plan Implementation.~~
~~Effective school leaders work collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs and assessments.~~

~~Standard 4: Faculty Development.~~
~~Effective school leaders recruit, retain and develop an effective and diverse faculty and staff.~~

~~Standard 5: Learning Environment.~~
~~Effective school leaders structure and monitor a school learning environment that improves learning for all of Florida's diverse student population.~~

~~Domain 3: Organizational Leadership~~

~~Standard 6: Decision Making.~~
~~Effective school leaders employ and monitor a decision-making process that is based on vision, mission and improvement priorities using facts and data.~~

~~Standard 7: Leadership Development.~~
~~Effective school leaders actively cultivate, support, and develop other leaders within the organization.~~

~~Standard 8: School Management.~~
~~Effective school leaders manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment.~~

~~Standard 9: Communication.~~
~~Effective school leaders practice two-way communications and use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by building and maintaining relationships with students, faculty, parents, and community.~~

~~Domain 4: Professional and Ethical Behavior:~~

~~Standard 10: Professional and Ethical Behaviors.~~
~~Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader.~~

REPORTS TO:
Principal

SUPERVISES:

Instructional, Support, Administrative and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist in developing, implementing, and evaluating instructional programs and activities at the assigned school.
2. Assist the Principal in providing atmosphere conducive to learning and teaching.
3. Assist in coordinating the selection and acquisition of instructional materials and equipment.
4. Assist in coordinating all testing programs at the school.
5. Assist the Principal in supervising and evaluating school-based personnel.
6. Assist in the over site and management of the school site.
7. Assist in implementing negotiated employee contracts.
8. Assist in the coordination and supervision of before and / or after school programs or activities.
9. Assist in selection and employment of school personnel.
10. Assist with the development and implementation of an effective staff development program.
11. Assist the Principal in implementing the induction program for beginning teachers.
12. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
13. Assist in overseeing programs for student with identified special needs, e.g., ESE, ESOL, and 504.
14. Assist with development and implementation of the School Improvement Plan.
15. Assist in identifying and writing grants to enhance school goals.
16. Assist in overseeing food services at the school, including free and reduced lunch eligibility.
17. Assist the Principal in supervising and evaluating school-based personnel.
18. Facilitate the implementation of the Code of Student Conduct in accordance with school and District policy to ensure a safe and orderly learning environment.
19. Assist in developing and implementing family and community involvement programs and initiatives such as business partnerships.
20. Support and assist in implementing the school's student services plan and program.
21. Demonstrate initiative and a proactive orientation to fulfilling performance responsibilities and seeking solutions to problems and concerns.
22. Analyze student performance data as a basis for curriculum improvement and staff development needs.
23. Assist in the selection and supervision of substitute personnel.
24. Assist in developing and monitoring the school budget.
25. Assist in managing student accounting and attendance procedures.
26. Assist in supervising transportation services at the assigned school.
27. Prepare or oversee the preparation of required reports and maintain all appropriate records.
28. Assist in implementing and monitoring Exceptional Student Education programs and services.
29. Model and maintain high standards of professional conduct.
30. Set high standards and expectations for self, others, and school.
31. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
32. Facilitate problem-solving by individuals and groups.
33. Counsel with parents and staff to resolve problems and concerns.
34. Assist parents in contacting school and agency support services.
35. Maintain visibility and accessibility on the school campus and at school-related activities and events.
36. Use effective communication techniques with students, teachers, parents, and other stakeholders.
37. Assist in preparing and disseminating school newsletters, memos, and letters.
38. Make presentations to faculty, students, and parents as requested by the Principal.
39. Collaborate with school and District personnel in planning and implementing District initiatives.
40. Demonstrate commitment to and support for the vision and mission of the District and school.
41. Assist in developing and implementing positive public relations for the school.
42. Assist the Principal in the development and implementation of procedures for dealing with school crises.
43. Deal with emergency situations quickly and effectively.
44. Deal effectively and appropriately with abuse situations.
45. Investigate student accidents and other incidents and take appropriate action.
46. Serve as an administrator of the physical plant to which they are assigned during an emergency and cooperate with district officials and Manatee County Emergency Management Agencies to assure that all emergency procedures are implemented as detailed in the Shelter Operations Plan.
47. Coordinate and supervise maintenance, renovation, and repair of existing facilities.
48. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002

Revised:
06/13/2005
05/14/2007
05/24/2016
06/12/2018
10/25/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P07
SHORT TITLE: SCA006
STATE JOB CODE: 73008

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ASSISTANT PRINCIPAL, MIDDLE SCHOOL
State Title: Assistant Principal, Middle/Junior High
JOB DESCRIPTION

JOB GOAL:
To provide the necessary leadership and vision to create an atmosphere conducive to student learning at the highest possible levels and to assume responsibility for the school's operation.

QUALIFICATIONS:
1. Possess Educational Leadership Certification with a Masters' Degree or higher.
2. Complete a minimum of three successful years of teaching.
3. Have a minimum of two years of leadership experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to assist in preparation and management of the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to collaborate with the principal to effectively interview, select, coach, supervise and evaluate personnel. Ability to support and collaborate with the principal to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to collaborate with the school principal to maintain awareness of the community's cultural, social, and intellectual context and resources. Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the middle school environment.
Florida Educational Leadership Standards (FELS):

Standard 1. Professional and Ethical Norms. Effective educational leaders act ethically and according to professional norms to promote the academic success and well-being of all students.

Standard 2. Vision and Mission. Effective educational leaders collaborate with parents, students, and other stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote the academic success and well-being of all students.

Standard 3. School Operations, Management, and Safety. Effective educational leaders manage school operations and resources to cultivate a safe school environment and promote the academic success and well-being of all students.

Standard 4. Student Learning and Continuous School Improvement. Effective educational leaders enable continuous improvement to promote the academic success and well-being of all students.

Standard 5. Learning Environment. Effective educational leaders cultivate a caring, rigorous, and supportive school community that promotes the academic success and well-being of all students.

Standard 6. Recruitment and Professional Learning. Effective educational leaders build the collective and individual professional capacity of school personnel by creating support systems and offering professional learning to promote the academic success and well-being of all students.

Standard 7. Building Leadership Expertise. Effective educational leaders cultivate, support, and develop other school leaders to promote the academic success and well-being of all students.

Standard 8. Meaningful Parent, Family, and Community Engagement. Effective educational leaders utilize multiple means of reciprocal communication to build relationships and collaborate with parents, families, and other stakeholders to promote the academic success and well-being of all students.

REPORTS TO:
Principal

SUPERVISES:
Instructional, Support, Administrative and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist in the development, implementation and assessment of the instructional program for all students.
2. Assist in the development of the master schedule for student/teacher assignment.
3. Assist the Principal in appraisal of teachers' and other staff members' performance level.
4. Assist in implementing employee negotiated contracts.
5. Assist in evaluating guidance services and practices.
6. Assist in developing guidelines for student conduct and implement appropriate disciplinary procedures to assure a safe and appropriate learning/teaching environment.
7. Oversee the administration of the testing programs at the school.
8. Assist in developing and implementing a school-wide attendance plan.
9. Assist the Principal in the selection of school personnel as requested.
10. Promote safety procedures and practices.
11. Supervise bus loading and unloading.
12. Assist in overseeing food services at the school including free and reduced lunch eligibility.
13. Assist in the supervision of all extracurricular activities.
14. Be proactive in recognizing and solving school concerns and problems.
15. Anticipate problems as plans are developed.
16. Use current research, performance data and feedback from teachers, parents, and students to make decisions on program change and/or modification.
17. Assist in the development, implementation, and evaluation of the School's Improvement Plan.
18. Utilize data effectively in decision-making.
19. Assist in assessing staff development needs of school personnel.
20. Assist in providing supervision and oversight for substitute teachers.
21. Assist the Principal in maintaining appropriate inventory records for equipment, textbooks and materials.
22. Coordinate facility maintenance, safety records and FISH Reports.
23. Assist in monitoring school budget as directed by the Principal.
24. Assist the Principal in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
25. Delegate responsibilities to appropriate staff members.
26. Provide training opportunities and feedback to school personnel as assigned by the Principal.
27. Promote staff development activities with focus on the needs of the staff.
28. Be actively involved in programs for professional growth and development.
29. Attend District conferences, in-services and workshops to keep current in educational practices.
30. Maintain and model high standards of professional conduct.
31. Set high standards and goals for self and others.
32. Use effective interpersonal skills to guide individuals and groups to task completion.
33. Adjust strategies to accommodate unexpected situations.
34. Confer with students, parents, and teachers to resolve problems which inhibit learning.
35. Communicate effectively with all stakeholders.
36. Maintain high visibility and accessibility on the school campus.
37. Communicate effectively orally and in writing with a variety of individuals and groups.
38. Support and attend school and community functions.
39. Assist in the induction program for beginning teachers.
40. Assist in the development of positive school/community relations.
41. Cooperate and coordinate with all administrators in the school.
42. Utilize county staff for problem resolution when appropriate.
43. Provide leadership and support for school and District goals and priorities.
44. Assist Principal in establishing and implementing procedures to be used in event of school crises and provide leadership in event of such incidents.
45. Decide how to meet students' needs as they arise.

46. Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
47. Deal effectively and appropriately with abuse situations.
48. Investigate student accidents and other incidents and take appropriate action.
49. Serve as an administrator of the physical plant to which they are assigned during an emergency and cooperate with district officials and Manatee County Emergency Management Agencies to assure that all emergency procedures are implemented as detailed in the Shelter Operations Plan.
50. Coordinate and supervise maintenance, renovation, and repair of existing facilities.
51. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002

Revised:
06/13/2005
05/14/2007
05/24/2016
06/12/2018
10/25/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P08
SHORT TITLE: SCA007
STATE JOB CODE: 73009

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ASSISTANT PRINCIPAL, MIDDLE SCHOOL
State Title: Assistant Principal, Middle/Junior High
JOB DESCRIPTION

JOB GOAL:
To provide the necessary leadership and vision to create an atmosphere conducive to student learning at the highest possible levels and to assume responsibility for the school's operation.

QUALIFICATIONS:

1. Possess Educational Leadership Certification with a Masters' Degree or higher.
2. ~~Pass the Florida Educational Leadership Exam (FELE.)~~
3. ~~3.~~2. Complete a minimum of three successful years of teaching.
4. ~~4.~~3. Have a minimum of two years of leadership experience.
5. ~~Possess Notification of Admittance to the Assistant Principal pool.~~
6. ~~Submit three letters of reference, resume, and Florida Teaching Certificate.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to assist in preparation and management of ~~prepare and manage~~ the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to c~~C~~ollaborate with the principal to effectively interview, select, coach, ~~and~~ supervise and evaluate personnel. Ability to ~~effectively use personnel management and supervisory techniques.~~ ~~S~~support and collaborate with the principal to ~~Ability to~~ enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to c~~C~~ollaborate with the school principal ~~Ability~~ to maintain ~~a~~ awareness of the community's cultural, social, and intellectual context and resources. ~~sensitivity to multicultural issues.~~ Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the middle school environment. ~~the unique needs and characteristics of elementary school students.~~

Florida Educational Leadership Standards (FELS):

Standard 1. Professional and Ethical Norms. Effective educational leaders act ethically and according to professional norms to promote the academic success and well-being of all students.

Standard 2. Vision and Mission. Effective educational leaders collaborate with parents, students, and other stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote the academic success and well-being of all students.

Standard 3. School Operations, Management, and Safety. Effective educational leaders manage school operations and resources to cultivate a safe school environment and promote the academic success and well-being of all students.

Standard 4. Student Learning and Continuous School Improvement. Effective educational leaders enable continuous improvement to promote the academic success and well-being of all students.

Standard 5. Learning Environment. Effective educational leaders cultivate a caring, rigorous, and supportive school community that promotes the academic success and well-being of all students.

Standard 6. Recruitment and Professional Learning. Effective educational leaders build the collective and individual professional capacity of school personnel by creating support systems and offering professional learning to promote the academic success and well-being of all students.

Standard 7. Building Leadership Expertise. Effective educational leaders cultivate, support, and develop other school leaders to promote the academic success and well-being of all students.

Standard 8. Meaningful Parent, Family, and Community Engagement. Effective educational leaders utilize multiple means of reciprocal communication to build relationships and collaborate with parents, families, and other stakeholders to promote the academic success and well-being of all students.

~~Domain 1: Student Achievement:~~

~~Standard 1: Student Learning Results. Effective school leaders achieve results on the school's student learning goals.~~

~~Standard 2: Student Learning as a Priority. Effective school leaders demonstrate that student learning is their top priority through leadership actions that build and support a learning organization focused on student success.~~

~~Domain 2: Instructional Leadership:~~

~~Standard 3: Instructional Plan Implementation.~~
~~Effective school leaders work collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs and assessments.~~

~~Standard 4: Faculty Development.~~
~~Effective school leaders recruit, retain and develop an effective and diverse faculty and staff.~~

~~Standard 5: Learning Environment.~~
~~Effective school leaders structure and monitor a school learning environment that improves learning for all of Florida's diverse student population.~~

~~Domain 3: Organizational Leadership~~

~~Standard 6: Decision Making.~~
~~Effective school leaders employ and monitor a decision-making process that is based on vision, mission and improvement priorities using facts and data.~~

~~Standard 7: Leadership Development.~~
~~Effective school leaders actively cultivate, support, and develop other leaders within the organization.~~

~~Standard 8: School Management.~~
~~Effective school leaders manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment.~~

~~Standard 9: Communication.~~
~~Effective school leaders practice two-way communications and use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by building and maintaining relationships with students, faculty, parents, and community.~~

~~Domain 4: Professional and Ethical Behavior:~~

~~Standard 10: Professional and Ethical Behaviors.~~
~~Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader.~~

REPORTS TO:
Principal

SUPERVISES:
Instructional, Support, Administrative and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist in the development, implementation and assessment of the instructional program for all students.
2. Assist in the development of the master schedule for student/teacher assignment.
3. Assist the Principal in appraisal of teachers' and other staff members' performance level.
4. Assist in implementing employee negotiated contracts.
5. Assist in evaluating guidance services and practices.
6. Assist in developing guidelines for student conduct and implement appropriate disciplinary procedures to assure a safe and appropriate learning/teaching environment.
7. Oversee the administration of the testing programs at the school.
8. Assist in developing and implementing a school-wide attendance plan.
9. Assist the Principal in the selection of school personnel as requested.
10. Promote safety procedures and practices.
11. Supervise bus loading and unloading.
12. Assist in overseeing food services at the school including free and reduced lunch eligibility.
13. Assist in the supervision of all extracurricular activities.
14. Be proactive in recognizing and solving school concerns and problems.
15. Anticipate problems as plans are developed.
16. Use current research, performance data and feedback from teachers, parents, and students to make decisions on program change and/or modification.
17. Assist in the development, implementation, and evaluation of the School's Improvement Plan.
18. Utilize data effectively in decision-making.
19. Assist in assessing staff development needs of school personnel.
20. Assist in providing supervision and oversight for substitute teachers.
21. Assist the Principal in maintaining appropriate inventory records for equipment, textbooks and materials.
22. Coordinate facility maintenance, safety records and FISH Reports.
23. Assist in monitoring school budget as directed by the Principal.
24. Assist the Principal in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
25. Delegate responsibilities to appropriate staff members.
26. Provide training opportunities and feedback to school personnel as assigned by the Principal.
27. Promote staff development activities with focus on the needs of the staff.
28. Be actively involved in programs for professional growth and development.
29. Attend District conferences, in-services and workshops to keep current in educational practices.
30. Maintain and model high standards of professional conduct.
31. Set high standards and goals for self and others.
32. Use effective interpersonal skills to guide individuals and groups to task completion.
33. Adjust strategies to accommodate unexpected situations.
34. Confer with students, parents, and teachers to resolve problems which inhibit learning.
35. Communicate effectively with all stakeholders.
36. Maintain high visibility and accessibility on the school campus.
37. Communicate effectively orally and in writing with a variety of individuals and groups.
38. Support and attend school and community functions.
39. Assist in the induction program for beginning teachers.
40. Assist in the development of positive school/community relations.
41. Cooperate and coordinate with all administrators in the school.
42. Utilize county staff for problem resolution when appropriate.
43. Provide leadership and support for school and District goals and priorities.
44. Assist Principal in establishing and implementing procedures to be used in event of school crises and provide leadership in event of such incidents.
45. Decide how to meet students' needs as they arise.
46. Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
47. Deal effectively and appropriately with abuse situations.
48. Investigate student accidents and other incidents and take appropriate action.
49. Serve as an administrator of the physical plant to which they are assigned during an emergency and cooperate with district officials and Manatee County Emergency Management Agencies to assure that all emergency procedures are implemented as detailed in the Shelter Operations Plan.
50. Coordinate and supervise maintenance, renovation, and repair of existing facilities.

51. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002

Revised:
06/13/2005
05/14/2007
05/24/2016
06/12/2018
10/25/2022
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P08
SHORT TITLE: SCA007
STATE JOB CODE: 73009

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ASSISTANT PRINCIPAL, HIGH SCHOOL
State Title: Assistant Principal, Senior High
JOB DESCRIPTION

JOB GOAL:
To provide the necessary leadership and vision to create an atmosphere conducive to student learning at the highest possible levels and to assume responsibility for the school's operation.

QUALIFICATIONS:
1. Possess Educational Leadership Certification with a Masters' Degree or higher.
2. Complete a minimum of three successful years of teaching.
3. Have a minimum of two years of leadership experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to assist in preparation and management of the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to collaborate with the principal to effectively interview, select, coach,-supervise and evaluate personnel. Ability to-support and collaborate with the principal to collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Collaborate with the school principal to maintain awareness of the community's cultural, social, and intellectual context and resources. Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the high school environment.

Florida Educational Leadership Standards (FELS):

Standard 1. Professional and Ethical Norms. Effective educational leaders act ethically and according to professional norms to promote the academic success and well-being of all students.

Standard 2. Vision and Mission. Effective educational leaders collaborate with parents, students, and other stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote the academic success and well-being of all students.

Standard 3. School Operations, Management, and Safety. Effective educational leaders manage school operations and resources to cultivate a safe school environment and promote the academic success and well-being of all students.

Standard 4. Student Learning and Continuous School Improvement. Effective educational leaders enable continuous improvement to promote the academic success and well-being of all students.

Standard 5. Learning Environment. Effective educational leaders cultivate a caring, rigorous, and supportive school community that promotes the academic success and well-being of all students.

Standard 6. Recruitment and Professional Learning. Effective educational leaders build the collective and individual professional capacity of school personnel by creating support systems and offering professional learning to promote the academic success and well-being of all students.

Standard 7. Building Leadership Expertise. Effective educational leaders cultivate, support, and develop other school leaders to promote the academic success and well-being of all students.

Standard 8. Meaningful Parent, Family, and Community Engagement. Effective educational leaders utilize multiple means of reciprocal communication to build relationships and collaborate with parents, families, and other stakeholders to promote the academic success and well-being of all students.

REPORTS TO:
Principal

SUPERVISES:
Instructional, Support, Administrative and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist the Principal in providing leadership, direction, and oversight for the administrative and instructional functions of the school.
2. Assist in developing a school curriculum guide to be utilized by students as they register for classes.
3. Assist in developing a process for registration and monitor its implementation.
4. Assist in coordinating the school's accreditation programs.
5. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
6. Oversee the administration of all testing programs at the school.
7. Administer drop-out prevention program.
8. Assist Principal with interviews and selection of personnel.
9. Assist in providing teachers and students with a safe and secure teaching/learning environment.
10. Supervise extracurricular activities.
11. Work with staff to establish a plan for personal and professional growth.
12. Provide curriculum and instructional leadership.
13. Seek and support School Business Partners.
14. Demonstrate a proactive orientation in recognizing and solving school problems.
15. Anticipate potential problems in planning and implementing programs and activities.
16. Assist in the development and implementation of the School's Improvement Plan.
17. Evaluate course offerings to ensure that student needs are considered and met.
18. Conduct needs assessment to determine an appropriate program for professional growth.
19. Assist in coordinating the school technology plan.
20. Assist in monitoring curriculum and instructional implementation to determine that District and state guidelines are met.
21. Assist in monitoring ESE programs and ascertain that all state and federal guidelines and statutes are followed.
22. Assist in monitoring substitute teacher selection and assignments.
23. Assist Principal in developing personnel assignments, duty rosters and FISH Report.
24. Organize safety drills and submit reports.
25. Assist in supervising facilities and grounds operation including student parking lot.
26. Submit and follow up on work orders or assist in overseeing the process.
27. Prepare or oversee the preparation of required reports.
28. Assist in preparing and managing the school textbook and instructional resource budget.
29. Develop schedules for facility utilization by the community.
30. Monitor budget for assigned programs.
31. Assist in monitoring effectiveness of guidance functions and practices.
32. Assist in developing, implementing, and monitoring a school-wide attendance plan.
33. Assist in coordinating schedules for extracurricular activities.
34. Assist in developing and monitoring an in-service program which meets the needs for professional growth.
35. Seek to improve skills and knowledge through in-service and other professional development activities.
36. Maintain and model high standards of professional conduct.
37. Set high standards of performance for self, others, and school.
38. Work with assigned personnel to ascertain that the discipline code is consistently and fairly administered.
39. Work with coaches, athletic director and Booster Clubs to develop and maintain a sound athletic program.
40. Confer with students, parents, and teachers to resolve problems which inhibit learning.
41. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
42. Be visible in areas of the building with high potential for disruptions.
43. Support and attend community functions.
44. Assist in preparing and disseminating newsletters, memos, and letters.
45. Use effective strategies to communicate with a variety of audiences.
46. Make presentations to faculty, students, and parents as requested by the Principal.

47. Assist with the induction of beginning teachers and monitor progress.
48. Seek advice on topics and/or functions which reach beyond acquired level of expertise.
49. Coordinate programs for pre-interns and interns from the university.
50. Participate in parent organization meetings including School Advisory Council (SAC).
51. Promote an effective public relations program through newsletters, parent/teacher conferences and meetings.
52. Utilize county staff for problem resolution when appropriate.
53. Exhibit confidence and commitment to the vision and mission of the school and District.
54. Assist Principal in establishing procedures to be used in event of school crisis and provide leadership in event of such incidents.
55. Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
56. Deal effectively and appropriately with abuse situations.
57. Investigate student accidents and other incidents and take appropriate action.
58. Serve as an administrator of the physical plant to which they are assigned during an emergency and cooperate with district officials and Manatee County Emergency Management Agencies to assure that all emergency procedures are implemented as detailed in the Shelter Operations Plan.
59. Coordinate and supervise maintenance, renovation, and repair of existing facilities.
60. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002

Revised:
06/13/2005
05/14/2007
05/24/2016
06/12/2018
10/25/2022

SALARY SCHEDULE: SAMP
PAY GRADE: P09
SHORT TITLE: SCA009
STATE JOB CODE: 73010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ASSISTANT PRINCIPAL, HIGH SCHOOL
State Title: Assistant Principal, Senior High
JOB DESCRIPTION

JOB GOAL:
To provide the necessary leadership and vision to create an atmosphere conducive to student learning at the highest possible levels and to assume responsibility for the school's operation.

QUALIFICATIONS:

1. Possess Educational Leadership Certification with a Masters' Degree or higher.

~~2. Pass the Florida Educational Leadership Exam (FELE.)~~

~~3.~~2. Complete a minimum of three successful years of teaching.

~~4.~~3. Have a minimum of two years of leadership experience.

~~5. Possess Notification of Admittance to the Assistant Principal pool.~~

~~6. Submit three letters of reference, resume, and Florida Teaching Certificate.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to assist in preparation and management of ~~prepare and manage~~ the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to c~~C~~ollaborate with the principal to effectively interview, select, coach, ~~and~~ supervise and evaluate personnel. Ability to ~~effectively use personnel management and supervisory techniques. S~~support and collaborate with the principal to ~~Ability to enforce~~ collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Collaborate with the school principal ~~Ability~~ to maintain ~~a~~ awareness of the community's cultural, social, and intellectual context and resources. ~~sensitivity to multicultural issues.~~ Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the high school environment. ~~the unique needs and characteristics of elementary school students.~~

Florida Educational Leadership Standards (FELS):

Standard 1. Professional and Ethical Norms. Effective educational leaders act ethically and according to professional norms to promote the academic success and well-being of all students.

Standard 2. Vision and Mission. Effective educational leaders collaborate with parents, students, and other stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote the academic success and well-being of all students.

Standard 3. School Operations, Management, and Safety. Effective educational leaders manage school operations and resources to cultivate a safe school environment and promote the academic success and well-being of all students.

Standard 4. Student Learning and Continuous School Improvement. Effective educational leaders enable continuous improvement to promote the academic success and well-being of all students.

Standard 5. Learning Environment. Effective educational leaders cultivate a caring, rigorous, and supportive school community that promotes the academic success and well-being of all students.

Standard 6. Recruitment and Professional Learning. Effective educational leaders build the collective and individual professional capacity of school personnel by creating support systems and offering professional learning to promote the academic success and well-being of all students.

Standard 7. Building Leadership Expertise. Effective educational leaders cultivate, support, and develop other school leaders to promote the academic success and well-being of all students.

Standard 8. Meaningful Parent, Family, and Community Engagement. Effective educational leaders utilize multiple means of reciprocal communication to build relationships and collaborate with parents, families, and other stakeholders to promote the academic success and well-being of all students.

~~Domain 1: Student Achievement:~~

~~Standard 1: Student Learning Results. Effective school leaders achieve results on the school's student learning goals.~~

~~Standard 2: Student Learning as a Priority. Effective school leaders demonstrate that student learning is their top priority through leadership actions that build and support a learning organization focused on student success.~~

~~Domain 2: Instructional Leadership:~~

~~Standard 3: Instructional Plan Implementation.~~
~~Effective school leaders work collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs and assessments.~~

~~Standard 4: Faculty Development.~~
~~Effective school leaders recruit, retain and develop an effective and diverse faculty and staff.~~

~~Standard 5: Learning Environment.~~
~~Effective school leaders structure and monitor a school learning environment that improves learning for all of Florida's diverse student population.~~

~~Domain 3: Organizational Leadership~~

~~Standard 6: Decision Making.~~
~~Effective school leaders employ and monitor a decision-making process that is based on vision, mission and improvement priorities using facts and data.~~

~~Standard 7: Leadership Development.~~
~~Effective school leaders actively cultivate, support, and develop other leaders within the organization.~~

~~Standard 8: School Management.~~
~~Effective school leaders manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment.~~

~~Standard 9: Communication.~~
~~Effective school leaders practice two-way communications and use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by building and maintaining relationships with students, faculty, parents, and community.~~

~~Domain 4: Professional and Ethical Behavior:~~

~~Standard 10: Professional and Ethical Behaviors.~~
~~Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader.~~

REPORTS TO:
Principal

SUPERVISES:
Instructional, Support, Administrative and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist the Principal in providing leadership, direction, and oversight for the administrative and instructional functions of the school.
2. Assist in developing a school curriculum guide to be utilized by students as they register for classes.
3. Assist in developing a process for registration and monitor its implementation.
4. Assist in coordinating the school's accreditation programs.
5. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
6. Oversee the administration of all testing programs at the school.
7. Administer drop-out prevention program.
8. Assist Principal with interviews and selection of personnel.
9. Assist in providing teachers and students with a safe and secure teaching/learning environment.
10. Supervise extracurricular activities.
11. Work with staff to establish a plan for personal and professional growth.
12. Provide curriculum and instructional leadership.
13. Seek and support School ~~b~~Business Partners.
14. Demonstrate a proactive orientation in recognizing and solving school problems.
15. Anticipate potential problems in planning and implementing programs and activities.
16. Assist in the development and implementation of the School's Improvement Plan.
17. Evaluate course offerings to ensure that student needs are considered and met.
18. Conduct needs assessment to determine an appropriate program for professional growth.
19. Assist in coordinating the school technology plan.
20. Assist in monitoring curriculum and instructional implementation to determine that District and state guidelines are met.
21. Assist in monitoring ESE programs and ascertain that all state and federal guidelines and statutes are followed.
22. Assist in monitoring substitute teacher selection and assignments.
23. Assist Principal in developing personnel assignments, duty rosters and FISH Report.
24. Organize safety drills and submit reports.
25. Assist in supervising facilities and grounds operation including student parking lot.
26. Submit and follow up on work orders or assist in overseeing the process.
27. Prepare or oversee the preparation of required reports.
28. Assist in preparing and managing the school textbook and instructional resource budget.
29. Develop schedules for facility utilization by the community.
30. Monitor budget for assigned programs.
31. Assist in monitoring effectiveness of guidance functions and practices.
32. Assist in developing, implementing, and monitoring a school-wide attendance plan.
33. Assist in coordinating schedules for extracurricular activities.
34. Assist in developing and monitoring an in-service program which meets the needs for professional growth.
35. Seek to improve skills and knowledge through in-service and other professional development activities.
36. Maintain and model high standards of professional conduct.
37. Set high standards of performance for self, others, and school.
38. Work with assigned personnel to ascertain that the discipline code is consistently and fairly administered.
39. Work with coaches, athletic director and Booster Clubs to develop and maintain a sound athletic program.
40. Confer with students, parents, and teachers to resolve problems which inhibit learning.
41. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
42. Be visible in areas of the building with high potential for disruptions.
43. Support and attend community functions.
44. Assist in preparing and disseminating newsletters, memos, and letters.
45. Use effective strategies to communicate with a variety of audiences.
46. Make presentations to faculty, students, and parents as requested by the Principal.
47. Assist with the induction of beginning teachers and monitor progress.
48. Seek advice on topics and/or functions which reach beyond acquired level of expertise.
49. Coordinate programs for pre-interns and interns from the university.
50. Participate in parent organization meetings including School Advisory Council (SAC).
51. Promote an effective public relations program through newsletters, parent/teacher conferences and meetings.
52. Utilize county staff for problem resolution when appropriate.
53. Exhibit confidence and commitment to the vision and mission of the school and District.
54. Assist Principal in establishing procedures to be used in event of school crisis and provide leadership in event

of such incidents.

55. Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
56. Deal effectively and appropriately with abuse situations.
57. Investigate student accidents and other incidents and take appropriate action.
58. Serve as an administrator of the physical plant to which they are assigned during an emergency and cooperate with district officials and Manatee County Emergency Management Agencies to assure that all emergency procedures are implemented as detailed in the Shelter Operations Plan.
59. Coordinate and supervise maintenance, renovation, and repair of existing facilities.
60. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
07/25/2002

Revised:
06/13/2005
05/14/2007
05/24/2016
06/12/2018
10/25/2022

SALARY SCHEDULE: SAMP
PAY GRADE: P09
SHORT TITLE: SCA009
STATE JOB CODE: 73010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SENIOR ASSISTANT PRINCIPAL
State Title: Assistant Principal, Other Elementary or Secondary School
JOB DESCRIPTION

JOB GOAL:
To provide the leadership necessary to implement a comprehensive program of instructional and support services to provide impactful, high-quality learning experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Possess Educational Leadership Certification with a Masters' Degree or higher.
2. Minimum three (3) successful years of teaching.
3. Minimum three (3) years leadership experience as an Assistant Principal.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain awareness of the community's cultural, social, and intellectual context and resources. Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the middle school environment.

REPORTS TO:
Executive Principal

SUPERVISES:
Instructional, Support, Administrative and Service Personnel as assigned by the Executive Principal.

PERFORMANCE RESPONSIBILITIES:
Student Learning / Continuous School Improvement / Instructional Program Management
1. Manage and administer the instructional program so as to ensure all students the opportunity to learn.
2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
3. Provide leadership and direction for the implementation and to ensure alignment of the school's learning goals and classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan
4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
6. Oversee the administration of the testing program for the school.
7. Provide for the articulation of the school's instructional program among school personnel.
8. Oversee the selection and acquisition of instructional materials and equipment.
9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C., by all instructional personnel.
10. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning
1. Interview and select qualified personnel to be recommended for appointment.
2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

3. Implement and administer negotiated employee contracts at the school site.
4. Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.
5. Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies
6. Provide training opportunities and feedback to personnel at the assigned school.
7. Assign tasks and supervise personnel in task accomplishment.
8. Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.

School Operations / Management / Safety

1. Supervise the operation, activities, and functions at the school site.
2. Manage and supervise the school's financial resources a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.
3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.
4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.
5. Establish and manage student accounting and attendance procedures at the assigned schools.
6. Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
7. Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions.
8. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.
9. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
10. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
11. Supervise transportation services at the assigned school.
12. Coordinate the supervision of all extracurricular programs at the assigned school.
13. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.
14. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.
15. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C..
16. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.
17. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.
18. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.

Student Support Services / Meaningful Parent, Family, and Community Engagement ~~Student Support Services~~

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and other stakeholders.
2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.
3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and families on student expectations and academic performance.
4. Facilitate a program of family and community involvement.
5. Supervise the guidance program to ensure individual student educational and developmental needs are addressed.
6. Work with parents to resolve complaints or concerns.
7. Serve as final arbitrator for serious discipline problems.
8. Develop and maintain positive school / community relations and act as liaison between the two.
9. Direct and develop the recruitment of Business Partners to benefit the school and community.
10. Coordinate the school food service program at the assigned school including the free and reduced food service requirements.

Personal / Professional Employee Qualities

1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.

2. Model and maintain high standards of professional conduct.
3. Set high standards and expectations for self, others, and school.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to task an accomplishment.
5. Use effective communication techniques with students, teachers, parents, and stakeholders.
6. Model effective listening and positive interaction skills.
7. Participate in District management meetings and other activities to enhance professional development.
8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.
9. Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the school's resources, and all other aspects of leadership set forth in this rule.

Vision / Mission /Leadership

1. Provide leadership and direction for all aspects of the school's operation.
2. - Collaborate with district and school leaders in the alignment of the school vision and mission with district initiatives, State Board of Education priorities, and current educational policies.
3. Build teams to accomplish plans, goals, and priorities
4. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.
5. Promote / market the school and its priorities to the community.
6. Facilitate and coordinate the development of the School's Improvement Plan.
7. Initiate programs and organize resources to carry out the School Improvement Plan.
8. Recognize individuals for contributions toward the school vision and mission.
9. Anticipate difficult situations and develop plans to handle them.
10. Deal with problems associated with change.
11. Work shelter duty if schools open as emergency shelters.

Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.
2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned content to support and coach the development of instructional personnel's knowledge and skills.
4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
05/14/2024
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P09
SHORT TITLE: SCA119
STATE JOB CODE: 73011

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SENIOR ASSISTANT PRINCIPAL
State Title: Assistant Principal, Other Elementary or Secondary School
JOB DESCRIPTION

JOB GOAL:
To provide the leadership necessary to implement a comprehensive program of instructional and support services to provide impactful, high-quality learning experiences for students in a safe and orderly environment.

QUALIFICATIONS:
1. Possess Educational Leadership Certification with a Masters' Degree or higher.
~~2. Pass the Florida Educational Leadership Exam (FELE.)~~
~~3.~~2. ~~Complete a m~~Minimum ~~of~~ three (3) successful years of teaching.
~~4.~~3. ~~Have a m~~Minimum ~~of~~ three (3) years leadership experience as an Assistant Principal.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board policies, and other state and federal laws including best practices to promote the safety, success, and well-being of all students and adults. Ability to ensure compliance with the requirements for school safety as outlined in state laws. Ability to effectively interview, select, coach, and evaluate personnel. Ability to effectively use personnel management and supervisory techniques. Ability to enforce collective bargaining agreements. Ability to communicate effectively orally and in writing. Ability to use public speaking skills, interaction skills, and problem-solving skills. Ability to analyze and use data. Knowledge of current educational trends and research. Ability to maintain awareness of the community's cultural, social, and intellectual context and resources. ~~a sensitivity to multicultural issues~~. Ability to manage the student curriculum, instruction, and assessment system. Knowledge and understanding of parents, students, and other stakeholders for contributions and engagement that enhance the school community as well as the unique characteristics of the middle school environment. ~~the unique needs and characteristics of middle school students.~~

REPORTS TO:
Executive Principal

SUPERVISES:
Instructional, Support, Administrative and Service Personnel as assigned by the Executive Principal.

PERFORMANCE RESPONSIBILITIES:
Student Learning / Continuous School Improvement / Instructional Program Management ~~/ Development~~
1. Manage and administer the instructional program so as to ensure all students the opportunity to learn.
2. Create and maintain a school climate and culture of high expectations and enable school personnel to support the academic growth and well-being of all students.
3. Provide leadership and direction for the implementation and to ensure alignment of the school's learning goals and classroom instruction to the state's student academic standards, and the district's adopted curricula and K-12 reading plan ~~evaluation of curriculum and instruction at the assigned school consistent with the District's goals and priorities.~~
4. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
5. Promote the effective use of data analysis with school personnel for all student subgroups and provide coaching to improve student learning and minimize or eliminate achievement gaps.
6. Oversee the administration of the testing program for the school.
7. Provide for the articulation of the school's instructional program among school personnel.
8. Oversee the selection and acquisition of instructional materials and equipment.
9. Ensure and monitor the implementation of the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C., by all instructional personnel.
10. Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.

Personnel Action Services / Recruitment / Professional Learning
1. Interview and select qualified personnel to be recommended for appointment.

2. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
3. Implement and administer negotiated employee contracts at the school site.
4. ~~Facilitate the development and implementation of an effective staff development program.~~ Develop a school-wide professional learning plan based on the needs of instructional personnel and students, and revise elements of the plan as needed.
5. Develop school personnel's professional knowledge and skills by providing access to differentiated, need-based opportunities for growth, guided by understanding of professional and adult learning strategies
6. Provide training opportunities and feedback to personnel at the assigned school.
7. Assign tasks and supervise personnel in task accomplishment.
8. Make difficult personnel decisions when necessary including dealing with ineffective teacher or staff performance.

School Operations / ~~Delivery Systems~~ Management / Safety

1. Supervise the operation, activities, and functions at the school site.
2. Manage and supervise the school's financial resources ~~including the preparation and disbursement of the school's budget and internal accounts.~~ in a responsible and ethical manner, engaging in effective budgeting, decision making, and accounting practices.
3. Manage scheduling and resources by assigning instructional personnel to roles and responsibilities that optimize their professional capacity to address all students' learning needs.
4. Organize time, tasks, and projects effectively to protect school personnel's work and learning, as well as their own, to optimize productivity and student learning.
5. ~~Establish and manage student accounting and attendance procedures at the assigned school.~~
6. -
7. ~~Supervise and monitor the accurate and timely completion of data collection and reporting requirements.~~
8. Establish and manage student accounting and attendance procedures at the assigned schools.
9. Supervise and monitor the accurate and timely completion of data collection and reporting requirements.

10. Collaborate with district and school leaders to create and implement policies that address and reduce chronic absenteeism and out-of-school suspensions.
11. Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.
12. ~~Use technology effectively.~~
13. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
14. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
15. Supervise transportation services at the assigned school.
16. Coordinate the supervision of all extracurricular programs at the assigned school.
17. Develop and maintain effective relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.
18. Create and maintain systems and structures that promote school security to ensure that students, school personnel, families, and community are safe.
19. Ensure compliance with the requirements for school safety, as outlined in Section 1001.54, F.S., Section 1006.09, F.S., and Rule 6A-1.0017, F.A.C..
20. Utilize a continuous improvement model to evaluate specific concerns for safety and security within the school environment.
21. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.
22. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.

Student Support Services / Meaningful Parent, Family, and Community Engagement ~~Student Support Services~~

1. Maintain high visibility and accessibility, and actively listen and respond to parents, students, and other stakeholders.
2. Recognize parents, students, and other stakeholders for contributions and engagement that enhance the school community.
3. Utilize appropriate technologies and other forms of communication to partner with parents, students, and families on student expectations and academic performance.
4. Facilitate a program of family and community involvement.
5. Supervise the guidance program to ensure individual student educational and developmental needs are

addressed.

6. Work with parents to resolve complaints or concerns.
7. Serve as final arbitrator for serious discipline problems.
8. Develop and maintain positive school / community relations and act as liaison between the two.
9. Direct and develop the recruitment of Business Partners to benefit the school and community.
10. Coordinate the school food service program at the assigned school including the free and reduced food service requirements.

Personal / Professional Employee Qualities

1. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
2. Model and maintain high standards of professional conduct.
3. Set high standards and expectations for self, others, and school.
4. Use appropriate interpersonal styles and methods to guide individuals and groups to task an accomplishment.
5. Use effective communication techniques with students, teachers, parents, and stakeholders.
6. Model effective listening and positive interaction skills.
7. Participate in District management meetings and other activities to enhance professional development.
8. Accept accountability for all students by identifying and recognizing barriers and their impact on the academic success of students and the well-being of the school, families, and local community.
9. Act ethically and professionally in personal conduct, relationships with others, decision making, stewardship of the school's resources, and all other aspects of leadership set forth in this rule.

Vision / Mission /Leadership

1. Provide leadership and direction for all aspects of the school's operation.
2. ~~Exercise proactive leadership in promoting the vision and mission of the District.~~ Collaborate with district and school leaders in the alignment of the school vision and mission with district initiatives, State Board of Education priorities, and current educational policies.
3. Build teams to accomplish plans, goals, and priorities
4. Develop and support open, productive, caring, and trusting working relationships among school leaders and other personnel to build professional capacity and improve instructional practice driven by standards-aligned content.
5. Promote / market the school and its priorities to the community.
6. Facilitate and coordinate the development of the School's Improvement Plan.
7. Initiate programs and organize resources to carry out the School Improvement Plan.
8. ~~Provide recognition and celebration for student, staff, and school accomplishments.~~ Recognize individuals for contributions toward the school vision and mission.
9. ~~(move to Engagement) Access District and community resources to meet school needs.~~
10. ~~(move to Engagement) Maintain visibility and accessibility on the school campus and at school-related activities and events.~~
11. ~~(move to Learning Environment) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.~~
12. Anticipate difficult situations and develop plans to handle them.
13. ~~Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.~~
14. ~~Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.~~
15. Deal with problems associated with change.
16. Work shelter duty if schools open as emergency shelters.
17. ~~Perform other incidental tasks consistent with the goals and objectives of this position.~~

~~(NEW Sub Heading)~~ Learning Environment

1. Develop and maintain routines and procedures that foster a safe, respectful, and student-centered learning environment.
2. Cultivate and protect a comprehensive system that establishes a culture of learning, which includes policies and procedures to address student misconduct in a positive, fair, and unbiased manner.
3. Deliver timely, actionable, and ongoing feedback about instructional practices driven by standards-aligned

content to support and coach the development of instructional personnel's knowledge and skills.

4. Provide opportunities for instructional personnel to recognize, understand, and respond to student needs to minimize or eliminate achievement gaps.
5. Perform other incidental tasks consistent with the goals and objectives of this position.

~~Instructional Program Management / Development~~

1. ~~Manage and administer the school instructional program to ensure all students the opportunity to learn.~~
2. ~~Provide leadership and direction for the implementation and evaluation of curriculum and instruction at the assigned school consistent with the District's goals and priorities.~~
3. ~~Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.~~
4. ~~Oversee the administration of the testing program for the school.~~
5. ~~Provide for the articulation of the school's instructional program among school personnel.~~
6. ~~Oversee the selection and acquisition of instructional materials and equipment.~~
7. ~~Facilitate, coordinate, and monitor the implementation of Exceptional Student Education programs and services.~~

~~Personnel Action Services~~

8. ~~Interview and select qualified personnel to be recommended for appointment.~~
9. ~~Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.~~
10. ~~Implement and administer negotiated employee contracts at the school site.~~
11. ~~Facilitate the development and implementation of an effective staff development program.~~
12. ~~Provide training opportunities and feedback to personnel at the assigned school.~~
13. ~~Assign tasks and supervise personnel in task accomplishment.~~
14. ~~Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.~~

~~School Operations / Delivery Systems~~

15. ~~Supervise the operation, activities, and functions at the school site.~~
16. ~~Manage and supervise the school's financial resources including the preparation and disbursement of the school's budget and internal accounts.~~
17. ~~Establish and manage student accounting and attendance procedures at the assigned school.~~
18. ~~Supervise and monitor the accurate and timely completion of data collection and reporting requirements.~~
19. ~~Write and disseminate newsletters, memos, letters, press releases, agendas, and other materials.~~
20. ~~Use technology effectively.~~
21. ~~Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.~~
22. ~~Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.~~
23. ~~Supervise transportation services at the assigned school.~~
24. ~~Coordinate the supervision of all extracurricular programs at the assigned school.~~

~~Student Support Services~~

25. ~~Facilitate a program of family and community involvement.~~
26. ~~Supervise the guidance program to ensure individual student educational and developmental needs are addressed.~~
27. ~~Work with parents to resolve complaints or concerns.~~
28. ~~Serve as final arbitrator for serious discipline problems.~~
29. ~~Develop and maintain positive school / community relations and act as liaison between the two.~~
30. ~~Direct and develop the recruitment of Business Partners to benefit the school and community.~~
31. ~~Supervise transportation services at the assigned school.~~
32. ~~Coordinate the school food service program at the assigned school including the free and reduced food service requirements.~~

~~Personal/Professional Employee Qualities~~

33. ~~Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.~~
34. ~~Model and maintain high standards of professional conduct.~~
35. ~~Set high standards and expectations for self, others, and school.~~
36. ~~Use appropriate interpersonal styles and methods to guide individuals and groups to task an accomplishment.~~
37. ~~Use effective communication techniques with students, teachers, parents, and stakeholders.~~
38. ~~Model effective listening and positive interaction skills.~~

~~39. Participate in District management meetings and other activities to enhance professional development.~~

~~Leadership~~

~~40. Provide leadership and direction for all aspects of the school's operation.~~
~~41. Exercise proactive leadership in promoting the vision and mission of the District.~~
~~42. Build teams to accomplish plans, goals, and priorities.~~
~~43. Promote / market the school and its priorities to the community.~~
~~44. Facilitate and coordinate the development of the School's Improvement Plan.~~
~~45. Initiate programs and organize resources to carry out the School Improvement Plan.~~
~~46. Provide recognition and celebration for student, staff, and school accomplishments.~~
~~47. Access District and community resources to meet school needs.~~
~~48. Maintain visibility and accessibility on the school campus and at school-related activities and events.~~
~~49. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.~~
~~50. Anticipate difficult situations and develop plans to handle them.~~
~~51. Establish procedures used in the event of school crisis and / or civil disobedience and provide leadership in the event of such incidents.~~
~~52. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.~~
~~53. Deal with problems associated with change.~~
~~54. Work shelter duty if schools open as emergency shelters.~~
~~55. Perform other incidental tasks consistent with the goals and objectives of this position.~~

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
05/14/2024
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: P09
SHORT TITLE: SCA119
STATE JOB CODE: 73011

AGENDA ITEM NO. 11.24

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Revision of the Job Description and Position of Supervisor, Food and Nutrition Services Purchasing (No Financial Impact)

Executive Summary
The revisions of the job description of Supervisor, Food and Nutrition Services Purchasing include updates to the qualifications for the position to align it to similar purchasing positions in the district.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the job description and position of Supervisor, Food and Nutrition Services Purchasing.

Financial Impact
No Financial Impact.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
76010 Supervisor, FNS Purchasing FDS056-Clean
76010 Supervisor, FNS Purchasing FDS056-Redlined

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SUPERVISOR, FOOD AND NUTRITION SERVICES PURCHASING
State Title: Specialist/Manager, Food Services
JOB DESCRIPTION

JOB GOAL:
To ensure regulation compliance and provide supervisory and administrative work in coordinating the procurement activities for Food and Nutrition Services Department in the acquisition of goods and services.

QUALIFICATIONS:
1. Bachelor's Degree from an accredited educational institution in Business Administration or related area preferred.
2. Minimum of five years purchasing experience of a progressively responsible nature.
3. Minimum of three years administrative and supervisor experience.
4. Qualification as a certified purchasing agent or public buyer is desired.

KNOWLEDGE, SKILLS AND ABILITIES**:**
Ability to read, analyze, and interpret governmental regulations and practices. Ability to create processes and procedures that meet all regulations and requirements. Ability to effectively present information and train staff in all policies and procedures. Ability to answer questions from groups, employees, and the general public. Knowledge of U.S. Department of Agriculture, Florida Department of Agriculture, and School District of Manatee County purchasing rules and regulations. Knowledge of contract writing and management, procurement laws, purchasing principles, practices and procedures. Ability to negotiate effectively and communicate effectively orally and in writing. Ability to establish and maintain effective relationships with employees, departments and vendors.

REPORTS TO:
Director, Food and Nutrition Services

SUPERVISES**:**
Fiscal Specialist

PERFORMANCE RESPONSIBILITIES**:**
1. Responsible for purchasing activities in accordance with the U.S. Department of Agriculture, Florida Department of Agriculture and Consumer Services, School District of Manatee County, and Florida statutes.
2. Work with Director and other stakeholders to develop scope of work requirements for all Food and Nutrition Services solicitations.
3. Responsible for communicating with the District Purchasing Department all necessary timing, specifications and information for all Bids, Requests for Proposals, and Contracts.
4. Monitor all awarded Bids, Request for Proposals, and Contracts for vendor compliance and address and resolve non-compliance.
5. Responsible for product specifications and competitive pricing process for all Food and Nutrition Services purchases.
6. Responsible for preparation, compliance, and on-site visit for U.S. Department of Agriculture Procurement Reviews.
7. Oversee all Food and Nutrition Services Department purchases and ensure that all department personnel follow correct processes.
8. Monitor spending for all awarded Bids, Request for Proposals, and Contracts to ensure dollars spent are within School Board approved thresholds.
9. Develop and implement all necessary training for Food and Nutrition Services personnel.
10. Prepare information for School Board Executive Summaries.
11. Remain informed as to conditions and trends in the various markets from which the School Board obtains its products.
12. Keep supervisor informed of potential problems or unusual events.
13. Maintain a network of peer contacts through professional organizations.

14. Represent the District in a positive and professional manner.
15. Keep informed and disseminate information about current research, trends and best practices in areas of
16. responsibility.
17. Provide leadership and guidance in the development of annual goals and objectives for assigned
18. responsibilities.
19. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
20. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for
21. appropriate employment actions.
22. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
23. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of
24. funds, delivering services and evaluation of services provided.
25. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
26. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
27. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
05/14/2019
TBD

SALARY SCHEDULE: SAMP
PROPOSED PAY GRADE: D09
SHORT TITLE: FDS056
STATE JOB CODE: 76010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SUPERVISOR, FOOD AND NUTRITION SERVICES PURCHASING
State Title: Specialist/Manager, Food Services
JOB DESCRIPTION

JOB GOAL:
To ensure regulation compliance and provide supervisory and administrative work in coordinating the procurement activities for Food and Nutrition Services Department in the acquisition of goods and services.

QUALIFICATIONS:
1. Bachelor's Degree from an accredited educational institution in Business Administration or related area preferred.
2. Minimum of five years purchasing experience of a progressively responsible nature.
3. Minimum of three years administrative and supervisor experience.
4. Qualification as a certified purchasing agent or public buyer is desired.

KNOWLEDGE, SKILLS AND ABILITIES**:**
Ability to read, analyze, and interpret governmental regulations and practices. Ability to create processes and procedures that meet all regulations and requirements. Ability to effectively present information and train staff in all policies and procedures. Ability to answer questions from groups, employees, and the general public. Knowledge of U.S. Department of Agriculture, Florida Department of Agriculture, and School District of Manatee County purchasing rules and regulations. Knowledge of contract writing and management, procurement laws, purchasing principles, practices and procedures. Ability to negotiate effectively and communicate effectively orally and in writing. Ability to establish and maintain effective relationships with employees, departments and vendors.

REPORTS TO:
Director, Food and Nutrition Services

SUPERVISES**:**
Fiscal Specialist

PERFORMANCE RESPONSIBILITIES**:**
1. Responsible for purchasing activities in accordance with the U.S. Department of Agriculture, Florida Department of Agriculture and Consumer Services, School District of Manatee County, and Florida statutes.
2. Work with Director and other stakeholders to develop scope of work requirements for all Food and Nutrition Services solicitations.
3. Responsible for communicating with the District Purchasing Department all necessary timing, specifications and information for all Bids, Requests for Proposals, and Contracts.
4. Monitor all awarded Bids, Request for Proposals, and Contracts for vendor compliance and address and resolve non-compliance.
5. Responsible for product specifications and competitive pricing process for all Food and Nutrition Services purchases.
6. Responsible for preparation, compliance, and on-site visit for U.S. Department of Agriculture Procurement Reviews.
7. Oversee all Food and Nutrition Services Department purchases and ensure that all department personnel follow correct processes.
8. Monitor spending for all awarded Bids, Request for Proposals, and Contracts to ensure dollars spent are within School Board approved thresholds.
9. Develop and implement all necessary training for Food and Nutrition Services personnel.
10. Prepare information for School Board Executive Summaries.
11. Remain informed as to conditions and trends in the various markets from which the School Board obtains its products.
12. Keep supervisor informed of potential problems or unusual events.
13. Maintain a network of peer contacts through professional organizations.

14. Represent the District in a positive and professional manner.
15. Keep informed and disseminate information about current research, trends and best practices in areas of
16. responsibility.
17. Provide leadership and guidance in the development of annual goals and objectives for assigned
18. responsibilities.
19. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
20. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for
21. appropriate employment actions.
22. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
23. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of
24. funds, delivering services and evaluation of services provided.
25. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
26. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
27. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
05/14/2019
TBD

SALARY SCHEDULE: SAMP
PROPOSED PAY GRADE: D09
SHORT TITLE: FDS056
STATE JOB CODE: 76010

AGENDA ITEM NO. 11.25

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Revision of the Job Descriptions and Position of Coordinator, Health Education to Coordinator, Nursing Program (No Financial Impact)

Executive Summary
The revisions of the job description and position of Coordinator Health Education, Nursing Program include change of title to Coordinator, Nursing Program, revision of the qualifications and performance responsibilities.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the revised job description of Coordinator Health Education Nursing Program (No Financial Impact).

Financial Impact
There is no financial impact associated with the reclassification.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
63063 Coor Health Science Ed_Nursing Program ICD075-Clean
63063 Coor Health Science Ed_Nursing Program ICD075-Redlined

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: COORDINATOR, NURSING PROGRAM
State Title: Supervisor/Coordinator, Health Science Education
JOB DESCRIPTION

JOB GOAL:
To assist the Director with the instructional and operational functions of the Manatee Technical College Public Service or Health Occupations Program.

QUALIFICATIONS:
1. Bachelor's Degree, or higher from an accredited university in nursing or another related field.
2. Minimum of five (5) () years professional work experience.
3. Licensed as Registered Nurse (RN) in Florida.
4. Minimum of six (6) years teaching in a health area and/or administrative experience.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of current trends, research, and best practices related to secondary, vocational, and adult education. Ability to read and interpret applicable laws, rules, policies, and procedures especially in relation to Nursing. Ability to communicate effectively orally and in writing. Skill in human interaction and conflict resolution. Ability to plan, organize, and prioritize. Ability to analyze, interpret, and use data in decision making. Ability to make presentations to a variety of audiences. Ability to use computer hardware and software. Ability to develop and manage budgets. Knowledge of School Board policies that relate to the job function. Ability to work flexible hours.

REPORTS TO:
Director, Manatee Technical College, or designee

SUPERVISES:
Instructional, Support and Service Personnel as assigned by the Assistant Director

PERFORMANCE RESPONSIBILITIES:
1. Plan, administer, manage, and evaluate the Nursing Program and course offerings, in a teaching and learning environment that utilizes digital solutions for courses, textbooks, simulation lab, on – line learning, and other learning support services.
2. Provide leadership and vision for the creation and implementation of strategic plan for the Nursing program.
3. Develop and implement program changes in response to the needs of the community.
4. Prepare the class/course schedules for all the courses within the Nursing program.
5. Develop and implement procedures for student entrance requirements.
6. Develop and maintain appropriate advisory committee.
7. Secure qualified full-time and part-time teachers.
8. Develop, implement, monitor, and revise Nursing Program policies and procedure in collaboration with Assistant Director of East Campus.
9. Review, maintain, and evaluate Nursing Program budget and direct appropriation of funds and expenditures as related to the program.
10. Secure affiliation agreements for clinical opportunities for the Nursing program.
11. Assist with the supervision of the maintenance of institutional facilities and properties.
12. Assist with student discipline, student supervision, and attendance.
13. Prepare reports pertinent to the program area.
14. Assist with coordination of seeking grants that are applicable to your program area.
15. Assist with coordination of in-service training for the area's full-time and part-time staff.
16. Coordinate testing programs for the program area.
17. Evaluate full-time and part-time staff where necessary.
18. Provide recommendations to the Assistant Director of the East Campus for the employment, assignment, evaluation, and professional development of all Nursing program faculty.
19. Develop marketing and promotional strategies for the Nursing program.

20. Keep supervisor informed of potential problems or unusual events.
21. Keep informed and disseminate information about current research, trends, and best practices in areas of responsibility.
22. Provide leadership and direction for assigned areas of responsibility.
23. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services, and evaluation of services provided.
24. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
25. The position will serve as the director of Nursing for Manatee Technical College as per the requirements of the Florida Board of Nursing.
26. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. Public Service or Health may have requirements specific to the program areas.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
06/13/2005

Revised:
05/21/2007
06/12/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D09
SHORT TITLE: ICD075
STATE JOB CODE: 63063

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ~~COORDINATOR, HEALTH EDUCATION~~
COORDINATOR, NURSING PROGRAM
State Title: Supervisor/Coordinator, Health Science Education
JOB DESCRIPTION

JOB GOAL:
To assist the Director with the instructional and operational functions of the Manatee Technical College Public Service or Health Occupations Program.

QUALIFICATIONS:
1. ~~1.~~ Bachelor's Degree, or higher from an accredited university in nursing or another related field. ~~major in nursing preferred.~~
2. Minimum of five (5) ~~two (2)~~ years professional work experience.
3. Licensed as Registered Nurse (RN) in Florida.
4. Minimum of six (6) years teaching in a health area and/or administrative experience.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of current trends, research, and best practices related to secondary, vocational, and adult education. Ability to read and interpret applicable laws, rules, policies, and procedures especially in relation to Nursing. Ability to communicate effectively orally and in writing. Skill in human interaction and conflict resolution. Ability to plan, organize, and prioritize. Ability to analyze, interpret, and use data in decision making. Ability to make presentations to a variety of audiences. Ability to use computer hardware and software. Ability to develop and manage budgets. Knowledge of School Board policies that relate to the job function. Ability to work flexible hours.

REPORTS TO:
Director, Manatee Technical College, or designee

SUPERVISES:
Instructional, Support and Service Personnel as assigned by the Assistant Director

PERFORMANCE RESPONSIBILITIES:
1. ~~Assist with curriculum development and instructional evaluation~~. Plan, administer, manage, and evaluate the Nursing Program and course offerings, in a teaching and learning environment that utilizes digital solutions for courses, textbooks, simulation lab, on – line learning, and other learning support services.
2. ~~Assist with the preparation of class/course schedules~~. Provide leadership and vision for the creation and implementation of strategic plan for the Nursing program.
3. ~~Assist with the supervision of evening and part-time courses~~. Develop and implement program changes in response to the needs of the community.
4. ~~Assist with the development of school procedures and student entrance requirements.~~ Prepare the class/course schedules for all the courses within the Nursing program.
5. ~~Assist with the community relations for the program area.~~ Develop and implement procedures for student entrance requirements.
6. ~~Develop and maintain a program appropriate advisory committee.~~ Develop and maintain appropriate advisory committee.
7. Secure qualified full-time and part-time teachers.
8. ~~Assist with the supervision of the maintenance of institutional facilities and properties.~~ Develop, implement, monitor, and revise Nursing Program ~~policies~~policies and procedure in collaboration with Assistant Director of East Campus.
9. ~~Assist with student discipline, student supervision, and attendance.~~ Review, maintain, and evaluate Nursing Program budget and direct appropriation of funds and expenditures as related to the program.
10. ~~Assist with the preparation of reports pertinent to the program area.~~ Secure affiliation agreements for clinical opportunities for the Nursing program.
11. ~~Assist with coordination of seeking grants that are applicable to your program area.~~ Assist with the supervision of the maintenance of institutional facilities and properties.

12. ~~Assist with coordination of in-service training for the area's full-time and part-time staff.~~ Assist with student discipline, student supervision, and attendance.
13. ~~Assist with communication with students and community members~~. Prepare reports pertinent to the program area.
14. ~~Coordinate testing programs for the program area~~. Assist with coordination of seeking grants that are applicable to your program area.
15. ~~Evaluate full-time and part-time staff.~~ Assist with coordination of in-service training for the area's full-time and part-time staff.
16. ~~Assist with interviewing and recommending the employment of part-time personnel following district protocol.~~ Coordinate testing programs for the program area.
17. ~~Keep supervisor informed of potential problems or unusual events~~. Evaluate full-time and part-time staff where necessary.
18. ~~Keep informed and disseminate information about current research, trends and best practices in areas of responsibility~~. Provide recommendations to the Assistant Director of the East Campus for the employment, assignment, evaluation, and professional development of all Nursing program faculty.
19. ~~Provide leadership and direction for assigned areas of responsibility~~. Develop marketing and promotional strategies for the Nursing program.
20. ~~Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services, and evaluation of services provided.~~ Keep supervisor informed of potential problems or unusual events.
21. ~~Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action~~. Keep informed and disseminate information about current research, trends, and best practices in areas of responsibility.
22. ~~Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.~~ Provide leadership and direction for assigned areas of responsibility.
23. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services, and evaluation of services provided.
24. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
25. The position will serve as the director of Nursing for Manatee Technical College as per the requirements of the Florida Board of Nursing.

~~25.~~26. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. Public Service or Health may have requirements specific to the program areas.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
06/13/2005

Revised:
05/21/2007
06/12/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D09

SHORT TITLE: ICD075
STATE JOB CODE: 63063

AGENDA ITEM NO. 11.26

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Proposal on Food Supply and Distribution Services, SDMC No. 27-0009-KD, Estimated in the Amount of $17,500,000.00 (Food Service Fund)

Executive Summary
The District issued a request for proposal for Food Supply and Distribution Services. The proposal specified the requirement for one (1) main-line food service distributor to warehouse and deliver food and supply items including produce and paper products to approximately 52 district facilities, and to secure firm fixed fee per case for the specified contract period. The request for proposal meets the United States Department of Agriculture (USDA) procurement regulations and District procurement policies. The awarded supplier must also store and deliver USDA direct delivery and processed commodity products. The fixed fee per case includes all costs for shipping, handling, and delivery of main line foods, supplies, and commodity items for district schools.

This proposal is recommended for award to:
- Sysco West Coast Florida, Inc., Palmetto, Florida, Florida Document No. F95000003760

The requested contract is valid from July 1, 2026 through June 30, 2031, with renewals through June 30, 2036, and extensions as executed by the District.

Historical Expenditures are as follows:

- YTD 2025-2026 (July 1, 2025 - April 20, 2026) $13,368,809.86
- 2024-2025 $16,092,469.51
- 2023-2024 $ 15,944,943.67

Copies of the contract specifications and pricing are on file in the Purchasing Department. Approval of this bid and agenda item does not indicate immediate or complete expenditure of approved funds. Funds will only be expended as budget(s) allow on an as-needed basis throughout the contract period.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 4
Maximize the energy efficiency and management of our facilities to remain sustainable and financially responsible

Recommendation
The Superintendent recommends approval of the proposal on food supply and distribution services, SDMC No. 27-0009-KD, estimated in the amount of 17,500,000.00 (Food Service Fund).

Financial Impact
The funding source for this estimated expenditure is Food Service Fund, and is included in the proposed budgets for 2026-2027 **(Food Service Fund)**.

Contact
Submitting Departments: Food and Nutrition Services and Purchasing

Initiated By: Regina Thoma

Attachments:
270009 Tabulation

NOTICE OF INTENT TO AWARD

REQUEST FOR PROPOSAL ON FOOD SUPPLY AND DISTRIBUTION SERVICES, SDMC No. 27-0009-KD

CONTRACT PERIOD: JULY 1, 2026 THROUGH JUNE 30, 2031

BOARD APPROVAL ON APRIL 28, 2026

TABULATION OF PROPOSALS ON FOOD SUPPLY AND DISTRIBUTION SERVICES, SDMC No. 27-0009-KD

Proposals Due: 3:00 p.m., April 15, 2026

PROPOSER'S	DISTRIBUTOR'S MINIMUM QUALIFICATIONS 35 Points	FINANCIAL CAPABILITY AND STABILITY 15 Points	REFERENCES AND CONTACTS 10 Points	FIXED FEE PRICE 30 Points	MARKET BASKET PRICING 10 Points	TOTAL
Gordon Food Service, Inc.	34.33	15	9.67	23.67	4	86.67
Sysco West Coast Florida	24.33	15	8.67	30	10	88
U.S. Foods, Tampa	27.33	11.67	7.33	19.67	7	73

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, (as altered by section 110.123(3)(d)(4)), 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.

AGENDA ITEM NO. 14.1

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the New Job Description and Position of Specialist, Gifted (Teacher on Assignment) (Multiple Funding Sources Offset by Position Reduction)

Executive Summary
The new Specialist, Gifted position will serve as an educational support between Manatee district schools and the Exceptional Student Education/Student Services Departments for students eligible for gifted education services, their families, and community agencies to promote student success. This is a Teacher on Special Assignment position and sits on the teacher salary schedule.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the new job description and position of Specialist, Gifted (Teacher on Assignment) (Multiple Funding Sources Offset by Position Reduction).

Financial Impact
The salary range for the position is from $54,550 plus benefits.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
52090 Teacher Special Assignment [Specialist, Gifted]-New

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SPECIALIST, GIFTED
State Title: Teacher on Special Assignment, ESE JOB DESCRIPTION

JOB GOAL:
To serve as an educational support between Manatee district schools and the Exceptional Student Education/Student Services Departments for students eligible for gifted education services, their families, and community agencies to promote student success.

QUALIFICATIONS:
1. Bachelor's Degree from an accredited educational institution.
2. Certification, or certifiable, in Gifted Education.
3. A Minimum of five (5) years of successful teaching experience working with students, including gifted students.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of Gifted Education programs and services. Skilled in communicating and active listening. Skilled in problem solving and conflict resolution strategies. Ability to work well with groups, to organize and lead meetings, to provide training/workshops for school-based staff. Skilled in written communication. Knowledge of and skill in compliance issues regarding Gifted Education programs and paperwork.

REPORTS TO:
ESE Cluster Coordinator

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Conduct and monitor initial placement meetings to ensure that all necessary documentation is in place prior to a student being staffed and/or identified for Gifted Education services.
2. Act as designee for the Director of Exceptional Student Education/Student Services Departments and LEA representative for school-based EP meetings.
3. Function as an Intensive Study Team member as needed. Responsible for assistance to regular education classroom teachers in implementing appropriate interventions for students being considered for gifted eligibility and assist in providing classroom observations and assessments of students, as needed.
4. Maintain and update a list of Gifted students, their program placements, and other accountability data.
5. Assist in coordinating articulation meetings for fifth and eighth ESE students moving to middle school and high school gifted programs.
6. Provide parent information regarding parental safeguards, Gifted program delivery models, and community agencies.
7. Work with school-based administrators to assess the training needs of staff and to provide training to meet those needs.
8. Consult with Cluster Coordinator to address/report issues including class size, placement for Gifted students, and use of curriculum resources.
9. Create, develop, organize, and promote enrichment learning opportunities and programming for individual schools, within school clusters, or district wide.
10. Perform other related duties as assigned by the ESE/Student Services Director.

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. Traveling in personal car from school to school on an itinerant schedule.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
TBD

SALARY SCHEDULE: INSTRUCTIONAL
PAYGRADE: PAD2
SHORT TITLE: ICDTBD
STATE JOB CODE: 52090

AGENDA ITEM NO. 14.2

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of a New Job Description and Position of Student Recruiter, Manatee Technical College (Workforce Funding)

Executive Summary
The creation of the new job description and position of Student Recruiter, Manatee Technical College is needed to be the first point of contact for all outreach student recruiting efforts. Many recruiting opportunities are off-site at places such as local high schools, chamber of commerce events, civic organizations, libraries, career fairs, and other community events. This position is charged with direct student follow-up during the application process. Many times, applicants get stuck in the process of applying. This position would be responsible for following up with applicants having issues completing the process. Another job duty is to connect with students who are looking for a point contact to identify career tracks. Being a point of contact for the community with things such as conducting individual or group tours and reaching out to the community for recruiting opportunities. This position will have a flexible schedule as many events occur in the evenings and on weekends.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the new job description and position of Student Recruiter, Manatee Technical College (Workforce Funding).

Financial Impact
The proposed pay grade for this position is D6 on the SAMP schedule with a salary range from $49,179 to $95,492, plus benefits, and will be funded in part by the generous donation from the Rochester Foundations and the remaining funds coming from Workforce Development funds.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
61238 Student Recruiter MTC-New

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: STUDENT RECRUITER, MANATEE TECHNICAL COLLEGE
State Title: Career Specialist
JOB DESCRIPTION

JOB GOAL:
The Student Recruiter will establish and administer programs for targeting, recruitment, and retention of students in Career and Technical Education, Adult Education, ESOL and other programs at Manatee Technical College (MTC).

QUALIFICATIONS:
1. Bachelor's degree in a related field from an accredited institution, or associate's degree and two years of experience, or High School Diploma or equivalent and four years of experience equivalent experience.
2. Knowledge of Career and Technical Education Programs and Adult Education/ESOL programs preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to develop and deliver presentations. Ability to communicate effectively, both orally and in writing. Ability to gather data, compile information, and prepare reports. Ability to develop, plan, and implement short- and long-range goals. Knowledge of student recruitment and retention issues. Ability to plan, assess, and evaluate programs. Organizing and coordinating skills. Ability to work effectively with diverse populations. Extensive knowledge of the organization, operation, programs, and goals of Manatee Technical College. Knowledge of federal, state and District rules, regulations, and policies as they relate to job functions. Ability to exercise independent judgment in assigned duties. Ability to work cooperatively with others. Ability to be flexible and open to working a flexible schedule as necessary. Possess knowledge and skills related to student services and the financial aid process.

REPORTS TO:
Director, Manatee Technical College

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Develop and coordinate the MTC recruitment efforts in partnership with MTC Leadership.
2. Establish relationships with community organizations to deliver presentations and individual meetings with members regarding the educational opportunities available at MTC and to advise prospective students through college and career planning, and adult education.
3. Deliver presentations to groups of prospective students regarding the educational opportunities available at MTC.
4. Provide general information on programs, services, requirements, and standards to prospective applicants in person or by telephone, e-mail, or letter; conducts follow up as needed.
5. Maintain and analyze recruitment data and use data to show outcomes of performance for efforts.
6. Represent the District and MTC in a positive and professional manner.
7. Respond to inquiries and concerns in a timely manner.
8. Visit area schools and businesses and speak to groups and individual students and meet with school counselors to promote outreach activities; coordinate community workshops; application workshops; arrange visits from prospective students and parents.
9. Attend community and district events to ensure that MTC is represented and marketed appropriately.
10. Work with other district departments to plan, market, organize, and facilitate recrement for MTC at job fairs, community events and other large type functions.
11. Create and schedule campus wide tours for all MTC buildings for groups and individuals.
12. Create and distribute resource materials for student recruitment and retention programs; analyze trends in recruitment and retention programs; develop strategies for program evaluation.
13. In conjunction with the marketing team, help develop program and marketing materials.
14. Serve as a resource to students for financial aid and student services type questions and ensure students have the support needed to have their applications fully submitted.
15. Perform other duties as assigned and required.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
12/09/2025

SALARY SCHEDULE: SAMP
PAY GRADE: D06
SHORT TITLE: SUP312
STATE JOB CODE: 61238

AGENDA ITEM NO. 14.3

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the New Job Description and Position of Data Analyst (Multiple Funding Sources Offset by Position Reduction)

Executive Summary
The new Data Analyst position will replace a vacant Administrative Assistant position, which will be more beneficial to the Assessment Department since the volume of data requests has been increasing in recent years while the volume of administrative tasks has been decreasing. The proposed pay grade for the position is D09 on the SAMP schedule. It is estimated that the baseline of the new Data Analyst position will cost $27,847 more a year including benefits than the previous salary and benefits cost of the Administrative Assistant position.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the new job description and position of Data Analyst (Multiple Funding Sources Offset by Position Reduction).

Financial Impact
The salary range for the position is from $58,698 to $113,210 plus benefits and is in the budget for 2025-2026 school year.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
77131 Data Analyst SUP314 - New

THE SCHOOL BOARD OF MANATEE COUNTY
Short Title: DATA ANALYST
State Title: Specialist, Testing, Evaluation, Assessment
JOB DESCRIPTION

JOB GOAL:
To support the statistical analysis of data and reporting as it relates to curriculum, instruction, and school improvement. To use statistical analysis and school grade projections to support decision making. To work with administrators, teachers, data team, and central office staff to calculate and coordinate student growth related teacher evaluations.

QUALIFICATIONS:
1. Bachelor's degree from an accredited educational institution.
2. Minimum three (3) years of experience in data analysis, educational measurement, school accountability or related areas.
3. Other qualifications deemed necessary by the Superintendent

KNOWLEDGE, SKILLS AND ABILITIES:
Intermediate knowledge of statistics. Knowledge of applicable laws, rules, policies and procedures. Knowledge of school district data and data reporting systems, including, but not limited to, Focus, School City, Perform, and State assessment & accountability platforms and rules. Ability to interact effectively with district and school personnel. Ability to work independently, using sound judgement and discretion. Ability to demonstrate written and oral communication skills. Ability to organize, prioritize, and execute projects. Ability to present data and materials to a variety of audiences. Ability to interpret State Board rules and Accountability guides. Advanced Microsoft Excel user capable of constructing multi-step formulas.

REPORTS TO:
Director of Accountability, Assessment, and Research; Senior Statistical Data Analyst

SUPERVISES:
N/A

ADVISES:
Assessment Specialist/s
Curriculum Specialist/s
Instructional Specialist/s
Senior Data Analyst
Director of Research and Assessment

PERFORMANCE RESPONSIBILITIES:
1. Provide instructional staff and administrator evaluation committees with relevant evaluation data and analysis to support decision-making.
2. Performs specialized and technical work in the development, maintenance, and analysis of assessment and accountability databases and reports.
3. Design and coordinate the distribution of accurate reports for district and state assessment and accountability data to support school & district decision-making.
4. Help design and calculate teacher and administrator Student Growth Rating components. Notify supervisor of escalations. Provide analytical decision support to address broad-based issues and concerns.
5. Provide graphs and tables in Excel and Word and other software as appropriate to support instructional and administrative decision making.
6. Help prepare all required evaluation reports and maintain appropriate historical records of student growth rating data for individual teachers and all schools at all levels.
7. Perform the collecting, organizing, analyzing, and interpreting of evaluation data and uses data to support instructional decisions.
8. Develop annual goals and objectives for personal professional development consistent with and in support of District goals and priorities.

9. Participate successfully in the training programs offered to increase skill and proficiency related to the assignment.
10. Prepare statistical and analytical reports for administrators as requested.
11. Respond to inquiries and concerns from administrators, personnel, and others concerning assigned area, and provide specialized information concerning the application of complex law, rules, and regulations in a timely manner, through effective communications.
12. Review current developments, literature and technical sources of information related to job responsibility.
13. Serve on District, state or community councils or committees as assigned or appropriate.
14. Use benchmark assessments and other available data to construct models projecting school grades and supporting the strategic decisions of District Leadership.
15. Conduct analyses of district data using descriptive and inferential statistics, such as regression, causal and factor analytic models and nonparametric techniques.
16. Keep supervisor informed of activities in area of assignment.
17. Attend state and regional meetings to keep well informed about current trends and practices.
18. Ensure adherence to good data security and safety standards.
19. Maintain confidentiality regarding school/workplace matters.
20. Model and maintains high ethical standards.
21. Represent the district in a positive and professional manner.
22. Demonstrate initiative in the performance of assigned responsibilities.
23. Follow federal and state laws as well as School Board policies, rules and regulations.
24. Demonstrate support for the school district and its goals and objectives.
25. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
26. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to pounds of force occasionally, and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
TBD

Revised on:

SALARY SCHEDULE:
SAMP PAY GRADE: D09
JOB CODE: SUP314
STATE TITLE: 77131

AGENDA ITEM NO. 14.4

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Reclassification of the Job Description and Position of Lead Guardian to Security Manager (Multiple Funding Sources)

Executive Summary
The Reclassification of the Job Description and Position of Lead Guardian to Security Manager includes a change in title, update of the performance responsibilities, and a pay grade change from D06 to D08 to create a distinction in compensation between this position and the School Safety Guardian that it supervises.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the reclassification of the job description and position of Lead Guardian to Security Manager (Multiple Funding Sources).

Financial Impact
The total financial impact of the reclassification for the four positions is an annual increase of $23,574.00 plus benefits **(Multiple Funding Sources)**.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
79023 Security Guard Lead Guardian SUP283 - Redlined
79023 Security Guard Manager Security SUP283 - Clean

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ~~LEAD GUARDIAN~~MANAGER, SECURITY
State Title: Security Guard
JOB DESCRIPTION

JOB GOAL:
To provide direction and leadership to ensure safe and secure environment for students, employees, and visitors at assigned school sites. To assist the administrative staff with applying policies and procedures for safe and orderly schools at the building level.

This position is an armed ~~Lead Guardian~~Manager, Security; however, there shall be no law enforcement authority except to the extent necessary to prevent or abate an active assailant incident on school property.

QUALIFICATIONS:
1. High School diploma or equivalent. Associates degree preferred.
2. Five (5) years of experience in armed security duties with three (3) years of supervisory/managerial experience.
3. Ability to read, write, speak, and understand Standard English.
4. Successful completion of initial and ongoing training/certification provided by the Manatee County Sheriff's Office as required by Chapter 2018-3, Laws of Florida, as a condition of employment.
5. Satisfactory completion of American Red Cross Aid and Cardiopulmonary Resuscitation (CPR) course or agreement to earn within one year of employment.
6. Must obtain a State of Florida (s 790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position.
7. Must be able to successfully complete ongoing trainings, and firearm proficiency test as outlined in the Marjory Stoneman High School Public Safety Act.
8. Must meet all Manatee County Sheriff's Office requirements to attain a Guardian appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act. Must obtain and maintain the Guardian appointment throughout employment in this position.
9. Must have a valid Florida driver license.
10. Must submit to and pass an initial drug test and subsequent random screenings.
11. Must successfully pass a comprehensive employment background check.
12. Must pass a psychological evaluation.
13. Must successfully complete a 144-hour training program, consisting of 12 hours of training to improve the school guardian's knowledge and skills necessary to respond to and de-escalate incidents on school premises and 132 total hours of comprehensive firearm safety and proficiency training conducted by Criminal Justice Standards and Training Commission-certified instructors, which must include:
    - Eighty hours of firearms instruction based on the Criminal Justice Standards and Training Commission's Law Enforcement Academy training model, which must include at least 10 percent but no more than 20 percent more rounds fired than associated with academy training. Program participants must achieve an 85 percent pass rate on the firearms training.
    - Sixteen hours of instruction in precision pistol.
    - Eight hours of discretionary shooting instruction using state-of-the-art simulator exercises.
    - Sixteen hours of instruction in active shooter or assailant scenarios.
    - Eight hours of instruction in defensive tactics.
    - Four hours of instruction in legal issues.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of standard security procedures and best practices. Strong oral, written, and interpersonal communications skills. Basic word processing and spreadsheet skills. Ability to acquire knowledge of School Board policies and applicable Manatee County School District security personnel procedures. Ability to read, write, speak and understand Standard English. Ability to apply standard security procedures and best practices. Ability to work with a wide variety of students from diverse backgrounds. Ability to pass required physical, psychiatric and drug tests. Ability to exercise good judgment under potentially dangerous conditions. Ability to control sudden violent or

extreme physical acts of others. Ability to exhibit rapid mental and muscular coordination simultaneously. Ability to work well with school administrators, youth, and adults. Ability to prepare and maintain technical records and state/district required reports.

REPORTS TO:
Director, Safety and Security

SUPERVISES:
School ~~Security~~ Safety Guardians

PERFORMANCE RESPONSIBILITIES:

1. Uses whatever force is necessary to prevent or abate an active assailant incident.
2. Immediately responds to and engages to stop the threat of an active assailant.
3. Conducts perimeter and inner school checks to ensure premises are secure.
4. Provides leadership, supervision, and continuing training to ensure the efficiency of operations.
5. Trains, directs, and evaluates officers and employees directly subordinate to them.
6. Evaluates the assigned subordinates, carries out progressive discipline of guardians as needed, and maintains a close working relationship with all local law enforcement agencies.
7. Ensures that subordinates adhere to all policies, standard operating procedures, orders, and directives of the Safety and Security Department.
8. Analyzes information and situations regarding activities that may be in violation of school policies and or an indication of possible criminal activity for the purpose of determining immediate actions and or making recommendations to ensure safety of students, staff, and the public.
9. Collaborates with other school and district personnel, assigned police officer, representatives of local agencies for the purpose of preliminary inquiries into violations of school board policies and providing information and or taking action for the safety and security of school site.
10. Communicates school policies and procedures to personnel, parents, and visitors for the purpose of ensuring their understanding of the potential consequences of violation.
11. Investigates unusual incidents, e.g. unauthorized visitors, violent threats against students, etc., for the purpose of assisting responding law enforcement personnel, developing information necessary to assist in determining appropriate action, and or providing documentation for future reference.
12. Responds to calls for service, which may include trespassers, or disturbances/disorders on or in school district facilities.
13. Assists in the management and organization of site administrators, district employees, and safety and emergency management personnel during emergency management incidents.
14. Serves as a liaison with local law enforcement agencies during emergency management incidents or as needed.
15. Conducts investigations regarding complaints of misconducts against ~~School Security Guardian~~School Safety Guardians and presents recommendations to the Director, Safety and Security.
16. Patrols assigned schools sites to observe and provide assistance to ~~School Security Guardian~~School Safety Guardians.
17. Performs the duties of ~~School Security Guardian~~School Safety Guardian when he or she is on leave.
18. Monitors students within a variety of school environments, e.g. rest rooms, grounds, hallways, library, cafeteria, parking lots, etc., for the purpose of ensuring the safety and welfare of students.
19. Prepares a variety of documents, e.g. security logs, memos, letters, procedures, etc., for the purpose of documenting activities, providing written reference, and or conveying information.
20. Reads and responds to email communication.
21. Recommends policies, procedures and or actions to school administration for the purpose of providing information and or direction that ensure efficient provision of campus security.
22. Refers observation and incidents, e.g. injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules, etc., for the purpose of communicating information to appropriate instructional and or administrative personnel, and or law enforcement for follow-up action.
23. Utilizes and monitors surveillance technology.
24. Operates metal detectors and conducts appropriate searches when directed to do so.
25. Provides support in school and district emergency situations and participates in all school emergency drills,

e.g. fire, lockdown, active shooter, hostage, etc.

26. Provide support at school sites for summer school operations.
27. Assist with the coordination and implementation of statutory required retraining of ~~School Security Guardian~~School Safety Guardians during the summer.
28. Participate in the selection process of ~~School Security Guardian~~School Safety Guardians.
29. Performs other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Requires working indoors and outdoors in various weather-related conditions. Requires sitting, standing and moving about during the day, and the ability to lift, carry, and move and/or position objects infrequently weighting up to 50 pounds. Requires travel to schools and work sites within the District.

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 District.

The ~~Lead Guardian~~Manager, Security is a 12-month position.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
06/12/2018

Revised:
04/23/2024
04/29/2025
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: ~~D06~~D08
SHORT TITLE: SUP283
STATE TITLE: 79023

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, SECURITY
State Title: Security Guard
JOB DESCRIPTION

JOB GOAL:
To provide direction and leadership to ensure safe and secure environment for students, employees, and visitors at assigned school sites. To assist the administrative staff with applying policies and procedures for safe and orderly schools at the building level.

This position is an armed Manager, Security; however, there shall be no law enforcement authority except to the extent necessary to prevent or abate an active assailant incident on school property.

QUALIFICATIONS:
1. High School diploma or equivalent. Associates degree preferred.
2. Five (5) years of experience in armed security duties with three (3) years of supervisory/managerial experience.
3. Ability to read, write, speak, and understand Standard English.
4. Successful completion of initial and ongoing training/certification provided by the Manatee County Sheriff's Office as required by Chapter 2018-3, Laws of Florida, as a condition of employment.
5. Satisfactory completion of American Red Cross Aid and Cardiopulmonary Resuscitation (CPR) course or agreement to earn within one year of employment.
6. Must obtain a State of Florida (s 790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position.
7. Must be able to successfully complete ongoing trainings, and firearm proficiency test as outlined in the Marjory Stoneman High School Public Safety Act.
8. Must meet all Manatee County Sheriff's Office requirements to attain a Guardian appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act. Must obtain and maintain the Guardian appointment throughout employment in this position.
9. Must have a valid Florida driver license.
10. Must submit to and pass an initial drug test and subsequent random screenings.
11. Must successfully pass a comprehensive employment background check.
12. Must pass a psychological evaluation.
13. Must successfully complete a 144-hour training program, consisting of 12 hours of training to improve the school guardian's knowledge and skills necessary to respond to and de-escalate incidents on school premises and 132 total hours of comprehensive firearm safety and proficiency training conducted by Criminal Justice Standards and Training Commission-certified instructors, which must include:
    - Eighty hours of firearms instruction based on the Criminal Justice Standards and Training Commission's Law Enforcement Academy training model, which must include at least 10 percent but no more than 20 percent more rounds fired than associated with academy training. Program participants must achieve an 85 percent pass rate on the firearms training.
    - Sixteen hours of instruction in precision pistol.
    - Eight hours of discretionary shooting instruction using state-of-the-art simulator exercises.
    - Sixteen hours of instruction in active shooter or assailant scenarios.
    - Eight hours of instruction in defensive tactics.
    - Four hours of instruction in legal issues.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of standard security procedures and best practices. Strong oral, written, and interpersonal communications skills. Basic word processing and spreadsheet skills. Ability to acquire knowledge of School Board policies and applicable Manatee County School District security personnel procedures. Ability to read, write, speak and understand Standard English. Ability to apply standard security procedures and best practices. Ability to work with a wide variety of students from diverse backgrounds. Ability to pass required physical, psychiatric and drug tests. Ability to exercise good judgment under potentially dangerous conditions. Ability to control sudden violent or

extreme physical acts of others. Ability to exhibit rapid mental and muscular coordination simultaneously. Ability to work well with school administrators, youth, and adults. Ability to prepare and maintain technical records and state/district required reports.

REPORTS TO:
Director, Safety and Security

SUPERVISES:
School Safety Guardians

PERFORMANCE RESPONSIBILITIES:

1. Uses whatever force is necessary to prevent or abate an active assailant incident.
2. Immediately responds to and engages to stop the threat of an active assailant.
3. Conducts perimeter and inner school checks to ensure premises are secure.
4. Provides leadership, supervision, and continuing training to ensure the efficiency of operations.
5. Trains, directs, and evaluates officers and employees directly subordinate to them.
6. Evaluates the assigned subordinates, carries out progressive discipline of guardians as needed, and maintains a close working relationship with all local law enforcement agencies.
7. Ensures that subordinates adhere to all policies, standard operating procedures, orders, and directives of the Safety and Security Department.
8. Analyzes information and situations regarding activities that may be in violation of school policies and or an indication of possible criminal activity for the purpose of determining immediate actions and or making recommendations to ensure safety of students, staff, and the public.
9. Collaborates with other school and district personnel, assigned police officer, representatives of local agencies for the purpose of preliminary inquiries into violations of school board policies and providing information and or taking action for the safety and security of school site.
10. Communicates school policies and procedures to personnel, parents, and visitors for the purpose of ensuring their understanding of the potential consequences of violation.
11. Investigates unusual incidents, e.g. unauthorized visitors, violent threats against students, etc., for the purpose of assisting responding law enforcement personnel, developing information necessary to assist in determining appropriate action, and or providing documentation for future reference.
12. Responds to calls for service, which may include trespassers, or disturbances/disorders on or in school district facilities.
13. Assists in the management and organization of site administrators, district employees, and safety and emergency management personnel during emergency management incidents.
14. Serves as a liaison with local law enforcement agencies during emergency management incidents or as needed.
15. Conducts investigations regarding complaints of misconducts against School Safety Guardians and presents recommendations to the Director, Safety and Security.
16. Patrols assigned schools sites to observe and provide assistance to School Safety Guardians.
17. Performs the duties of School Safety Guardian when he or she is on leave.
18. Monitors students within a variety of school environments, e.g. rest rooms, grounds, hallways, library, cafeteria, parking lots, etc., for the purpose of ensuring the safety and welfare of students.
19. Prepares a variety of documents, e.g. security logs, memos, letters, procedures, etc., for the purpose of documenting activities, providing written reference, and or conveying information.
20. Reads and responds to email communication.
21. Recommends policies, procedures and or actions to school administration for the purpose of providing information and or direction that ensure efficient provision of campus security.
22. Refers observation and incidents, e.g. injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules, etc., for the purpose of communicating information to appropriate instructional and or administrative personnel, and or law enforcement for follow-up action.
23. Utilizes and monitors surveillance technology.
24. Operates metal detectors and conducts appropriate searches when directed to do so.
25. Provides support in school and district emergency situations and participates in all school emergency drills, e.g. fire, lockdown, active shooter, hostage, etc.

26. Provide support at school sites for summer school operations.
27. Assist with the coordination and implementation of statutory required retraining of School Safety Guardians during the summer.
28. Participate in the selection process of School Safety Guardians.
29. Performs other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Requires working indoors and outdoors in various weather-related conditions. Requires sitting, standing and moving about during the day, and the ability to lift, carry, and move and/or position objects infrequently weighting up to 50 pounds. Requires travel to schools and work sites within the District.

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 District.

The Manager, Security is a 12-month position.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
06/12/2018

Revised:
04/23/2024
04/29/2025
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D08
SHORT TITLE: SUP283
STATE TITLE: 79023

AGENDA ITEM NO. 14.5

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Reclassification of the Job Description and Position of Human Resources Specialist I (Multiple Funding Sources)

Executive Summary
The reclassification of the Job Description and Position of Human Resources Specialist I job description includes a pay grade change to align the position with Employee Benefits Assistant which is one pay grade higher at pay grade 27. Revisions include updates to the job goal and performance responsibilities.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the reclassification of the job description and position of Human Resources Specialist I (Multiple Funding Sources).

Financial Impact
The financial impact associated with the reclassification is $1,801.36 plus benefits.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
77330 Personnel HR Specialist I - Clean
77330 Personnel HR Specialist I - Redlined

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SPECIALIST I, HUMAN RESOURCES
State Title: Personnel Specialist
JOB DESCRIPTION

JOB GOAL:
To sustain and support the human resource functions for the District.

QUALIFICATIONS:
1. High School Diploma from an accredited educational institution
2. Specialized knowledge or training in the area of human resources preferred.
3. Two (2) years' experience in a related field.
4. Experience in school human resource administration preferred.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of human resources methods and their application. Ability to work with district administration, principals and other school administrators in a customer focused and efficient manner to present information and analyze complex matters. Ability to effectively respond to questions on human resources issues.

REPORTS TO:
Assistant Director, Human Resources or assigned administrator

SUPERVISES:
N/A

PERSONNEL RESPONSIBILITIES:
1. Assist in completing the hiring process of new, prospective, and existing personnel by providing information, assisting with front foyer computers, fingerprinting, and operating the front desk.
2. Receive and screen callers; provide information on the operation of the office to persons seeking information, and refer callers to other employees, officials, or departments when warranted.
3. Prepare forms, set up files and file letters and related materials in an accepted manner.
4. Assemble information for administrator's use as required.
5. Research and assemble documents, reports and data for administrator and assist in drafting, proofreading and processing reports, letters and documents.
6. Perform computer data entry, word processing, and other computer operations as required.
7. Provide customer service in a professional manner always.
8. Maintain confidentiality regarding school/workplace matters.
9. Meet and deal effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
10. Assists with employment eligibility verification, I-9 forms, uploading employee evaluations, public records, and maintaining employee electronic records.
11. Assist with the verification of applicant employment history and preparation of documents for same for the district.
12. Advise and assist persons who are qualifying for positions; and create and maintain files and records for the human resources department.
13. Communicate with management, employees, applicants and the public, both orally and in writing and at all levels.
14. Follow federal and state laws as well as Board policies, rules and regulations.
15. Respond to inquiries and concerns in a timely manner.
16. Attend training sessions to stay abreast of current practices, upgrades, or new software or other programs used in the human resources office.
17. Perform related duties and other tasks in human resources such as benefits as required by supervisor

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
06/22/2021

Revised:
TBD

SALARY SCHEDULE: SUPPORT
PAY GRADE: 27
SHORT TITLE: TBD
STATE JOB CODE: 77330

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SPECIALIST I, HUMAN RESOURCES
State Title:~~-~~ Personnel Specialist
JOB DESCRIPTION

JOB GOAL:
To sustain and support the human resource functions ~~for classified and certified personnel~~ for the District.

QUALIFICATIONS:
1. High School Diploma from an accredited educational institution
2. Specialized knowledge or training in the area of human resources preferred.
3. Two (2) years' experience in a related field.
4. Experience in school human resource administration preferred.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of human resources methods and their application. Ability to work with district administration, principals and other school administrators in a customer focused and efficient manner to present information and analyze complex matters. Ability to effectively respond to questions on human resources issues.

REPORTS TO:
Assistant Director, Human Resources or assigned administrator

SUPERVISES:
N/A

PERSONNEL RESPONSIBILITIES:
1. Assist in completing the hiring process of new, prospective, and existing ~~classified, instructional and administrative~~ personnel by providing information, assisting with front foyer computers, ~~fingerprinting,\and~~fingerprinting, and operating the front desk.
~~2. Prepare forms, set up files and file letters and related materials in an accepted manner.~~
~~3. Assemble information for administrator's use as required.~~
~~4.~~2. Receive and screen callers; provide information on the operation of the office to persons seeking information, and refer callers to other employees, officials, or departments when warranted.
3. Prepare forms, set up files and file letters and related materials in an accepted manner.
4. Assemble information for administrator's use as required.
5. Research and assemble documents, reports and data for administrator and assist in drafting, proofreading and processing reports, letters and documents.
6. Perform computer data entry, word processing, and other computer operations as required.
7. Provide customer service in a professional manner always.
8. Maintain confidentiality regarding school/workplace matters.
9. Meet and deal effectively with the ~~general public~~public, staff members, administrators, and other contact persons using tact and good judgment.
~~9.~~10. Assists with employment eligibility verification, I-9 forms, uploading employee evaluations, public records, and maintaining employee electronic records.
11. Assist with the verification of applicant employment history and preparation of documents for same for the district.
~~10.~~
~~11.~~12. Advise and assist persons who are qualifying for positions; and create and maintain files and records for the human resources department.
~~12.~~13. Communicate with management, employees, applicants and the public, both orally and in writing and at all levels.
~~13.~~14. Follow federal and state laws as well as Board policies, rules and regulations.
~~14.~~15. Respond to inquiries and concerns in a timely manner.
~~15.~~16. Attend training sessions to stay abreast of current practices, upgrades, or new software or other programs used in the human resources office.

~~16.~~17. Perform related duties~~,~~ and other tasks in human resources such as benefits as required by supervisor~~.~~

PHYSICAL REQUIREMENTS:
Light work~~: exerting~~: 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
06/22/2021

Revised:
TBD

SALARY SCHEDULE: SUPPORT
PAY GRADE: ~~26~~27
SHORT TITLE: TBD
STATE JOB CODE: 77330

AGENDA ITEM NO. 14.6

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Reclassification of the Job Descriptions and Positions in the Finance Department (Multiple Funding Sources)

Executive Summary
The Finance Department has reclassified two job descriptions and positions to include updates to the minimum qualifications, knowledge, skills, and abilities, supervision, and performance responsibilities. An internal equity analysis to equity analysis to similar positions was conducted which supports the reclassification to higher pay grades on either the Supervisory, Administrative, Managerial, and Professional (SAMP) or the Hourly Non-Bargaining (HNB) salary schedules. The reclassification also bring the positions closer to market pay. Listed below are the job descriptions:

1. 75032 Senior Specialist, Accounts Payable FIS010 at HNB pay grade 32 to SAMP pay grade D05
2. 75032 Specialist, Accounts Payable FIS010 at HNB pay grade 29 to HNB pay grade 32

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the reclassification of the job descriptions in the Finance Department (Multiple Funding Sources).

Financial Impact
The financial impact associated with the reclassification of the job descriptions to the new pay grades for three positions is $11,481.64, plus benefits.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
75032 Account Clerk Payroll FIS010 [Specialist, Accts Payable]-Redlined
75032 Account Clerk Payroll FIS026 [Specialist, Sr. Accts Payable]-Clean
75032 Account Clerk Payroll FIS026 [Specialist, Sr. Accts Payable]-Redlined
75032 Account Clerk Payroll FIS010 [Specialist, Accts Payable]-Clean

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SPECIALIST, ACCOUNTS PAYABLE
State Title: Account Clerk/Payroll Clerk
JOB DESCRIPTION

JOB GOAL:
To provide for the successful disbursement of payments for the District in a timely, accurate, fiscally responsible and efficient manner.

QUALIFICATIONS:
1. High School Diploma or approved equivalency diploma.
2. Minimum of three (3) years~~ of~~ successful experience in bookkeeping and/or the maintenance of fiscal records.
3. ~~Comparable amount of training and experience may be substituted for the minimum qualifications.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of bookkeeping principles and procedures. Ability to apply such knowledge to work situations. Knowledge of regulations and policies controlling fiscal record keeping. ~~Knowledge of modern office practices, procedures and equipment.~~ Ability to make mathematical calculations with reasonable speed and accuracy. Ability to maintain accounting records and prepare reports. Ability to serve the public and answer questions relating to ~~the operation of the unit.~~ Accounts payable. Ability to ~~use word processing skills for~~compose ~~-~~correspondence, letters, and memoranda. Ability to create and develop spreadsheets. Working knowledge of IBM I Series system and of JD Edwards A/P software. Ability to use Excel, E-mail and Word proficiently. ~~Ability to use a 10- key pad/calculator for data entry.~~ Possess good telephone communication and customer service skills. Ability to plan, organize and prioritize activities related to assignment. Ability to utilize a decision-making process in the resolution of major problems. Ability to understand and implement school board policies and procedures.

REPORTS TO:
Manager, Accounting
Assigned Supervisor

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Assist Senior Accounts Payable Supervisor in preparing and verifying Accounts Payable check runs, public records requests, audit inquiries and serve as backup to supervisor.
~~1.~~2. Receive, sort and verify invoices and purchase orders and process them for payment as required using methods outlined in the Accounts Payable procedures manual.
~~2.~~3. Perform pre-audit function on purchase orders and invoices by checking documents for mathematical accuracy and reconciliation of prices and quantities received. Verifying accuracy of invoices through research and making corrections as necessary for allowed discounts and taxes invoiced in error. Determining proper approval for payment.
~~3.~~4. Review travel vouchers, check request forms, PCard purchases, and petty cash receipts for all required signatures and supporting documentation prior to payment. Perform pre-audit of travel vouchers for compliance with applicable statutes and school board policies. Perform pre-audit function on PCard purchases and petty cash receipts for mathematical accuracy, making adjustments for unallowable items such as taxes or personal purchases.
~~4.~~5. Release voucher entries for posting after reconciling batch entries. Proof, correct, and verify pre-check register making changes as necessary. Reconcile check run with invoices and sort invoices for check issuance. Reconcile monthly statements for vendor accounts.
~~5.~~6. Assist bookkeepers, school and departmental secretaries, purchasing department and warehouse personnel in solving issues with invoices, travel vouchers, PCard purchases, and petty cash receipts. Identify any problems with invoices and report to supervisor when necessary.
~~6.~~7. Receive, sort, and deliver mail to proper personnel. Mail all accounts payable checks to vendors and match remittance with vendor invoices to form voucher files. Create folders and maintain files of recorded expenditures.

~~7.~~8. Maintain a filing system of invoices to track payment status.
~~8.~~9. Reconcile received-not-vouched reports and clear all quantity received discrepancies with appropriate personnel and vendors as well as close open purchase orders.
~~9.~~10. Ensure adherence to good safety standards.
~~10.~~11. Maintain confidentiality regarding school/workplace matters.
~~11.~~12. Exhibit interpersonal skills to work as an effective team members.
~~12.~~13. Model and maintain high ethical standards.
~~13.~~14. Represent the District in a positive and professional manner.
~~14.~~15. Demonstrate initiative in the performance of assigned responsibilities.
~~15.~~16. Respond to inquiries and concerns in a timely manner.
~~16.~~17. Communicate effectively with students, parents, staff, administrators and vendors.
~~17.~~18. Keep supervisor informed of potential problems or unusual events.
~~18.~~19. Follow federal and state laws as well as School Board policies, rules and regulations.
~~19.~~20. Demonstrate support for the School District and its goals and objectives.
~~20.~~21. Prepare all required reports and maintain all appropriate records.
~~21.~~22. Maintain expertise in assigned area to fulfill project goals and objectives.
~~22.~~23. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
~~23.~~24. Review current developments, literature and technical sources of information related to job responsibility.
~~24.~~25. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved on:

Revised:
04/23/2007
05/22/2018
TBD

SALARY SCHEDULE: SUPPORT
PAYGRADE: ~~29~~32
SHORT TITLE: FIS010
STATE JOB CODE: 75032

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SPECIALIST, SENIOR ACCOUNTS PAYABLE
State Title: Account Clerk/ Payroll Clerk
JOB DESCRIPTION

JOB GOAL:
To provide for the successful disbursement of payments for the District in a timely, accurate, fiscally responsible and efficient manner.

QUALIFICATIONS:
1. Associate degree or designated professional certification.
2. Minimum of six (6) years successful experience in bookkeeping and/or the maintenance of fiscal records.

KNOWLEDGE, SKILLS AND ABILITIES:
Detailed knowledge of bookkeeping principles and procedures. Ability to apply such knowledge to work situations. Extensive knowledge of regulations and policies controlling fiscal record keeping. Knowledge of modern office practices, procedures and equipment. Ability to make mathematical calculations with outstanding speed and accuracy. Ability to maintain accounting records and prepare reports. Ability to serve the public and answer questions relating to the operation of the unit. Ability to use word processing skills for correspondence. Ability to create and develop spreadsheets. Working knowledge of ERP Accounts Payable module. Ability to use Excel, E-mail and Word proficiently. Possess good telephone communication and customer service skills. Ability to plan, organize and prioritize activities related to assignment. Ability to utilize a decision-making process in the resolution of major problems.

REPORTS TO:
Manager, Accounting
Assigned Supervisor

SUPERVISES:
Accounts Payable Specialists

PERFORMANCE RESPONSIBILITIES:
1. Process accounts payable check runs through the accounts payable system. Create payments groups approving and posting journals to JD Edwards financial accounting system and working with the payment groups to verify accuracy.
2. Reconcile PCard purchases in PCard management software to JD Edwards financial accounting system on a monthly basis. Resolve all discrepancies with the card user. Perform monthly closing, including the approval and posting of journal entries to JD Edwards financial accounting system after verification for accuracy.
3. Verify SUA and ACH Payments were submitted successfully and work with the IT department and the bank to resolve any issues.
4. Assist as required and provide training for all new accounts payable employees.
5. Resolve all accounts payable issues with the coordination of the financial accounting system. Resolve complex invoice discrepancies for the accounts payable department.
6. Receive, sort and verify invoices and purchase orders and process them for payment as required using methods outlined in the Accounts Payable procedures manual.
7. Perform pre-audit function on purchase orders and invoices by checking documents for mathematical accuracy and reconciliation of prices and quantities received. Verifying accuracy of invoices through research and making corrections as necessary for allowed discounts and taxes invoiced in error. Determining proper approval for payment.
8. Review travel vouchers, check request forms, PCard purchases, and petty cash receipts for all required signatures and supporting documentation prior to payment. Perform pre-audit of travel vouchers for compliance with applicable statutes and school board policies. Perform pre-audit function on PCard purchases and petty cash receipts for mathematical accuracy, making adjustments for unallowable items such as taxes or personal purchases.

9. Release voucher entries for posting after reconciling batch entries. Proof, correct, and verify pre-check register making changes as necessary. Reconcile check run with invoices and sort invoices for check issuance. Reconcile monthly statements for vendor accounts as necessary.
10. Assist bookkeepers, school and departmental secretaries, purchasing department and warehouse personnel in solving issues with invoices, travel vouchers, PCard purchases, and petty cash receipts. Identify any problems with invoices and report to supervisor when necessary.
11. Respond to inquiries and concerns in a timely manner, which includes audit inquiries and public records requests.
12. Receive, sort, and deliver mail to proper personnel. Mail all accounts payable checks to vendors and match remittance with vendor invoices to form voucher files. Create folders and maintain files of recorded expenditures.
13. Stay informed and disseminate information about current research, trends and best practices in areas of responsibility.
14. Maintain a filing system of invoices to track payment status.
15. Reconcile received-not-vouched reports and clear all quantity received discrepancies with appropriate personnel and vendors as well as close open purchase orders.
16. Ensure adherence to good safety standards.
17. Maintain confidentiality regarding school/workplace matters.
18. Exhibit interpersonal skills to work as an effective team members.
19. Model and maintain high ethical standards.
20. Represent the District in a positive and professional manner.
21. Demonstrate initiative in the performance of assigned responsibilities.
22. Respond to inquiries and concerns in a timely manner.
23. Communicate effectively with staff, administrators and vendors.
24. Keep supervisor informed of potential problems or unusual events.
25. Follow federal and state laws as well as School Board policies, rules and regulations.
26. Demonstrate support for the School District and its goals and objectives.
27. Prepare all required reports and maintain all appropriate records.
28. Maintain expertise in assigned area to fulfill project goals and objectives.
29. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
30. Review current developments, literature and technical sources of information related to job responsibility.
31. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
04/23/2007

Revised:
05/22/2018
TBD

SALARY SCHEDULE: SAMP

PAYGRADE: D05
SHORT TITLE: FIS026
STATE JOB CODE: 75032

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SPECIALIST, SENIOR ACCOUNTS PAYABLE
State Title: Account Clerk/ Payroll Clerk
JOB DESCRIPTION

JOB GOAL:
To provide for the successful disbursement of payments for the District in a timely, accurate, fiscally responsible and efficient manner.

QUALIFICATIONS:
1. Associate d~~Degree, or~~egree or designated professional certification.
2. Minimum of six (6) years~~' of~~ successful experience in bookkeeping and/or the maintenance of fiscal records.
3. ~~Comparable amount of training and experience may be substituted for the minimum qualifications.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Detailed knowledge of bookkeeping principles and procedures. Ability to apply such knowledge to work situations. Extensive knowledge of regulations and policies controlling fiscal record keeping. Knowledge of modern office practices, procedures and equipment. Ability to make mathematical calculations with outstanding speed and accuracy. Ability to maintain accounting records and prepare reports. Ability to serve the public and answer questions relating to the operation of the unit. Ability to use word processing skills for correspondence. Ability to create and develop spreadsheets. Working knowledge of ~~IBM I Series system and JD Edwards A/P software~~ERP Accounts Payable module. Ability to use Excel, E-mail and Word proficiently. ~~Ability to use a 10-key pad/calculator for data entry.~~ Possess good telephone communication and customer service skills. Ability to plan, organize and prioritize activities related to assignment. Ability to utilize a decision~~-~~-making process in the resolution of major problems.

REPORTS TO:
Manager, Accounting
Assigned Supervisor

SUPERVISES:
~~N/A~~ Accounts Payable Specialists

PERFORMANCE RESPONSIBILITIES:
1. Process accounts payable check runs through the accounts payable system. Create payments groups approving and posting journals to JD Edwards financial accounting system and working with the payment groups to verify accuracy.
2. Reconcile PCard purchases in PCard management software to JD Edwards financial accounting system on a monthly basis. Resolve all discrepancies with the card user. Perform monthly closing, including the approval and posting of journal entries to JD Edwards financial accounting system after verification for accuracy.
~~2.~~3. Verify SUA and ACH Payments were submitted successfully and work with the IT department and thebank to resolve any issues.
~~3.~~4. Assist the ~~Accounting Manager~~ as required and provide training for all new accounts payable employees.
~~4.~~5. Resolve all accounts payable issues with the coordination of the ~~TIS department and the JD Edwards~~ financial accounting system. Resolve complex invoice discrepancies for the accounts payable department.
5. ~~Calculate and maintain spreadsheets on E-Rate and non-E-Rate departments.~~
6. ~~Calculate percentages for social security and retirement on non-contracted hourly payments and maintain spreadsheets.~~
~~7.~~ 6. Receive, sort and verify invoices and purchase orders and process them for payment as required using methods outlined in the Accounts Payable procedures manual.
~~8.~~ 7. Perform pre-audit function on purchase orders and invoices by checking documents for mathematical accuracy and reconciliation of prices and quantities received. Verifying accuracy of invoices through

research and making corrections as necessary for allowed discounts and taxes invoiced in error. Determining proper approval for payment.

~~9.~~ 8. Review travel vouchers, check request forms, PCard purchases, and petty cash receipts for all required signatures and supporting documentation prior to payment. Perform pre-audit of travel vouchers for compliance with applicable statutes and school board policies. Perform pre-audit function on PCard purchases and petty cash receipts for mathematical accuracy, making adjustments for unallowable items such as taxes or personal purchases.

~~10.~~ 9. Release voucher entries for posting after reconciling batch entries. Proof, correct, and verify pre-check register making changes as necessary. Reconcile check run with invoices and sort invoices for check issuance. Reconcile monthly statements for vendor accounts as necessary.

10. Assist bookkeepers, school and departmental secretaries, purchasing department and warehouse personnel in solving issues with invoices, travel vouchers, PCard purchases, and petty cash receipts. Identify any problems with invoices and report to supervisor when necessary.

11. Respond to inquiries and concerns in a timely manner, which includes audit inquiries and public records requests.

12. Receive, sort, and deliver mail to proper personnel. Mail all accounts payable checks to vendors and match remittance with vendor invoices to form voucher files. Create folders and maintain files of recorded expenditures.

~~12.~~13. Stay informed and disseminate information about current research, trends and best practices in areas of responsibility.

~~13.~~14. Maintain a filing system of invoices to track payment status.

~~14.~~15. Reconcile received-not-vouched reports and clear all quantity received discrepancies with appropriate personnel and vendors as well as close open purchase orders.

~~15.~~16. Ensure adherence to good safety standards.

~~16.~~17. Maintain confidentiality regarding school/workplace matters.

~~17.~~18. Exhibit interpersonal skills to work as an effective team members.

~~18.~~19. Model and maintain high ethical standards.

~~19.~~20. Represent the District in a positive and professional manner.

~~20.~~21. Demonstrate initiative in the performance of assigned responsibilities.

~~21.~~22. Respond to inquiries and concerns in a timely manner.

~~22.~~23. Communicate effectively with staff, administrators and vendors.

~~23.~~24. Keep supervisor informed of potential problems or unusual events.

~~24.~~25. Follow federal and state laws as well as School Board policies, rules and regulations.

~~25.~~26. Demonstrate support for the School District and its goals and objectives.

~~26.~~27. Prepare all required reports and maintain all appropriate records.

~~27.~~28. Maintain expertise in assigned area to fulfill project goals and objectives.

~~28.~~29. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

~~29.~~30. Review current developments, literature and technical sources of information related to job responsibility.

~~30.~~31. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

04/23/2007

Revised:
05/22/2018
TBD

SALARY SCHEDULE: ~~SUPPORT~~ SAMP
PAYGRADE: ~~32~~ D05
SHORT TITLE: FIS026
STATE JOB CODE: 75032

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: SPECIALIST, ACCOUNTS PAYABLE
State Title: Account Clerk/Payroll Clerk
JOB DESCRIPTION

JOB GOAL:
To provide for the successful disbursement of payments for the District in a timely, accurate, fiscally responsible and efficient manner.

QUALIFICATIONS:
1. High School Diploma or approved equivalency diploma.
2. Minimum of three (3) years successful experience in bookkeeping and/or the maintenance of fiscal records.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of bookkeeping principles and procedures. Ability to apply such knowledge to work situations. Knowledge of regulations and policies controlling fiscal record keeping. Ability to make mathematical calculations with reasonable speed and accuracy. Ability to maintain accounting records and prepare reports. Ability to serve the public and answer questions relating to Accounts payable. Ability to compose correspondence, letters, and memoranda. Ability to create and develop spreadsheets. Working knowledge of IBM I Series system and of JD Edwards A/P software. Ability to use Excel, E-mail and Word proficiently. Possess good telephone communication and customer service skills. Ability to plan, organize and prioritize activities related to assignment. Ability to utilize a decision-making process in the resolution of major problems. Ability to understand and implement school board policies and procedures.

REPORTS TO:
Manager, Accounting
Assigned Supervisor

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Assist Senior Accounts Payable Supervisor in preparing and verifying Accounts Payable check runs, public records requests, audit inquiries and serve as backup to supervisor.
2. Receive, sort and verify invoices and purchase orders and process them for payment as required using methods outlined in the Accounts Payable procedures manual.
3. Perform pre-audit function on purchase orders and invoices by checking documents for mathematical accuracy and reconciliation of prices and quantities received. Verifying accuracy of invoices through research and making corrections as necessary for allowed discounts and taxes invoiced in error. Determining proper approval for payment.
4. Review travel vouchers, check request forms, PCard purchases, and petty cash receipts for all required signatures and supporting documentation prior to payment. Perform pre-audit of travel vouchers for compliance with applicable statutes and school board policies. Perform pre-audit function on PCard purchases and petty cash receipts for mathematical accuracy, making adjustments for unallowable items such as taxes or personal purchases.
5. Release voucher entries for posting after reconciling batch entries. Proof, correct, and verify pre-check register making changes as necessary. Reconcile check run with invoices and sort invoices for check issuance. Reconcile monthly statements for vendor accounts.
6. Assist bookkeepers, school and departmental secretaries, purchasing department and warehouse personnel in solving issues with invoices, travel vouchers, PCard purchases, and petty cash receipts. Identify any problems with invoices and report to supervisor when necessary.
7. Receive, sort, and deliver mail to proper personnel. Mail all accounts payable checks to vendors and match remittance with vendor invoices to form voucher files. Create folders and maintain files of recorded expenditures.
8. Maintain a filing system of invoices to track payment status.
9. Reconcile received-not-vouched reports and clear all quantity received discrepancies with appropriate personnel and vendors as well as close open purchase orders.

10. Ensure adherence to good safety standards.
11. Maintain confidentiality regarding school/workplace matters.
12. Exhibit interpersonal skills to work as an effective team members.
13. Model and maintain high ethical standards.
14. Represent the District in a positive and professional manner.
15. Demonstrate initiative in the performance of assigned responsibilities.
16. Respond to inquiries and concerns in a timely manner.
17. Communicate effectively with students, parents, staff, administrators and vendors.
18. Keep supervisor informed of potential problems or unusual events.
19. Follow federal and state laws as well as School Board policies, rules and regulations.
20. Demonstrate support for the School District and its goals and objectives.
21. Prepare all required reports and maintain all appropriate records.
22. Maintain expertise in assigned area to fulfill project goals and objectives.
23. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
24. Review current developments, literature and technical sources of information related to job responsibility.
25. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved on:

Revised:
04/23/2007
05/22/2018
TBD

SALARY SCHEDULE: SUPPORT
PAYGRADE: 32
SHORT TITLE: FIS010
STATE JOB CODE: 75032

AGENDA ITEM NO. 14.7

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Reclassification of the Job Descriptions and Positions in the Department of Maintenance and Operations (Multiple Funding Sources)

Executive Summary
The reclassification of the job descriptions and positions in the Department of Maintenance and Operations includes revision of the qualifications and performance responsibilities, and pay grade changes as outlined in the table below:

#	Title	Union Group	Current Pay Grade	Proposed Union Group	Proposed Pay Scale
1	Analyst, Analysis & Improvement	SAMP	D05	SAMP	D06
2	Manager, Building Maintenance Services	SAMP	D07	SAMP	D08
3	Manager, Capital Building Construction	SAMP	D07	SAMP	D08
4	Manager, Electronics Maintenance Svc	SAMP	D07	SAMP	D08
5	Manager, Grounds Maintenance	SAMP	D07	SAMP	D08
6	Manager, Mechanical Systems	SAMP	D08	SAMP	D09

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the reclassified job descriptions in the Department of Maintenance and Operations (Multiple Funding Sources).

Financial Impact
The financial impact associated with the reclassification of multiple positions is $44,258.00, plus benefits **(Multiple Funding Sources)**.

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
81010 Analyst Analysis and Improvement SUP081 - Clean
81010 Analyst Analysis and Improvement SUP081 - Redlined

81010 Analyst Analysis and Improvement SUP081 - Redlined
81010 Manager, Building Maintenance Services MPL003-Clean
81010 Manager, Building Maintenance Services MPL003-Redlined
81010 Manager, Mechanical Systems OPL004-Clean
81010 Manager, Mechanical Systems OPL004-Redlined
81013 Manager, Electronics Maintenance, MPL050 - Clean
81013 Manager, Electronics Maintenance, MPL050 - Redlined
81013 Manager, Grounds Maintenance MPL065 - Redlined
81013 Manager, Grounds Maintenance, MPL065-Clean
81013 Manager,Capital Bldg Construction SUP102-Clean
81013 Manager,Capital Bldg Construction SUP102-Redlined

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ANALYST, ANALYSIS & IMPROVEMENT
State Title: Specialist Manager, Maintenance
JOB DESCRIPTION

JOB GOAL:
To provide in-depth analysis and system development/support to assist decision-makers at all levels for the School District of Manatee County.

QUALIFICATIONS:
1. Associate's degree, or High School Diploma and four (4) years of experience. Technical/Vocational Training and other successful related courses, participation and completion may be considered as additional educational background.
2. Minimum of five (5) years of successful experience in the data systems setup, report writing, data code mapping, computer system maintenance and process documentation is required.
3. Minimum of five (5) years of successful experience developing Data Management Systems for use in supporting administrative decision-making across the School District.
4. Minimum of five (5) years' experience in the use of Advanced Spreadsheets to provide decision-making tools to a variety of levels of Administration or the Community.
5. Must possess a Valid Florida Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:
An in-depth knowledge of software programs used to collect and disseminate data for use in decision-making. Ability to read and perform in-depth program analysis, interpret contracts, manuals/procedures, and regulatory documents. Ability to write business correspondence, procedures and reports. Ability to effectively communicate and respond to questions from administrators, general public or staff. Ability to perform statistical analysis on data collected within the departments and make recommendations for areas of improvement. Provide verification of Best Business Practice compliance to objectives. Ability to assist managers/supervisors in analyzing and using results of data collected to continually improve service to external and internal customers. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists. Ability to interpret verbal and written communications in a variety of forms. Ability to evaluate overall operational performance of programs. Ability to establish and maintain working relationships with staff and the school community. Ability to perform duties with awareness of all district requirements and School Board Policies. Ability to develop systematic code mapping for data integrity. Understanding of and ability to apply Quality Management techniques to assist program areas with data and tools necessary in the establishment and verification of Best Business Practices. Ability to perform task or program evaluation and provide support systems to document and measure progress of new or existing program performance.

REPORTS TO:
Director, Maintenance and Operations

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Develop and produce in-depth analysis that supports short and long-range strategic plans for numerous Business Functions on an on-going basis in the District.
2. Assist in the planning and development of new applications and required enhancements to applications used in the Maintenance Management and Inventory areas of the District's ERP.
3. Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving in the Maintenance Management and Inventory areas of the District's ERP.
4. Perform in-depth testing, coordinate with others, and discuss desired outcomes, current processes and issues with application support and third-party vendor regarding outcomes and necessary changes.
5. Analyze data to ensure integrity and accuracy. Implement processes to improve data quality. Resolve discrepancies.

6. Assist in the area of KPI measurement of objectives and goals for the District Strategic Plan.
7. Assist in the area of KPI development specific to the Department for the District Strategic Plan.
8. Identify, analyze, and record data for submission to FEMA, insurance and other agencies to optimize financial recovery.
9. Work closely with internal teams and external agencies to gather and verify required data and documentation for submission to FEMA, insurance and other agencies to optimize financial recovery and timeliness of data collection.
10. Prepare detailed reports and documentation and submit to FEMA, insurance and other agencies for financial recovery.
11. Act as critical point of contact in support of both State and Internal Auditor responses.
12. Track financial reporting of work/project related issues by department to ensure accuracy and establish appropriate audit documentation.
13. Maintain the districtwide Facility Assessment application to ensure accurate tracking of projects and campus status reporting.
14. Support the development of the Five-Year Capital Budget related to Maintenance initiatives and scheduled facility upgrades.
15. Assess District needs through field inspections, surveys and historical records and implement systems thinking models through the program evaluation process.
16. Develop with Department Manager(s) annual department goals directly related to the district goals.
17. Develop with District Administrators, their department/division goals as they relate to the district goals.
18. Survey end users of the service provided by the department and provide feedback to that department's administrators/staff.
19. Provide continuous support to all departments in gathering required data for decision-making or presentation as requested and prioritized.
20. Establish work processes flow charts as requested.
21. Collect and disseminate data for the annual development of the division budget and the Five-Year Capital Plan.
22. Supervise the departmental programs and encourage continuous improvement efforts within the department.
23. Encourage employee involvement, empowerment, responsibility, and innovation.
24. Respond to requests in a timely manner and make legitimate offers that can be fulfilled.
25. Keep immediate supervisor informed of potential problems or unusual events.
26. Represent the district in a positive and professional manner.
27. Provide oversight and direction for cooperative planning with other agencies.
28. Provide leadership and direction for assigned areas of responsibility.
29. Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
30. Set high standards and expectations and promote professional growth for self and others.
31. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
32. Utilize appropriate strategies and problem-solving tools and analysis techniques to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
33. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
34. Maximize the use of Data Systems and technology resources to provide long-term solutions for data needs across the District as it relates to the area of responsibility of the department.
35. Work with departments in the planning and implementation of Preventative Maintenance programs.
36. Use Advanced and Complex Technologies to input, update, print, and maintain state-of-the-art Preventative Maintenance programs.
37. Monitor and upkeep of reporting and changes within the Maintenance Management System.
38. Perform data entry and maintenance of associated records in the District's Maintenance Management system and State DOE FISH database.
39. Monitor District's ERP databases to ensure clean and consistent data for decision-makers and to maximize District funding from the State.
40. Assist and expertise to District departments/divisions through performance of formal program evaluations.
41. Develop and maintain the department's website.

42. Provide Management training as a facilitator for the computerized Maintenance Management System as requested.
43. Serve in the capacity of Team Leader for the work order components for the District's Maintenance Management System.
44. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. Must be able to walk for long periods of time and climb heights in excess of eighteen (18) feet in performance of facility audits.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
10/21/2002

Revised:
05/08/2006
05/21/2007
06/12/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D06
SHORT TITLE: SUP081
STATE JOB CODE: 81010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ANALYST, ANALYSIS & IMPROVEMENT
State Title: Specialist Manager, Maintenance
JOB DESCRIPTION

JOB GOAL:
To provide in-depth analysis and system development/support to assist decision-makers at all levels for the School District of Manatee County.

QUALIFICATIONS:

1. ~~Associates Degree~~Associate's degree, or ~~preferred,~~ High School Diploma and four (4) years of experience. ~~required~~. Technical/Vocational Training and other successful related course participation and completion may be considered as additional educational background.
2. Minimum of five (5) years of successful experience in the data systems setup, report writing, data code mapping, computer system maintenance and process documentation is required.
3. Minimum of five (5) years of successful experience developing Data Management Systems for use in supporting ~~Administrative~~administrative decision-making across the School District.
4. ~~Must demonstrate an understanding and ability to apply Quality Management techniques to assist program areas with data and tools necessary in the establishment and verification of Best Business Practices.~~
5. ~~Must demonstrate the ability to perform task or program evaluation and provide support systems to document and measure progress of new or existing program performance.~~
6. ~~Minimum of two (2) years experience in the use of Computer Aided Design Drafting (CAD) software to update construction drawings.~~
7. ~~7.~~4. Minimum of five (5) years' experience in the use of Advanced Spreadsheets to provide decision-making tools to a variety of levels of Administration or the Community.
8. ~~8.~~5. Must possess a Valid Florida Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:
An in-depth knowledge of software programs used to collect and disseminate data for use in decision-making. Ability to read and perform in-depth program analysis, interpret contracts, manuals/procedures, ~~blueprints~~ and regulatory documents. Ability to write business correspondence, procedures and reports. Ability to effectively communicate and respond to questions from administrators, general public or staff. Ability to perform statistical analysis on data collected within the departments and make recommendations for areas of improvement. Provide verification of Best Business Practice compliance to objectives. Ability to assist managers/supervisors in analyzing and using results of data collected to continually improve service to external and internal customers. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists. Ability to interpret verbal and written communications in a variety of forms. Ability to evaluate overall operational performance of programs. Ability to establish and maintain working relationships with staff and the school community. Ability to perform duties with awareness of ~~all of~~ the district requirements and School Board Policies. Ability to develop systematic code mapping for data integrity. Understanding of and ability to apply Quality Management techniques to assist program areas with data and tools necessary in the establishment and verification of Best Business Practices. Ability to perform task or program evaluation and provide support systems to document and measure progress of new or existing program performance.

REPORTS TO:
Director, Maintenance and Operations

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:

1. Develop and produce in-depth analysis that supports short and long-range strategic plans for numerous Business Functions on an on-going basis in the District.
2. Assist in the planning and development of new applications and required enhancements to applications used in the Maintenance Management and Inventory areas of the District's ERP.

3. Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving in the Maintenance Management and Inventory areas of the District's ERP.

4. Perform in-depth testing, coordinate with others, and discuss desired outcomes, current processes and issues with application support and third-party vendor regarding outcomes and necessary changes.
5. Analyze data to ensure integrity and accuracy. Implement processes to improve data quality. Resolve discrepancies.
6. ~~Provide assistance~~Assist in the area of KPI measurement of objectives and goals for the District Strategic Plan.
7. ~~Provide assistance~~Assist in the area of KPI- ~~D~~development specific to the Department for -the District Strategic Plan.
8. Identify, analyze, and record data for submission to FEMA, insurance and ~~grant or~~ other agencies~~requirements~~ to optimize financial recovery.
9. Work closely with internal teams and external agencies to gather and verify required data and documentation for submission to FEMA, insurance and other agencies to optimize financial recovery and timeliness of data collection.
10. Prepare detailed reports and documentation and submit to ~~for~~ FEMA, insurance and other agencies~~requirements~~ for financial recovery.
11. Act as critical point of contact in support of both State and Internal Auditor responses.
12. Track financial reporting of work/project related issues by department to ensure accuracy and establish appropriate audit documentation.
~~Support department's effort to incorporate Smart Sheet reporting for communication to school sites and stakeholders.~~
13. Maintain the districtwide Facility Assessment application to ~~insure~~ensure accurate tracking of projects and campus status reporting.

~~1.~~14. Support the development of the Five-Year Capital Budget related to Maintenance initiatives and scheduled facility upgrades.
~~2.~~15. Assess District needs through field inspections, surveys and historical records and implement systems thinking models through the program evaluation process.
~~3.~~16. Develop with Department Manager(s) annual department goals directly related to the district goals.
~~4.~~17. Develop with District Administrators, their department/division goals as they relate to the district goals.
~~5.~~18. Survey end users of the service provided by the department and provide feedback to that ~~departments~~department's administrators/staff.
~~6.~~19. Provide continuous support to all departments in gathering required data for decision-making or presentation as requested and prioritized.
~~7.~~20. Establish work processes flow charts as requested.
~~8.~~21. ~~Provide information to supervisor to assist with~~ Collect and disseminate data for the annual development of the division budget and the Five-Year Capital Plan.
~~9.~~22. Supervise the departmental programs and encourage continuous improvement efforts within the department.
~~10.~~23. Encourage employee involvement, empowerment, responsibility, and innovation.
~~11. Recognize outstanding performance of employees.~~
~~12.~~24. Respond to requests in a timely manner and make legitimate offers that can be fulfilled.
~~13.~~25. Keep immediate supervisor informed of potential problems or unusual events.
~~14.~~26. Represent the district in a positive and professional manner.
~~15.~~27. Provide oversight and direction for cooperative planning with other agencies.
~~16.~~28. Provide leadership and direction for assigned areas of responsibility.
~~17.~~29. Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
~~18.~~30. Set high standards and expectations and promote professional growth for self and others.
~~19.~~31. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
~~20.~~32. Utilize appropriate strategies and problem-solving tools and analysis techniques to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
~~21.~~33. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

~~22. Respond and serve the needs of the District twenty-four (24) hours a day.~~

~~23.~~34. Maximize the use of Data Systems and technology resources to provide long-term solutions for data needs across the District as it relates to the area of responsibility of the department.

~~24.~~35. Work with departments in the planning and implementation of Preventative Maintenance programs.

~~25.~~36. Use Advanced and Complex Technologies to input, update, print, and maintain a state-~~-~~of-~~-~~the-~~-~~art Preventative Maintenance programs.

~~26.~~37. Monitor and upkeep of reporting and changes within the Maintenance Management System.

~~27.~~38. Perform data entry and maintenance of associated records in the ~~JD Edwards~~District's Maintenance Management system and State DOE FISH database.

~~Attend meetings as required.~~

~~28. Maintain the Florida Inventory of School House (F.I.S.H.) database and District's inventory for all facilities.~~

~~29. Annually audit an equal percentage of the facilities in preparation for the five year State F.I.S.H. audit.~~

~~30. Perform analysis for use by the district in decision-making related to legislative mandates such as class-size.~~

~~31.~~39. Monitor ~~F.I.S.H., Student System (TERMS), and~~ District's ERP~~JD Edwards~~ databases to insure clean and consistent data for decision-makers and to maximize District funding from the State.

~~32.~~40. ~~Provide assistance~~Assist and expertise to District departments/divisions through performance of formal program evaluations.

~~33. Provide assistance in the area of KPI measurement of objectives and goals for the District Strategic Plan.~~

~~34. Provide assistance in the area of KPI Leadership Development specific to the Department for as related to the District Strategic Plan.~~

~~35.~~41. ~~Assist in the d~~Develop~~ment~~ and maintain~~enance of~~ the department's web-site.

~~36.~~42. Provide Management training as a facilitator for the computerized Maintenance Management System as requested.

~~37.~~43. Serve in the capacity of Team Leader for the work order components for the District's~~JD Edwards computer~~ Maintenance Management System.

~~38.~~44. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: -Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. Must be able to walk for long periods of time and climb heights in excess of eighteen (18) feet in performance of facility audits.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
10/21/2002

Revised:
05/08/2006
05/21/2007
06/12/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: ~~D05~~D06
SHORT TITLE: SUP081
STATE JOB CODE: 81010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ANALYST, ANALYSIS & IMPROVEMENT
State Title: Specialist Manager, Maintenance
JOB DESCRIPTION

JOB GOAL:
To provide in-depth analysis and system development/support to assist decision-makers at all levels for the School District of Manatee County.

QUALIFICATIONS:

1. ~~Associates Degree~~Associate's degree, or ~~preferred,~~ High School Diploma and four (4) years of experience. ~~required~~. Technical/Vocational Training and other successful related course participation and completion may be considered as additional educational background.
2. Minimum of five (5) years of successful experience in the data systems setup, report writing, data code mapping, computer system maintenance and process documentation is required.
3. Minimum of five (5) years of successful experience developing Data Management Systems for use in supporting ~~Administrative~~administrative decision-making across the School District.
4. ~~Must demonstrate an understanding and ability to apply Quality Management techniques to assist program areas with data and tools necessary in the establishment and verification of Best Business Practices.~~
5. ~~Must demonstrate the ability to perform task or program evaluation and provide support systems to document and measure progress of new or existing program performance.~~
6. ~~Minimum of two (2) years experience in the use of Computer Aided Design Drafting (CAD) software to update construction drawings.~~
7. ~~7.~~4. Minimum of five (5) years' experience in the use of Advanced Spreadsheets to provide decision-making tools to a variety of levels of Administration or the Community.
8. ~~8.~~5. Must possess a Valid Florida Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:
An in-depth knowledge of software programs used to collect and disseminate data for use in decision-making. Ability to read and perform in-depth program analysis, interpret contracts, manuals/procedures, ~~blueprints~~ and regulatory documents. Ability to write business correspondence, procedures and reports. Ability to effectively communicate and respond to questions from administrators, general public or staff. Ability to perform statistical analysis on data collected within the departments and make recommendations for areas of improvement. Provide verification of Best Business Practice compliance to objectives. Ability to assist managers/supervisors in analyzing and using results of data collected to continually improve service to external and internal customers. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists. Ability to interpret verbal and written communications in a variety of forms. Ability to evaluate overall operational performance of programs. Ability to establish and maintain working relationships with staff and the school community. Ability to perform duties with awareness of ~~all of~~ the district requirements and School Board Policies. Ability to develop systematic code mapping for data integrity. Understanding of and ability to apply Quality Management techniques to assist program areas with data and tools necessary in the establishment and verification of Best Business Practices. Ability to perform task or program evaluation and provide support systems to document and measure progress of new or existing program performance.

REPORTS TO:
Director, Maintenance and Operations

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:

1. Develop and produce in-depth analysis that supports short and long-range strategic plans for numerous Business Functions on an on-going basis in the District.
2. Assist in the planning and development of new applications and required enhancements to applications used in the Maintenance Management and Inventory areas of the District's ERP.

3. Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving in the Maintenance Management and Inventory areas of the District's ERP.

4. Perform in-depth testing, coordinate with others, and discuss desired outcomes, current processes and issues with application support and third-party vendor regarding outcomes and necessary changes.
5. Analyze data to ensure integrity and accuracy. Implement processes to improve data quality. Resolve discrepancies.
6. ~~Provide assistance~~Assist in the area of KPI measurement of objectives and goals for the District Strategic Plan.
7. ~~Provide assistance~~Assist in the area of KPI- ~~D~~development specific to the Department for -the District Strategic Plan.
8. Identify, analyze, and record data for submission to FEMA, insurance and ~~grant or~~ other agencies~~requirements~~ to optimize financial recovery.
9. Work closely with internal teams and external agencies to gather and verify required data and documentation for submission to FEMA, insurance and other agencies to optimize financial recovery and timeliness of data collection.
10. Prepare detailed reports and documentation and submit to ~~for~~ FEMA, insurance and other agencies~~requirements~~ for financial recovery.
11. Act as critical point of contact in support of both State and Internal Auditor responses.
12. Track financial reporting of work/project related issues by department to ensure accuracy and establish appropriate audit documentation.
~~Support department's effort to incorporate Smart Sheet reporting for communication to school sites and stakeholders.~~
13. Maintain the districtwide Facility Assessment application to ~~insure~~ensure accurate tracking of projects and campus status reporting.

~~1.~~14. Support the development of the Five-Year Capital Budget related to Maintenance initiatives and scheduled facility upgrades.
~~2.~~15. Assess District needs through field inspections, surveys and historical records and implement systems thinking models through the program evaluation process.
~~3.~~16. Develop with Department Manager(s) annual department goals directly related to the district goals.
~~4.~~17. Develop with District Administrators, their department/division goals as they relate to the district goals.
~~5.~~18. Survey end users of the service provided by the department and provide feedback to that ~~departments~~department's administrators/staff.
~~6.~~19. Provide continuous support to all departments in gathering required data for decision-making or presentation as requested and prioritized.
~~7.~~20. Establish work processes flow charts as requested.
~~8.~~21. ~~Provide information to supervisor to assist with~~ Collect and disseminate data for the annual development of the division budget and the Five-Year Capital Plan.
~~9.~~22. Supervise the departmental programs and encourage continuous improvement efforts within the department.
~~10.~~23. Encourage employee involvement, empowerment, responsibility, and innovation.
~~11. Recognize outstanding performance of employees.~~
~~12.~~24. Respond to requests in a timely manner and make legitimate offers that can be fulfilled.
~~13.~~25. Keep immediate supervisor informed of potential problems or unusual events.
~~14.~~26. Represent the district in a positive and professional manner.
~~15.~~27. Provide oversight and direction for cooperative planning with other agencies.
~~16.~~28. Provide leadership and direction for assigned areas of responsibility.
~~17.~~29. Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
~~18.~~30. Set high standards and expectations and promote professional growth for self and others.
~~19.~~31. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
~~20.~~32. Utilize appropriate strategies and problem-solving tools and analysis techniques to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
~~21.~~33. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

~~22. Respond and serve the needs of the District twenty-four (24) hours a day.~~

~~23.~~34. Maximize the use of Data Systems and technology resources to provide long-term solutions for data needs across the District as it relates to the area of responsibility of the department.

~~24.~~35. Work with departments in the planning and implementation of Preventative Maintenance programs.

~~25.~~36. Use Advanced and Complex Technologies to input, update, print, and maintain a state-~~-~~of-~~-~~the-~~-~~art Preventative Maintenance programs.

~~26.~~37. Monitor and upkeep of reporting and changes within the Maintenance Management System.

~~27.~~38. Perform data entry and maintenance of associated records in the ~~JD Edwards~~District's Maintenance Management system and State DOE FISH database.

~~Attend meetings as required.~~

~~28. Maintain the Florida Inventory of School House (F.I.S.H.) database and District's inventory for all facilities.~~

~~29. Annually audit an equal percentage of the facilities in preparation for the five year State F.I.S.H. audit.~~

~~30. Perform analysis for use by the district in decision-making related to legislative mandates such as class-size.~~

~~31.~~39. Monitor ~~F.I.S.H., Student System (TERMS), and~~ District's ERP~~JD Edwards~~ databases to insure clean and consistent data for decision-makers and to maximize District funding from the State.

~~32.~~40. ~~Provide assistance~~Assist and expertise to District departments/divisions through performance of formal program evaluations.

~~33. Provide assistance in the area of KPI measurement of objectives and goals for the District Strategic Plan.~~

~~34. Provide assistance in the area of KPI Leadership Development specific to the Department for as related to the District Strategic Plan.~~

~~35.~~41. ~~Assist in the d~~Develop~~ment~~ and maintain~~enance of~~ the department's web-site.

~~36.~~42. Provide Management training as a facilitator for the computerized Maintenance Management System as requested.

~~37.~~43. Serve in the capacity of Team Leader for the work order components for the District's~~JD Edwards computer~~ Maintenance Management System.

~~38.~~44. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: -Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. Must be able to walk for long periods of time and climb heights in excess of eighteen (18) feet in performance of facility audits.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
10/21/2002

Revised:
05/08/2006
05/21/2007
06/12/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: ~~D05~~D07
SHORT TITLE: SUP081
STATE JOB CODE: 81010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, BUILDING MAINTENANCE SERVICES
State Title: Specialist/ Manager, Maintenance
JOB DESCRIPTION

JOB GOAL:
To be a conduit between our customers and department personnel, so jobs are completed in a professional manner.

QUALIFICATIONS:
1. High School Diploma or approved equivalency diploma.
2. Minimum of eight (8) years of successful experience in a supervisory position related to the building trades.
3. Experience with the practices and procedures used in the industrial maintenance and construction industry.
4. Experience with different types of tools and equipment used in various building trades.
5. Valid Florida Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of various building crafts and codes. Ability to read, analyze and interpret information pertaining to requests for work. Ability to communicate, verbally and in writing, work plans to Supervisor and staff. Ability to establish and maintain a good working environment with in-house and outside personnel. Ability to layout work plans for staff. Ability to accurately estimate costs of time and materials needed to bring any given project to completion. Working knowledge of blueprints. Ability to solve practical problems and deal with a variety of situations that occurs when working with people. Ability to interpret a variety of instructions from various means: written, oral, blueprints or schedule forms. Working knowledge of a computer keyboard. Ability to learn the computerized maintenance management system used by the District. Ability to organize and maintain an orderly workflow from and through the Department. Ability to work with large budgets. Knowledge of business/office computer programs. Ability to manage stress. Ability to work in a fast-paced environment.

REPORTS TO:
Supervisor, Building and Grounds Maintenance

SUPERVISES:
Departments as assigned.

PERFORMANCE RESPONSIBILITIES:
1. Manage the maintenance of buildings that deal specifically with assigned trade shops.
2. Coordinate work involving one or multiple shops either collectively or with outside vendors.
3. Manage the department programs and encourage continuous improvement efforts within the department.
4. Determine if work requests are valid for the department and convert from a request to a work order.
5. Assign work to appropriate shop lead.
6. Perform contract management for replacement, enhancement and small construction projects.
7. Investigate and initiate proper procedures of work requests for repairs and/or replacements.
8. Estimate costs of major repairs and coordinate with supervisor and/or other departments and outside vendors.
9. Review and authorize requests from shop leads for equipment and/or parts that need to be purchased to complete an assigned job.
10. Coordinate with vendors on rental of equipment associated with identified projects.
11. Review new equipment proposed by vendors that would be used by personnel in assigned shops.
12. Assist in preparing projected requirements of labor, parts, and equipment needed for future projects during budget preparation.
13. Assist in job interviews of applicants and make recommendation to supervisor.
14. Review daily time sheets and bi-monthly payroll time sheets.
15. Keep accurate records and make information available when requested, orally or in written form.
16. Maintain communication and act as liaison between assigned shop personnel and others.
17. Coordinate a preventative maintenance program in conjunction with trade personnel.
18. Confirm and authorize payment of invoices associated with assigned trade shops.

19. Coordinate work orders that require multiple trades to complete task.
20. Respond to inquiries and concerns in a timely manner.
21. Keep supervisor informed of potential problems or unusual events.
22. Represent the District in a positive and professional manner.
23. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
24. Provide leadership and direction for assigned areas of responsibility.
25. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
26. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
27. Set high standards and expectations and promote professional growth for self and others.
28. Develop the department budget and monitor its implementation as required.
29. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
30. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
31. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
32. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
33. Ability to travel outside of Manatee County as needed.
34. The ability to respond and serve the needs of the District twenty-four (24) hours a day.
35. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
07/08/2002
10/01/2005
05/21/2007
06/12/2018
07/24/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D08
SHORT TITLE: MPL003
STATE JOB CODE: 81010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, BUILDING MAINTENANCE SERVICES
State Title: Specialist/ Manager, Maintenance
JOB DESCRIPTION

JOB GOAL:
To be a conduit between our customers and department personnel, so jobs are completed in a professional manner.

QUALIFICATIONS:

1. High School Diploma or approved equivalency diploma.
2. Minimum of eight ~~five (5~~8) years of successful experience in a supervisory position related to the building trades.
3. Experience with the practices and procedures used in the industrial maintenance and construction industry.
4. Experience with different types of tools and equipment used in ~~the various~~various building trades.
5. Valid Florida Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of various building crafts and codes. Ability to read, analyze and interpret information pertaining to requests for work. Ability to communicate, verbally and in writing, work plans to Supervisor and staff. Ability to establish and maintain a good working environment with in-house and outside personnel. Ability to layout work plans for staff. Ability to accurately estimate costs of time and materials needed to bring any given project to completion. Working knowledge of blueprints. Ability to solve practical problems and deal with a variety of situations that occurs when working with people. Ability to interpret a variety of instructions from various means: written, oral, blueprints or schedule forms. Working knowledge of a computer keyboard. Ability to learn the computerized maintenance management system used by the District. Ability to organize and maintain an orderly workflow from and through the Department. Ability to work with large budgets. Knowledge of business/office computer programs. Ability to manage stress. Ability to work in a fast paced environment.

REPORTS TO:
Supervisor, Building and Grounds Maintenance

SUPERVISES:
Departments as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Manage the maintenance of buildings that deal specifically with assigned trade shops.
2. Coordinate work involving one or multiple shops either collectively or with outside vendors.
3. Manage the department programs and encourage continuous improvement efforts within the department.
4. Determine if work requests are valid for the department and convert from a request to a work order.
5. Assign work to appropriate shop lead.
6. Perform contract management for replacement, enhancement and small construction projects.
7. Investigate and initiate proper procedures of work requests for repairs and/or replacements.
8. Estimate costs of major repairs and coordinate with supervisor and/or other departments and outside vendors.
9. Review and authorize requests from shop leads for equipment and/or parts that need to be purchased to complete an assigned job.
10. Coordinate with vendors on rental of equipment associated with identified projects.
11. Review new equipment proposed by vendors that would be used by personnel in assigned shops.
12. Assist in preparing projected requirements of labor, parts, and equipment needed for future projects during budget preparation.
13. Assist in job interviews of applicants and makes recommendation to supervisor.
14. Review daily time sheets and bi-monthly payroll time sheets.
15. Keep accurate records and make information available when requested, orally or in written form.
16. Maintain communication and act as liaison between assigned shop personnel and others.
17. Coordinate a preventative maintenance program in conjunction with trade personnel.
18. Confirm and authorize payment of invoices associated with assigned trade shops.

19. Coordinate work orders that require multiple trades to complete task.
20. Respond to inquiries and concerns in a timely manner.
21. Keep supervisor informed of potential problems or unusual events.
22. Represent the District in a positive and professional manner.
23. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
24. Provide leadership and direction for assigned areas of responsibility.
25. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
26. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
27. Set high standards and expectations and promote professional growth for self and others.
28. Develop the department budget and monitor its implementation as required.
29. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
30. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
31. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
32. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
33. Ability to travel outside of Manatee County as needed.
34. The ability to respond and serve the needs of the District twenty-four (24) hours a day.
35. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
07/08/2002
10/01/2005
05/21/2007
06/12/2018
07/24/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: ~~D07~~ D08
SHORT TITLE: MPL003
STATE JOB CODE: 81010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, MECHANICAL SYSTEMS
State Title: Specialist Manager, Maintenance
JOB DESCRIPTION

JOB GOAL:
To provide for the directing, managing and coordinating of activities related to the maintenance and repair of most commercial and industrial equipment for the district.

QUALIFICATIONS:
1. Bachelor's Degree from an accredited educational institution in Business Management or Engineering preferred.
2. Minimum of eight (8) years of successful experience in the Commercial/Industrial Maintenance Field.
3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to read, analyze and interpret blueprints, contracts, maintenance manuals/procedures and regulatory documents. Ability to write business correspondence, procedures and reports. Ability to effectively communicate and respond to questions from administrators, general public or staff. Ability to read gauges and instrumentation used in the repair of equipment maintained in the department. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists. Ability to interpret verbal and written communications in a variety of forms. Ability to effectively use the Work Order System to manage workload and make future plans. Ability to establish and maintain working relationship with staff and the school community. Ability to perform duties with awareness of all of the district requirements and School Board policies.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
Staff as assigned.

PERFORMANCE RESPONSIBILITIES:
1. Provide components necessary to develop short- and long-range strategic plans.
2. Assess needs through field inspections, surveys and historical records on all equipment.
3. Develop annually with Lead Personnel shop goals directly related to the district goals.
4. Develop with the Supervisor, Mechanical Systems the departmental goals as they relate to the district goals.
5. Survey End-User's of the service provided by the department and provide feedback to the department leads or individual staff members as necessary.
6. Review and approve construction documents and specifications for changes and document findings.
7. Provide written feedback to the Construction Services Department of changes to be placed in the Construction Requirements Manual.
8. Perform contract management for replacement, enhancement and small construction projects.
9. Coordinate Contract Services for all equipment in the department's area of responsibility.
10. Direct the methods and timelines of all repairs performed by the trades within the department.
11. Inform Administrators of schedules on major repairs that could affect the learning environment or operation of school/support buildings in the district.
12. Provide information to the Supervisor, Mechanical Systems to assist with the annual development of the department budget.
13. Provide information needed to develop short/long range Capital Outlay or Special School Maintenance Plans.
14. Review all invoices to ensure proper expenditure and labor reports for accuracy and timeliness.
15. Direct staff to perform under the Contract, Policy and Procedures and Work Rules established for the department.
16. Develop and implement preventive maintenance programs.
17. Manage asset information in the ERP system.
18. Negotiate purchases of supplies and materials following proper purchasing practices.

19. Respond to inquiries and concerns in a timely manner.
20. Keep supervisor informed of potential problems or unusual events.
21. Represent the district in a positive and professional manner.
22. Provide oversight and direction for cooperative planning with other agencies.
23. Provide leadership and direction for assigned areas of responsibility.
24. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
25. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
26. Set high standards and expectations and promote professional growth for self and others.
27. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
28. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
29. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
30. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate actions.
31. Ability to travel outside of Manatee County as needed.
32. The ability to respond and serve the needs of the District twenty-four (24) hours a day.
33. Perform other tasks consistent with the goals and objectives of this position.
34. Routinely coordinate, through the Energy Department and the Department of Construction Services, on energy management and energy management planning.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
12/12/2005
Revised:
07/26/2010
09/13/2010
06/12/2018
07/24/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D09
SHORT TITLE: OPL004
STATE JOB CODE: 81010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, MECHANICAL SYSTEMS
State Title: Specialist Manager, Maintenance
JOB DESCRIPTION

JOB GOAL:
To provide for the directing, managing and coordinating of activities related to the maintenance and repair of most commercial and industrial equipment for the district.

QUALIFICATIONS:
1. Bachelor's Degree from an accredited educational institution in Business Management or Engineering preferred.
2. Minimum of ~~five~~ eight (~~5~~8) years of successful experience in the Commercial/Industrial Maintenance Field.
3. ~~Minimum of ten (10) years of successful experience in the field and a General Education Diploma may qualify for the position.~~
4. ~~4.~~3. Possession of a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to read, analyze and interpret blueprints, contracts, maintenance manuals/procedures and regulatory documents. Ability to write business correspondence, procedures and reports. Ability to effectively communicate and respond to questions from administrators, general public or staff. Ability to read gauges and instrumentation used in the repair of equipment maintained in the department. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists. Ability to interpret verbal and written communications in a variety of forms. Ability to effectively use the Work Order System to manage workload and make future plans. Ability to establish and maintain working relationship with staff and the school community. Ability to perform duties with awareness of all of the district requirements and School Board policies.

REPORTS TO:
Supervisor, Mechanical Systems

SUPERVISES:
~~Departments as assigned~~Staff as assigned.

PERFORMANCE RESPONSIBILITIES:
1. Provide components necessary to develop ~~short and long range~~short- and long-range strategic plans.
2. Assess needs through field inspections, surveys and historical records on all equipment.
3. Develop annually with Lead Personnel shop goals directly related to the district goals.
4. Develop with the Supervisor, Mechanical Systems the departmental goals as they relate to the district goals.
5. Survey End-User's of the service provided by the department and provide feedback to the department leads or individual staff members as necessary.
6. Review and approve construction documents and specifications for changes and document findings.
7. Provide written feedback to the Construction Services Department of changes to be placed in the Construction Requirements Manual.
8. Perform contract management for replacement, enhancement and small construction projects.
9. Coordinate Contract Services for all equipment in the department's area of responsibility.
10. Direct the methods and timelines of all repairs performed by the trades within the department.
11. Inform Administrators of schedules on major repairs that could affect the learning environment or operation of school/support buildings in the district.
12. Provide information to the Supervisor, Mechanical Systems to assist with the annual development of the department budget.
13. Provide information needed to develop short/long range Capital Outlay or Special School Maintenance Plans.
14. Review all invoices to ensure proper ~~expenditures~~expenditure and labor reports for accuracy and timeliness.
15. Direct staff to perform under the Contract, Policy and Procedures and Work Rules established for the department.

16. Develop and implement preventive maintenance programs.
17. ~~Record and enter equipment information into equipment master of JD Edwards System.~~
17. Manage asset information in the ERP system.
18. Negotiate purchases of supplies and materials following proper purchasing practices.
19. Respond to inquiries and concerns in a timely manner.
20. Keep supervisor informed of potential problems or unusual events.
21. Represent the district in a positive and professional manner.
22. Provide oversight and direction for cooperative planning with other agencies.
23. Provide leadership and direction for assigned areas of responsibility.
24. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
25. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
26. Set high standards and expectations and promote professional growth for self and others.
27. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
28. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
29. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
30. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate actions.
31. Ability to travel outside of Manatee County as needed.
32. The ability to respond and serve the needs of the District twenty-four (24) hours a day.
33. Perform other tasks consistent with the goals and objectives of this position.
34. Routinely coordinate, through the Energy Department and the Department of Construction Services, on energy management and energy management planning.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
12/12/2005

Revised:
07/26/2010
09/13/2010
06/12/2018
07/24/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: ~~D08~~ D09
SHORT TITLE: OPL004
STATE JOB CODE: 81010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, ELECTRONICS MAINTENANCE SERVICE
State Title: Manager Maintenance
JOB DESCRIPTION

JOB GOAL:
To coordinate the various activities that deal with the maintenance of district owned buildings to provide a safe and secure environment for students and staff.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of eight (8) years of successful experience in a supervisory position related to building trades.
3. Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge and experience in the practices and procedures used in the industrial maintenance and construction industry. Knowledge of various building crafts and codes. Knowledge of different types of tools and equipment used in the various building trades. Working knowledge of blueprints. Ability to read, analyze and interpret information pertaining to requests for work. Ability to communicate, verbally and in writing, work plans to superiors and subordinates. Ability to establish and maintain a good working environment with in-house and outside personnel. Ability to listen to input from maintenance customers. Ability to layout work plans for subordinates. Ability to accurately estimate costs of time and materials needed to bring any given project to completion. Ability to solve practical problems and deal with a variety of situations that occur when working with people. Ability to interpret a variety of instructions from various means: written, oral, blueprints or schedule forms. Working knowledge of a computer. Ability to learn the computerized maintenance management system used by the district. Ability to organize and maintain an orderly workflow from and through the department. Ability to work with large budgets. Knowledge of business/office software products.

REPORTS TO:
Supervisor, Buildings Maintenance

SUPERVISES:
All assigned support personnel

PERFORMANCE RESPONSIBILITIES:
1. Manage the maintenance of buildings that deal specifically with assigned trade shops.
2. Coordinate work involving one or multiple shops either collectively or with outside vendors.
3. Manage the departmental programs and encourage continuous improvement efforts within the department.
4. Determine if work requests are valid for the department and convert from a request to a work order.
5. Assign work to appropriate shop lead.
6. Perform contract management for replacement, enhancement and small construction projects.
7. Investigate and initiate proper procedures for repairs and/or replacements of work requested, if unable to make determination by written work request or by phone.
8. Estimate costs of major repairs and coordinate with supervisor and/or other departments and outside vendors.
9. Review and authorize requests from shop leads for equipment and/or parts that need to be purchased to complete an assigned job.
10. Coordinate with vendors on rental of equipment associated with identified projects.
11. Review new equipment proposed by vendors that would be used by personnel in assigned shops with trade personnel input.
12. Assist in preparing projected requirements of labor, parts, and equipment needed for future projects during budget preparation.
13. Assist in job interviews of applicants and make recommendation to Supervisor.
14. Review daily time sheets and bi-monthly payroll time sheets.
15. Keep accurate records and make information available when requested, orally or in written form.

16. Maintain communication and act as liaison between assigned shop personnel and others.
17. Coordinate a Preventative Maintenance program in conjunction with trade personnel.
18. Confirm and authorize payment of invoices associated with assigned trade shops.
19. Oversee personnel, workload, projects, and expenditures related to assigned trade shops.
20. Encourage employee involvement, empowerment, responsibility, and innovation.
21. Recognize outstanding performance of employees.
22. Develop short and long term goals.
23. Communicate District goals to department employees
24. Interact with parents, outside agencies, business and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
25. Respond to inquiries and concerns in a timely manner.
26. Keep supervisor informed of potential problems or unusual events.
27. Serve on district, state or community councils or committees as assigned or appropriate.
28. Represent the district in a positive and professional manner.
29. Provide oversight and direction for cooperative planning with other agencies.
30. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
31. Exercise proactive leadership in promoting the vision and mission of the district.
32. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
33. Set high standards and expectations and promote professional growth for self and others.
34. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
35. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
36. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
37. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
38. The ability to travel outside of Manatee County as needed.
39. The ability to respond and serve the needs of the District twenty-four (24) hours a day.
40. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
Revised:
05/14/2007
06/15/2011
06/12/2018
07/24/2018
TBD
SALARY SCHEDULE: SAMP
PAY GRADE: D08
SHORT TITLE: MPL050
STATE JOB CODE: 81013

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, ELECTRONICS MAINTENANCE SERVICE
State Title: Manager Maintenance
JOB DESCRIPTION

JOB GOAL:
To coordinate the various activities that deal with the maintenance of district owned buildings to provide a safe and secure environment for students and staff.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of ~~five~~ eight (~~5~~8) years of successful experience in a supervisory position related to building trades.
3. Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge and experience in the practices and procedures used in the industrial maintenance and construction industry. Knowledge of various building crafts and codes. Knowledge of different types of tools and equipment used in the various building trades. Working knowledge of blueprints. Ability to read, analyze and interpret information pertaining to requests for work. Ability to communicate, verbally and in writing, work plans to superiors and subordinates. Ability to establish and maintain a good working environment with in-house and outside personnel. Ability to listen to input from maintenance customers. Ability to layout work plans for subordinates. Ability to accurately estimate costs of time and materials needed to bring any given project to completion. Ability to solve practical problems and deal with a variety of situations that occur when working with people. Ability to interpret a variety of instructions from various means: written, oral, blueprints or schedule forms. Working knowledge of a computer. Ability to learn the computerized maintenance management system used by the district. Ability to organize and maintain an orderly workflow from and through the department. Ability to work with large budgets. Knowledge of business/office software products.

REPORTS TO:
Supervisor, Buildings Maintenance

SUPERVISES:
All assigned support personnel

PERFORMANCE RESPONSIBILITIES:
1. Manage the maintenance of buildings that deal specifically with assigned trade shops.
2. Coordinate work involving one or multiple shops either collectively or with outside vendors.
3. Manage the departmental programs and encourage continuous improvement efforts within the department.
4. Determine if work requests are valid for the department and convert from a request to a work order.
5. Assign work to appropriate shop lead.
~~5.~~ Perform contract management for replacement, enhancement and small construction projects.
6. Investigate and initiate proper procedures for repairs and/or replacements of work requested, if unable to make determination by written work request or by phone.
7. Estimate costs of major repairs and coordinate with supervisor and/or other departments and outside vendors.
8. Review and authorize requests from shop leads for equipment and/or parts that need to be purchased to complete an assigned job.
9. Coordinate with vendors on rental of equipment associated with identified projects.
10. Review new equipment proposed by vendors that would be used by personnel in assigned shops with trade personnel input.
11. Assist in preparing projected requirements of labor, parts, and equipment needed for future projects during budget preparation.
12. Assist in job interviews of applicants and make recommendation to Supervisor.
13. Review daily time sheets and bi-monthly payroll time sheets.

14. Keep accurate records and make information available when requested, orally or in written form.
15. Maintain communication and act as liaison between assigned shop personnel and others.
16. Coordinate a Preventative Maintenance program in conjunction with trade personnel.
17. Confirm and authorize payment of invoices associated with assigned trade shops.
18. Oversee personnel, workload, projects, and expenditures related to assigned trade shops.
19. Encourage employee involvement, empowerment, responsibility, and innovation.
20. Recognize outstanding performance of employees.
21. Develop short and long term goals.
22. Communicate District goals to department employees
23. Interact with parents, outside agencies, business and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
24. Respond to inquiries and concerns in a timely manner.
25. Keep supervisor informed of potential problems or unusual events.
26. Serve on district, state or community councils or committees as assigned or appropriate.
27. Represent the district in a positive and professional manner.
28. Provide oversight and direction for cooperative planning with other agencies.
29. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
30. Exercise proactive leadership in promoting the vision and mission of the district.
31. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
32. Set high standards and expectations and promote professional growth for self and others.
33. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
34. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
35. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
36. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
37. The ability to travel outside of Manatee County as needed.
38. The ability to respond and serve the needs of the District twenty-four (24) hours a day.
39. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
Revised:
05/14/2007
06/15/2011
06/12/2018
07/24/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: ~~D07~~D08

SHORT TITLE: MPL050
STATE JOB CODE: 81013

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, GROUNDS MAINTENANCE
State Title: Manager Maintenance
JOB DESCRIPTION

JOB GOAL:
To provide responsible management work in supervising the Grounds Maintenance Department which consists of landscaping, irrigation, turf maintenance and chemical applications.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of eight ~~five~~ (~~5~~8) years of successful experience in irrigation, landscaping, turf maintenance or any equivalent combination of experience and training.
3. Possess or be able to obtain a Controlled Pesticide Applicators license within ninety (90) days of employment.
4. Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of latest available equipment, tools, materials and supplies applicable to accomplish work. Knowledge of landscape techniques and irrigation systems. Knowledge of fertilizers and their application. Knowledge of soil analysis procedures. Knowledge of pesticides, insecticides and chemicals used. Ability to work from design plans for irrigation systems and landscape layouts. Ability to design simple irrigation systems. Ability to read, analyze and interpret general business periodicals, professional journals and technical procedures. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from the general public. Ability to work with mathematical concepts such as calculating amount of material needed for designated work order requests. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram and schedule form. Ability to plan, organize and prioritize activities. Ability to go outside Manatee County in performance of assigned duties as required.

REPORTS TO:
Supervisor, Sites Management

SUPERVISES:
Grounds Person, Lead
Pest Control Technicians

PERFORMANCE RESPONSIBILITIES:
1. Coordinate work schedules with appropriate grounds personnel.
2. Coordinate the requisition and performance of outside vendors such as trucking, tree and stump removal, sprigging, sodding and major applications of pesticides.
3. Coordinate with the County Parks and Recreation Department regarding joint projects between the School Board and the Parks and Recreation Department.
4. Manage contract services for repairs and enhancements.
5. Check all time sheets, materials records, purchase requests, leave requests and other sheets and records as required.
6. Ensure that proper logs are maintained to meet all regulations pertaining to the application of pesticides.
7. Review all work orders for the department and coordinate the work with school based personnel.
8. Assist the Operations Department in the selection of tools and equipment to be used by custodial personnel in maintaining the school grounds.
9. Complete all permits required by the Water Management District for drilling wells and for water use by the various district facilities.
10. Respond to inquiries and concerns in a timely manner.
11. Keep supervisor informed of potential problems or unusual events.
12. Represent the district in a positive and professional manner.
13. Keep informed and disseminate appropriate information about current research, trends and best practices in

areas of responsibility.

14. Provide leadership and direction for assigned areas of responsibility.
15. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
16. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
17. Develop or assist in developing the department budget and monitor its implementation as required.
18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
19. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
20. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
21. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
22. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
23. R~~Ability to r~~espond and serve the needs of the District twenty-four (24) hours a day.
24. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
07/08/2002
05/14/2007
06/15/2011
06/12/2018
07/24/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D08 ~~D07~~
SHORT TITLE: MPL065
STATE JOB CODE: 81013

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, GROUNDS MAINTENANCE
State Title: Manager Maintenance
JOB DESCRIPTION

JOB GOAL:
To provide responsible management work in supervising the Grounds Maintenance Department which consists of landscaping, irrigation, turf maintenance and chemical applications.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of eight (8) years of successful experience in irrigation, landscaping, turf maintenance or any equivalent combination of experience and training.
3. Possess or be able to obtain a Controlled Pesticide Applicators license within ninety (90) days of employment.
4. Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of latest available equipment, tools, materials and supplies applicable to accomplish work. Knowledge of landscape techniques and irrigation systems. Knowledge of fertilizers and their application. Knowledge of soil analysis procedures. Knowledge of pesticides, insecticides and chemicals used. Ability to work from design plans for irrigation systems and landscape layouts. Ability to design simple irrigation systems. Ability to read, analyze and interpret general business periodicals, professional journals and technical procedures. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from the general public. Ability to work with mathematical concepts such as calculating amount of material needed for designated work order requests. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram and schedule form. Ability to plan, organize and prioritize activities. Ability to go outside Manatee County in performance of assigned duties as required.

REPORTS TO:
Supervisor, Sites Management

SUPERVISES:
Grounds Person, Lead
Pest Control Technicians

PERFORMANCE RESPONSIBILITIES:
1. Coordinate work schedules with appropriate grounds personnel.
2. Coordinate the requisition and performance of outside vendors such as trucking, tree and stump removal, sprigging, sodding and major applications of pesticides.
3. Coordinate with the County Parks and Recreation Department regarding joint projects between the School Board and the Parks and Recreation Department.
4. Manage contract services for repairs and enhancements.
5. Check all time sheets, materials records, purchase requests, leave requests and other sheets and records as required.
6. Ensure that proper logs are maintained to meet all regulations pertaining to the application of pesticides.
7. Review all work orders for the department and coordinate the work with school based personnel.
8. Assist the Operations Department in the selection of tools and equipment to be used by custodial personnel in maintaining the school grounds.
9. Complete all permits required by the Water Management District for drilling wells and for water use by the various district facilities.
10. Respond to inquiries and concerns in a timely manner.
11. Keep supervisor informed of potential problems or unusual events.
12. Represent the district in a positive and professional manner.

13. Keep informed and disseminate appropriate information about current research, trends and best practices in areas of responsibility.
14. Provide leadership and direction for assigned areas of responsibility.
15. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
16. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
17. Develop or assist in developing the department budget and monitor its implementation as required.
18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
19. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
20. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
21. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
22. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
23. Respond and serve the needs of the District twenty-four (24) hours a day.
24. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
07/08/2002
05/14/2007
06/15/2011
06/12/2018
07/24/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D08
SHORT TITLE: MPL065
STATE JOB CODE: 81013

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, CAPITAL BUILDING CONSTRUCTION
State Title: Manager Maintenance
JOB DESCRIPTION

JOB GOAL:
To coordinate the various activities that deal with the maintenance of district owned buildings to provide a safe and secure environment for students and staff.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of eight (8) years of successful experience in a supervisory position related to multiple building trades.
3. Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge and experience in the practices and procedures used in the industrial maintenance and construction industry. Knowledge of various building crafts and codes. Knowledge of school codes. Knowledge of different types of tools and equipment used in the various building trades. Working knowledge of blueprints. Ability to read, analyze and interpret information pertaining to requests for work. Ability to communicate, verbally and in writing, work plans to superiors and subordinates. Ability to establish and maintain a good working environment with in-house and outside personnel. Ability to listen to input from maintenance customers. Ability to layout work plans for subordinates. Ability to accurately estimate costs of time and materials needed to bring any given project to completion. Ability to solve practical problems and deal with a variety of situations that occur when working with people. Ability to interpret a variety of instructions from various means: written, oral, blueprints or schedule forms. Working knowledge of a computer. Ability to learn the computerized maintenance management system used by the district. Ability to organize and maintain an orderly workflow from and through the department. Ability to work with large budgets. Knowledge of business/office software products.

REPORTS TO:
Assigned Administrator

SUPERVISES:
All assigned support personnel.

PERFORMANCE RESPONSIBILITIES:
1. Manage the construction and maintenance of buildings.
2. Coordinate work involving one or multiple trades either collectively or with outside vendors.
3. Manage the departmental programs and encourage continuous improvement efforts within the department.
4. Determine if work requests are valid for the department and convert from a request to a work order.
5. Assign work to appropriate trade.
6. Investigate and initiate proper procedures for repairs and/or replacements of work requested, if unable to make determination by written work request or by phone.
7. Perform contract management for replacement, enhancement and small construction projects.
8. Estimate costs of projects and coordinate with supervisor and/or other departments and outside vendors.
9. Review and authorize requests for equipment and/or parts that need to be purchased to complete an assigned job.
10. Coordinate with vendors on rental of equipment associated with identified projects.
11. Review new equipment proposed by vendors that would be used by personnel.
12. Assist in preparing projected requirements of labor, parts, and equipment needed for future projects during budget preparation.
13. Assist in job interviews of applicants and make recommendation to Supervisor.
14. Review daily time sheets and bi-monthly payroll time sheets.
15. Keep accurate records and make information available when requested, orally or in written form.
16. Maintain communication and act as liaison between trades personnel and others.
17. Coordinate a Preventative Maintenance program in conjunction with trade personnel.

18. Confirm and authorize payment of invoices associated with assigned projects.
19. Oversee personnel, workload, projects, and expenditures related to assigned projects.
20. Encourage employee involvement, empowerment, responsibility, and innovation.
21. Recognize outstanding performance of employees.
22. Develop short- and long-term goals.
23. Communicate District goals to department employees.
24. Respond to inquiries and concerns in a timely manner.
25. Keep supervisor informed of potential problems or unusual events.
26. Represent the district in a positive and professional manner.
27. Provide oversight and direction for cooperative planning with other agencies.
28. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
29. Exercise proactive leadership in promoting the vision and mission of the district.
30. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
31. Set high standards and expectations and promote professional growth for self and others.
32. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
33. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
34. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
35. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
36. The ability to travel outside of Manatee County as needed.
37. The ability to respond and serve the needs of the District twenty-four (24) hours a day.
38. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
03/14/2005

Revised:
04/11/2005
05/14/2007
06/12/2018
07/24/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D08
SHORT TITLE: SUP102, SUP181
STATE JOB CODE: 81013

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, CAPITAL BUILDING CONSTRUCTION
State Title: Manager Maintenance
JOB DESCRIPTION

JOB GOAL:
To coordinate the various activities that deal with the maintenance of district owned buildings to provide a safe and secure environment for students and staff.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of ~~five~~ eight (~~5~~8) years of successful experience in a supervisory position related to multiple building trades.
3. Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge and experience in the practices and procedures used in the industrial maintenance and construction industry. Knowledge of various building crafts and codes. Knowledge of school codes. Knowledge of different types of tools and equipment used in the various building trades. Working knowledge of blueprints. Ability to read, analyze and interpret information pertaining to requests for work. Ability to communicate, verbally and in writing, work plans to superiors and subordinates. Ability to establish and maintain a good working environment with in-house and outside personnel. Ability to listen to input from maintenance customers. Ability to layout work plans for subordinates. Ability to accurately estimate costs of time and materials needed to bring any given project to completion. Ability to solve practical problems and deal with a variety of situations that occur when working with people. Ability to interpret a variety of instructions from various means: written, oral, blueprints or schedule forms. Working knowledge of a computer. Ability to learn the computerized maintenance management system used by the district. Ability to organize and maintain an orderly workflow from and through the department. Ability to work with large budgets. Knowledge of business/office software products.

REPORTS TO:
Assigned Administrator

SUPERVISES:
All assigned support personnel.

PERFORMANCE RESPONSIBILITIES:
1. Manage the construction and maintenance of buildings.
2. Coordinate work involving one or multiple trades either collectively or with outside vendors.
3. Manage the departmental programs and encourage continuous improvement efforts within the department.
4. Determine if work requests are valid for the department and convert from a request to a work order.
5. Assign work to appropriate trade.
6. Investigate and initiate proper procedures for repairs and/or replacements of work requested, if unable to make determination by written work request or by phone.
7. Perform contract management for replacement, enhancement and small construction projects.
8. Estimate costs of projects and coordinate with supervisor and/or other departments and outside vendors.
9. Review and authorize requests for equipment and/or parts that need to be purchased to complete an assigned job.
10. Coordinate with vendors on rental of equipment associated with identified projects.
11. Review new equipment proposed by vendors that would be used by personnel.
12. Assist in preparing projected requirements of labor, parts, and equipment needed for future projects during budget preparation.
13. Assist in job interviews of applicants and make recommendation to Supervisor.
14. Review daily time sheets and bi-monthly payroll time sheets.
15. Keep accurate records and make information available when requested, orally or in written form.
16. Maintain communication and act as liaison between trades personnel and others.
17. Coordinate a Preventative Maintenance program in conjunction with trade personnel.

18. ~~C~~onfirm and authorize payment of invoices associated with assigned projects.
19. Oversee personnel, workload, projects, and expenditures related to assigned projects.
20. Encourage employee involvement, empowerment, responsibility, and innovation.
21. Recognize outstanding performance of employees.
22. Develop ~~short and long-term~~short- and long-term goals.
23. Communicate District goals to department employees.
24. Respond to inquiries and concerns in a timely manner.
25. Keep supervisor informed of potential problems or unusual events.
26. Represent the district in a positive and professional manner.
27. Provide oversight and direction for cooperative planning with other agencies.
28. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
29. Exercise proactive leadership in promoting the vision and mission of the district.
30. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
31. Set high standards and expectations and promote professional growth for self and others.
32. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
33. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
34. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
35. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
36. The ability to travel outside of Manatee County as needed.
37. The ability to respond and serve the needs of the District twenty-four (24) hours a day.
38. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
03/14/2005

Revised:
04/11/2005
05/14/2007
06/12/2018
07/24/2018
TBD
SALARY SCHEDULE: SAMP
PAY GRADE~~:~~ ~~D07~~ D08
SHORT TITLE: SUP102, SUP181
STATE JOB CODE: 81013

AGENDA ITEM NO. 14.8

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Reclassification of the Job Descriptions and Positions in the Departments of School Bus Transportation (Multiple Funding Sources)

Executive Summary
The reclassification of the job descriptions and positions in the Department of School Bus Transportation include revisions of the qualifications and performance responsibilities, and pay grade changes as outlined in the table below:

#	Title	Union Group	Current Pay Grade	Proposed Union Group	Proposed Pay Grade
1	Administrator, Route	SAMP	D05	SAMP	D06
2	Analyst, Route	Non-Bargaining	29	Non-Bargaining	31
3	Manager, Parts	SAMP	D03	SAMP	D05

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 3
Develop an innovative leadership development program and succession-planning model to attract and support quality school and District leaders

Recommendation
The Superintendent recommends approval of the reclassified job description in the Department of School Bus Transportation (Multiple Funding Sources).

Financial Impact
The financial impact associated with the reclassifications of multiple positions is $37,247.36, plus benefits (Multiple Funding Sources).

Contact
Submitting Department: Human Resources
Initiated By: Christina Britton

Attachments:
78013 Aministrator, Route TRN005 - Redlined
78013 Aministrator, Route TRN005 - Clean
78020 Analyst, Route Analyst TRN059-Clean
78020 Analyst, Route Analyst TRN059-Redlined
78023 Manager, Parts TRN019-Clean
78023 Manager, Parts TRN019-Redlined

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ADMINISTRATOR, ROUTE
State Title: Manager, Transportation
JOB DESCRIPTION

JOB GOAL:
~~Supervises a group of bus operators, attendants and aides within an operating area to ensure a coordinated and effective operation of the student transportation network.~~ To effectively utilize student data, actual route information from GPS, and sound routing principles to develop and implement the safest and most economical routing network possible for all students. To provide leadership and guidance to Route Analysts and Dispatcher also engaged in this work.

QUALIFICATIONS:
~~1. Bachelor's degree in transportation, business, public administration or related field preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.~~
1. High school or possession of an acceptable equivalency diploma
2. Minimum of five (5) years ~~demonstrated satisfactory experience in a fleet transportation operation including two (2) years satisfactory~~of successful experience as a ~~lead person, coordinator, or supervisor, preferably~~school bus driver with ~~a large group~~some experience with ESE students preferred.
~~3. Demonstrated ability to read and interpret rules, regulations, and laws.~~
~~4. Demonstrated skills in oral and written communications.~~
~~5. Demonstrated experience in the use of generally accepted office computer applications (e.g., Microsoft Office Programs).~~
~~6.~~3. ~~Valid~~Possess a valid Florida Commercial Driver's License (CDL), Class B with ~~air brake, passenger and~~an "S" school bus and "P" passenger endorsements~~, or the ability to obtain the license with endorsements within 60 days of being hired~~.
4. ~~A comparable~~Previous experience routing buses manually or by using a computer assisted routing system preferred
5. Demonstrated experience supervising personnel with increasing responsibilities.
~~7. amount of training and experience may be substituted for the minimum qualifications.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to plan and develop safe, economical and efficient school bus routes using a computer assisted routing system. Knowledge of ~~geography and bus routes~~ the operation of ~~area served~~a school bus. Knowledge of ~~accepted methods and techniques of safe driving~~the occupational hazards and ~~defensive driving for school bus operators to maintain necessary supporting records.~~safety precautions required in transporting regular and special education students. Working knowledge of the Federal, State and local laws, rules, regulations and policies governing school bus operations. Knowledge of roads in the County. Ability to prepare ~~accurate~~ and ~~informative~~maintain records and reports ~~on bus operations and operator, attendants & aide performance. Completion of required first aid and defensive driving courses.~~. Ability to communicate effectively with bus and van drivers, attendants, school personnel, ~~students,~~ parents and the public. Ability to make mathematical calculations with reasonable speed and accuracy. Ability to prepare FTE reports ~~and correspondence as required.~~for the department. Knowledge of ~~process and~~ modern office practices, procedures and equipment. Ability to maintain files and prepare departmental reports and statistical data. Ability to provide technical information and answer detailed inquiries. Ability to coach/instruct others to improve their effectiveness.

REPORTS TO:~~of the~~
Assistant. Director, Transportation ~~Department regarding payroll data for operators, attendants and aides. Ability to distinguish the significant from the less significant when dealing with the behavior of the students on the bus.~~

~~REPORTS TO:~~
~~Transportation Operations Specialist~~

SUPERVISES:
Dispatchers, Bus ~~Operators~~and Van Drivers, Attendants and ~~Aides in designated area.~~other assigned staff

PERFORMANCE RESPONSIBILITIES:

~~1. Supervises a group of bus operators, attendants and aides within an operating area and oversee on time performance.~~

~~2. Makes retain/release decisions on probationary drivers assigned to the group in consultation with the Director of Transportation, prior to the conclusion of the probationary period.~~

~~3. Counsels bus operators, attendants & aides in all areas of job performance, documents for evaluation purposes, and carries out discipline measures appropriate to level of management.~~

~~4. Evaluates bus operators, attendants & aides assigned to the group. May provide input to other Area Coordinators relevant to evaluation of their assigned group.~~

~~5. Facilitates the resolution of student discipline and safety problems with operators, schools, safety personnel, parents and upper management to ensure quality customer service.~~

~~6. Provides assistance to safety & training personnel in the completion of their duties.~~

~~7. Cooperates with the vehicle maintenance department to ensure all required inspection schedules are completed in a timely fashion, while ensuring enough buses are available to complete assigned work.~~

~~8. Applies knowledge of State and Federal laws and regulations, and State and local school board rules and regulations to daily bus operations to ensure regulatory compliance.~~

~~9. Meets with parents, school based administrators, students, and the public to coordinate transportation efforts and resolve transportation related issues/problems.~~

~~10. Prepares and maintains records required to manage regulatory, legal and personnel functions.~~

~~11. Exercises discretion and independent judgment.~~

~~12. Drives school bus as needed.~~

~~13. Interviews/hires perspective bus operators/attendants.~~

1. ~~Performs~~Utilize all features of the computer assisted routing system, GPS and the Student Information System,
2. Develop and maintain safe, efficient and economical runs and routes into all schools for all regular, special and alternative education programs in the district using student assignment data, current headcounts on existing routes, GPS data and sound routing principles. This includes regular home-to-school routes, OJT, and before and after school tutoring programs.
3. Analyze alternatives and implement solutions to resolve difficult routing issues in collaboration with other department personnel and other district departments (e.g., ESE, Project Heart).
4. Coach and mentor Transportation Coordinators, Route Analysts and Dispatchers on proper routing and scheduling techniques and the use of various systems to improve their level of expertise and proficiency.
5. Participate in redistricting processes and ESE cluster meetings to make sure all participants understand and consider the impact of their decisions on the transportation of students, when needed.
6. Perform dispatch duties as required and assist Transportation Coordinators, Route Analysts and Dispatchers with route coverage considerations to ensure best use of personnel and equipment.
7. Deal effectively with issues and concerns raised by Bus and Van Drivers, Attendants, parents, schools and the public to ensure that the safety and efficiency of the routing network is maintained and all Federal, State and local laws, regulations, rules and policies are followed.
8. Assist as needed with preparing student ridership survey material for Bus and Van Drivers and then coordinate process and analyze input into the Routing Software for FEFP reporting to the State. Coordinate activities with TIS and other departments to ensure validity and integrity of reports submitted. Work with Auditor General to complete triennial audit.
9. Perform work found in the School Bus Driver classification when necessary, including driving a school bus when needed.
10. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
11. Develop annual goals and objectives consistent with and in support of district and department goals and priorities.
12. Maintain expertise in assigned areas to fulfill project goals and objectives.
13. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
14. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
15. Assist, as needed, with the recruitment, training, re-training and retention of current employees.

16. Review and document school bus video footage to investigate and resolve issues and/or concerns.
17. Set high standards and expectations and promote professional growth for self and others.
18. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
19. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, delivering services and evaluation of services provided.
20. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
21. Participate in new employee recruitment and retention activities at the direction of management.
~~14.~~22. Perform other duties as ~~required~~assigned, consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Ability to climb stairs, walk distances required, lift student weight up to 40 lbs. and evacuate students from the school bus in an emergency.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year is twelve months; daily work hours are flexible, and consistent with those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
06/24/2014

Revised:
06/12/2018
TBD

SAMP SCHEDULE: SAMP
PAY GRADE: ~~D05~~ D06
SHORT TITLE: TRN005
STATE JOB CODE: 78013

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ADMINISTRATOR, ROUTE
State Title: Manager, Transportation
JOB DESCRIPTION

JOB GOAL:
To effectively utilize student data, actual route information from GPS, and sound routing principles to develop and implement the safest and most economical routing network possible for all students. To provide leadership and guidance to Route Analysts and Dispatcher also engaged in this work.

QUALIFICATIONS:
1. High school or possession of an acceptable equivalency diploma.
2. Minimum of five (5) years of successful experience as a school bus driver. Experience with ESE students preferred.
3. Possess a valid Florida Commercial Driver's License (CDL), Class B with an "S" school bus and "P" passenger endorsements.
4. Previous experience routing buses manually or by using a computer assisted routing system preferred
5. Demonstrated experience supervising personnel with increasing responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to plan and develop safe, economical and efficient school bus routes using a computer assisted routing system. Knowledge of the operation of a school bus. Knowledge of the occupational hazards and safety precautions required in transporting regular and special education students. Working knowledge of the Federal, State and local laws, rules, regulations and policies governing school bus operations. Knowledge of roads in the County. Ability to prepare and maintain records and reports. Ability to communicate effectively with bus and van drivers, attendants, school personnel, parents and the public. Ability to make mathematical calculations with reasonable speed and accuracy. Ability to prepare FTE reports for the department. Knowledge of modern office practices, procedures and equipment. Ability to maintain files and prepare departmental reports and statistical data. Ability to provide technical information and answer detailed inquiries. Ability to coach/instruct others to improve their effectiveness.

REPORTS TO:
Assistant. Director, Transportation

SUPERVISES:
Dispatchers, Bus and Van Drivers, Attendants and other assigned staff

PERFORMANCE RESPONSIBILITIES:
1. Utilize all features of the computer assisted routing system, GPS and the Student Information System,
2. Develop and maintain safe, efficient and economical runs and routes into all schools for all regular, special and alternative education programs in the district using student assignment data, current headcounts on existing routes, GPS data and sound routing principles. This includes regular home-to-school routes, OJT, and before and after school tutoring programs.
3. Analyze alternatives and implement solutions to resolve difficult routing issues in collaboration with other department personnel and other district departments (e.g., ESE, Project Heart).
4. Coach and mentor Transportation Coordinators, Route Analysts and Dispatchers on proper routing and scheduling techniques and the use of various systems to improve their level of expertise and proficiency.
5. Participate in redistricting processes and ESE cluster meetings to make sure all participants understand and consider the impact of their decisions on the transportation of students, when needed.
6. Perform dispatch duties as required and assist Transportation Coordinators, Route Analysts and Dispatchers with route coverage considerations to ensure best use of personnel and equipment.
7. Deal effectively with issues and concerns raised by Bus and Van Drivers, Attendants, parents, schools and the public to ensure that the safety and efficiency of the routing network is maintained and all Federal, State and local laws, regulations, rules and policies are followed.
8. Assist as needed with preparing student ridership survey material for Bus and Van Drivers and then coordinate process and analyze input into the Routing Software for FEFP reporting to the State. Coordinate activities with TIS and other departments to ensure validity and integrity of reports submitted. Work with

Auditor General to complete triennial audit.

9. Perform work found in the School Bus Driver classification when necessary, including driving a school bus when needed.
10. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
11. Develop annual goals and objectives consistent with and in support of district and department goals and priorities.
12. Maintain expertise in assigned areas to fulfill project goals and objectives.
13. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
14. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
15. Assist, as needed, with the recruitment, training, re-training and retention of current employees.
16. Review and document school bus video footage to investigate and resolve issues and/or concerns.
17. Set high standards and expectations and promote professional growth for self and others.
18. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
19. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, delivering services and evaluation of services provided.
20. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
21. Participate in new employee recruitment and retention activities at the direction of management.
22. Perform other duties as assigned, consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Ability to climb stairs, walk distances required, lift student weight up to 40 lbs. and evacuate students from the school bus in an emergency.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year is twelve months; daily work hours are flexible, and consistent with those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.
Board approved:
06/24/2014

Revised:
06/12/2018
TBD

SAMP SCHEDULE: SAMP
PAY GRADE: D06
SHORT TITLE: TRN005
STATE JOB CODE: 78013

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ANALYST, ROUTE
State Title: Route Coordinator
JOB DESCRIPTION

JOB GOAL:
To develop and maintain school bus routes, times and student bus stops for all transported students and to safely and efficiently dispatch vehicles transporting students to and from their school site and/or special events.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of three (3) years of successful experience as a school bus driver, with some experience with Exceptional Student Education (ESE) students preferred.
3. Possess a valid Florida Class B Commercial Driver's License (CDL) with the appropriate Passenger "P" and School Bus "S" endorsements or be able to obtain such license within ninety (90) days of employment.
4. Completion of a required bus driver training course and all associated certifications required by law or policy at the time of employment within ninety (90) days of employment.
5. Must have strong technical and computer analytical skills.
6. Geographical knowledge of Manatee County is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to plan and develop school bus routes and times using current routing software system. Knowledge of the operation of a school bus. Knowledge of the occupational hazards and safety precautions required in transporting regular and special education students. Knowledge of the state driving laws. Ability to plan safe, economical and efficient bus routes. Knowledge of the layout of roads in the County. Ability to prepare and maintain records and reports. Ability to communicate effectively with bus drivers, school personnel, parents and public. Ability to drive a school bus. Ability to submit to and pass random drug and alcohol testing. Ability to lift and remove students from the school bus in an emergency. Proficient in the use of the computer and associated software. Ability to communicate effectively with school, transportation personnel and the public, both orally and in writing. Ability to serve the public and answer questions relating to the operation of the department. Ability to make mathematical calculations with reasonable speed and accuracy. Ability to prepare FTE reports for the department. Knowledge of modern office practices, procedures and equipment. Ability to maintain files and prepare departmental reports and statistical data. Ability to provide technical information and answer detailed inquiries requested by school administrators, transportation staff, parents and the public. Ability to sit for long periods at a desk and computer. Ability to effectively use and communicate over the two-way radio system and provide appropriate assistance to transportation staff.

REPORTS TO:
Assistant Director or Assigned Supervisor

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Conduct operation using computer routing software system.
2. Assist in establishing, maintaining, revising, monitoring, and implementing regular and exceptional student education bus routing through manual methods and/or the use of computer routing program.
3. Perform work found in the School Bus Driver classification when necessary.
4. Assist in obtaining required data for reports on Charter Schools, School Choice, State FTE and local desires of the School Board.
5. Perform all dispatch duties as required.
6. Ensure adherence to good safety standards.
7. Maintain confidentiality regarding school/workplace matters.
8. Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact, clear and professional communication and good judgment.
9. Exhibit interpersonal skills to work as an effective team member.
10. Model and maintain high ethical standards.
11. Represent the District in a positive and professional manner.

12. Demonstrate initiative in the performance of assigned responsibilities.
13. Respond to inquiries and concerns in a timely manner.
14. Ride and observe drivers to help improve safety and efficiency of routes.
15. Assist with answering dispatch phone calls.
16. Assign drivers and attendants as needed to cover route vacancies.
17. Respond to and properly maintain all documentation relating to emergency situations through proper communication with administrative staff, local and state law enforcement agencies, local and state emergency operations centers and EMS.
18. Conduct field assignments as directed by management.
19. Keep supervisor informed of potential problems or unusual events.
20. Follow federal and state laws as well as School Board policies, rules and regulations.
21. Demonstrate support for the school district and its goals and objectives.
22. Prepare all required reports and maintain all appropriate records.
23. Participate successfully in the training programs offered to increase skill and proficiency related to assignment, including any in-service training required by management.
24. Perform all other tasks, as assigned, including those consistent with the goals and objectives of this position.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
06/24/2014

Revised:
05/22/2018
TBD

SALARY SCHEDULE: SUPPORT
PAYGRADE: 31
SHORT TITLE: TRN051
STATE JOB CODE: 78020

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: ANALYST, ROUTE
State Title: Route Coordinator
JOB DESCRIPTION

JOB GOAL:
~~To provide clerical work in assisting with the preparation and maintenance of all school bus routes for regular and exceptional students.~~To develop and maintain school bus routes, times and student bus stops for all transported students and to safely and efficiently dispatch vehicles transporting students to and from their school site and/or special events.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of three (3) years of successful experience as a school bus driver, with some experience with Exceptional Student Education (ESE) students preferred.
3. Possess a valid Florida Class B Commercial Driver's License (CDL) with the appropriate Passenger "P" and School Bus "S" endorsements or be able to obtain such license within ninety (90) days of employment.
4. Completion of a required bus driver training course and all associated certifications required by law or policy at the time of employment within ninety (90) days of employment.
5. Must have strong technical and computer analytical skills.
~~5.~~6. Geographical knowledge of Manatee County is preferred.
~~6.~~7. ~~Comparable amount of training and experience may be substituted for the minimum qualifications.~~

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to plan and develop school bus routes and times using current routing software system. Knowledge of the operation of a school bus. Knowledge of the occupational hazards and safety precautions required in transporting regular and special education students. Knowledge of the state driving laws. Ability to plan safe, economical and efficient bus routes. Knowledge of the layout of roads in the County. Ability to prepare and maintain records and reports. Ability to communicate effectively with bus drivers, school personnel, parents and public. Ability to drive a school bus. Ability to submit to and pass random drug and alcohol testing. Ability to lift and remove students from the school bus in an emergency. Proficient in the use of the computer and associated software. Ability to communicate effectively with school, ~~and~~ transportation personnel and the public, both orally and in writing. ~~–~~Ability to serve the public and answer questions relating to the operation of the department~~unit~~. Ability to make mathematical calculations with reasonable speed and accuracy. ~~Ability to project cost for various routing proposals.~~ Ability to prepare FTE reports for the department. Knowledge of modern office practices, procedures and equipment. Ability to maintain files and prepare departmental reports and statistical data. Ability to provide technical information and answer detailed inquiries requested by school administrators, transportation staff, parents and the public. Ability to sit for long periods at a desk and computer. Ability to effectively use and communicate over the two-way radio system and provide appropriate assistance to transportation staff.

REPORTS TO:
Assistant Director or Assigned Supervisor~~Senior Route Specialist~~

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Conduct operation using computer routing software system.~~.~~
2. Assist in establishing, maintaining, revising, monitoring, and implementing ~~the~~ regular and exceptional student education~~child program~~ bus routing through manual methods and/or the use of computer routing program.
3. Perform work found in the School Bus Driver classification when necessary.
4. Assist in obtaining required data for reports on Charter Schools~~, Magnet School~~, School Choice, State FTE and local desires of the School Board.
5. Perform all dispatch duties as required.
6. Ensure adherence to good safety standards.
7. Maintain confidentiality regarding school/workplace matters.

8. Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact, clear and professional communication and good judgment.
9. Exhibit interpersonal skills to work as an effective team member.
10. Model and maintain high ethical standards.
11. Represent the District in a positive and professional manner.
12. Demonstrate initiative in the performance of assigned responsibilities.
13. Respond to inquiries and concerns in a timely manner.
14. Ride and observe drivers to help improve safety and efficiency of routes.
15. Assist with answering dispatch phone calls.
16. Assign drivers and attendants as needed to cover route vacancies.
17. Respond to and properly maintain all documentation relating to emergency situations through proper communication with administrative staff, local and state law enforcement agencies, local and state emergency operations centers and EMS.
18. Conduct field assignments as directed by management.
19. Keep supervisor informed of potential problems or unusual events.
20. Follow federal and state laws as well as School Board policies, rules and regulations.
21. Demonstrate support for the school district and its goals and objectives.
22. Prepare all required reports and maintain all appropriate records.
23. Participate successfully in the training programs offered to increase skill and proficiency related to assignment, including any in-service training required by management.
24. Perform all other tasks, as assigned, including those consistent with the goals and objectives of this position.

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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:
06/24/2014

Revised:
05/22/2018
TBD

SALARY SCHEDULE: SUPPORT
PAYGRADE: ~~29~~ 31
SHORT TITLE: TRN051
STATE JOB CODE: 78020

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, PARTS
State Title: Supervisor/Coordinator, Vehicle Services
JOB DESCRIPTION

JOB GOAL:
To provide safe and accurate parts and service for the repair of all buses and rolling stock.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of three (3) years of successful experience in the automotive field.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of various kinds, grades and use and storage characteristics of the materials typical of the area of assignment. Knowledge of School Board purchases and requisition procedures. Knowledge of store keeping methods and procedures, and records used in the receipt, storage and issuance of diversified goods. Some knowledge of transportation agencies and shipment methods. Ability to communicate effectively orally and in writing. Ability to use basic computer hardware and software. Ability to take initiative to begin projects without supervision. Ability to plan, organize, and prioritize. Skill in effective human interaction and conflict resolution. Ability to tolerate highly stressful situations.

REPORTS TO:
Supervisor, Vehicle Maintenance or as assigned

SUPERVISES:
Parts Assistant

PERFORMANCE RESPONSIBILITIES:
1. Manage parts assistants for operation of receiving, storing and issuing of stock and in maintaining inventory control and other records in the parts storeroom.
2. Review cycle counts and reorder point level for stock. Must ensure complete brake parts (rotors, drums, wheel seals, brake shoes/pads for 2 buses be kept on hand.at all times
3. Determine new items for stock and dates for cycle count.
4. Perform essential functions including creating Blanket PO's, maintaining a declining budget for each chart-string and communicating shortfalls to supervisor.
5. Determine the quantity and quality of goods received in relation to prescribed specifications.
6. Prepare and submit for approval requisitions for stock and parts replacements.
7. Assist supervisor in preparing and monitoring Parts Department budget.
8. Accept or reject goods as indicated and sign receipt for proper delivery of goods and payment of invoices.
9. Inspect quantity and quality of goods received for general conformity to prescribed specifications.
10. Ensure vendors work within SDMC contract guidelines including fiscal compliance
11. Make purchases from specified sources when authorized.
12. Ensure parts are ordered with a focus on expediency to reduce the need to take vehicles out of service.
13. Ensure basic filters are in stock at all times.
14. Respond to inquiries and concerns in a timely (less than 24hours)/positive manner.
15. Keep supervisor informed of budgetary constrictions and delays to workflow
16. Represent the district in a positive and professional manner.
17. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
18. Maintain expertise in assigned areas to fulfill project goals and objectives.
19. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
20. Ensure tire orders are accurate, inventory does not run out, flow through valve caps are installed on new tires, tires and rims adhere to the SDMC Tire Policy Guidelines.
21. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

22. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
23. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
24. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
25. Must prioritize to ensure that the time buses are out-of-service is kept to a minimum.
26. Perform other tasks consistent with the goals and objectives of this position, or as directed to do so by management.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
05/21/2007
06/12/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: D05
SHORT TITLE: TRN019
STATE JOB CODE: 78023

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: MANAGER, PARTS
State Title: Supervisor/Coordinator, Vehicle Services
JOB DESCRIPTION

JOB GOAL:
To provide safe and accurate parts and service for the repair of all buses and rolling stock.

QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Minimum of three (3) years of successful experience in the automotive field.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of various kinds, grades and use and storage characteristics of the materials typical of the area of assignment. Knowledge of School Board purchases and requisition procedures. Knowledge of store keeping methods and procedures, and records used in the receipt, storage and issuance of diversified goods. Some knowledge of transportation agencies and shipment methods. Ability to communicate effectively orally and in writing. Ability to use basic computer hardware and software. Ability to take initiative to begin projects without supervision. Ability to plan, organize, and prioritize. Skill in effective human interaction and conflict resolution. Ability to tolerate highly stressful situations.

REPORTS TO:
Supervisor, Vehicle Maintenance~~Director, Transportation~~, or as assigned

SUPERVISES:
Parts Assistant

PERFORMANCE RESPONSIBILITIES:
1. Manage ~~Supervise~~ parts assistnats ~~andbe responsible~~ for operation of receiving, storing and issuing of stock and in maintaining inventory control and other records in the parts ~~automotive and lawn equipment~~ storeroom.

~~1.~~2. Review cycle counts and reorder point level for stock. Must ensure complete brake parts (rotors, drums, wheel seals, brake shoes/pads for 2 buses be kept on hand.at all times

~~2.~~3. Determine new items for stock and dates for cycle count.

~~3.~~4. Perform essential functions including creating Blanket PO's, maintaining a declining budget for each chart-string and communicating shortfalls to supervisor. ~~including diagnosing and maintaining the GasBoy automated fuel and Conklin reporting system.~~

~~2.~~5. ~~Attend JD Edwards Team 2 meetings, training sessions, and provide instruction to other departments.~~

~~4.~~6. Determine the quantity and quality of goods received in relation to prescribed specifications.

~~5.~~7. Prepare and submit for approval requisitions for stock and parts replacements.

~~6.~~8. Assist supervisor in preparing and monitoring Parts Department budget.

~~7.~~9. Accept or reject goods as indicated and sign receipt for proper delivery of goods and payment of invoices.

~~8.~~10. Inspect quantity and quality of goods received for general conformity to prescribed specifications.

~~9.~~11. Ensure vendors work within ~~the~~ SDMC contract guidelines including fiscal compliance ~~Develop efficient storage methods.~~

~~10.~~12. Make purchases from specified sources when authorized.

~~11.~~13. Ensure parts are ordered with a focus on expediency to reduce the need to take vehicles out of service.~~getting the item ASAP.~~ ~~Update Parts Department procedures as required.~~

~~12.~~14. Ensure basic filters are in~~do not run out of~~ stock at all times. ~~Perform custodial duties in Department as required.~~

~~13.~~15. Respond to inquiries and concerns in a timely (less than 24hours)/positive manner.

~~14.~~16. Keep supervisor informed of budgetary constrictions and delays~~, roadblocks~~ to workflow ~~potential problems or unusual events.~~

~~15.~~17. Represent the district in a positive and professional manner.

~~16.~~18. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.~~Provide leadership and direction for assigned areas of responsibility.~~

~~17.~~19. Maintain expertise in assigned areas to fulfill project goals and objectives.

~~18.~~20. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.

21. Ensure tire orders are accurate, inventory does not run out, flow through valve caps are installed on new tires, tires and rims adhere to the SDMC Tire Policy Guidelines ~~Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues~~.

~~19.~~22. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

~~20.~~23. Prepare or oversee the preparation of all required reports and maintain all appropriate records.

~~21.~~24. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.

~~22.~~25. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

~~23.~~26. Must prioritize to ensure that the time ~~route~~ buses are out-of-service is kept to a minimum.

~~24.~~27. Perform other tasks consistent with the goals and objectives of this position, or as directed to do so by management.

PHYSICAL REQUIREMENTS:
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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 District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:
05/21/2007
06/12/2018
TBD

SALARY SCHEDULE: SAMP
PAY GRADE: ~~D03~~D05
SHORT TITLE: TRN019
STATE JOB CODE: 78023

AGENDA ITEM NO. 14.9

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Shared Facilities Agreement with Manatee Sheriffs Office and the Police Athletic League (PAL) of Manatee County (EDEP Program Funds) - *Updated 4/22/2026*

Executive Summary
Attached is an interlocal agreement between the School Board, Manatee County Sheriff's Office, and the Police Athletic League of Manatee County to initiate collaboration in planning and developing educational programs and services at a Police Athletic League facility to be built in Bradenton, Florida.

The parties to the agreement have determined that the coordinated design, construction, and occupation of the PAL facility will provide valuable services and educational programing to the students and families served by the PAL facility. The proposed agreement commits the School Board to initial planning and collaboration of the PAL facility, develop educational programs, and utilize space at the future PAL facility for a period of fifty (50) years, subject to certain renewal terms for additional periods. ~~There is no current fiscal impact with the planning agreement at this time.~~

~~At the time of publishing, the PAL agreement was not available for release. This item will be amended and the contract added prior to the School Board Meeting, or the item will be removed from the agenda.~~

The agreement is attached for review.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Learn | Goal 5
Continue to partner with community-based agencies to ensure expanded Pre-K learning opportunities and alignments

Recommendation
The Superintendent recommends approval of the shared facilities agreement with Manatee Sheriffs Office and the Police Athletic League (PAL) of Manatee County (EDEP Program Funding).

Financial Impact
Funding will be provided by proceeds from the District EDEP program.

Contact
Submitting Department: Legal

Attachments:
Shared Facilities Agreement MSO - PAL - added after publishing

AGREEMENT FOR SHARED FACILITIES

BETWEEN SCHOOL BOARD OF MANATEE COUNTY,

THE POLICE ATHLETIC LEAGUE OF MANATEE COUNTY, INC.

AND

MANATEE COUNTY SHERIFF'S OFFICE

THIS AGREEMENT is made and entered into between THE SCHOOL BOARD OF MANATEE COUNTY, a public body corporate, whose address is 215 Manatee Avenue West, Bradenton, Florida 34205 ("School Board"), THE POLICE ATHLETIC LEAGUE OF MANATEE COUNTY, INC., a Florida not for profit corporation ("PAL"), and the MANATEE COUNTY SHERIFF'S OFFICE, a political subdivision of the State of Florida, whose address is 600 Highway 301 Boulevard West, Bradenton, Florida 34205 ("Sheriff").

WHEREAS, School Board, PAL, and Sheriff wish to collaborate in planning and development of educational programs and services for children in Manatee County served through PAL; and

WHEREAS, PAL is constructing a recreational and educational facility ("PAL Facility") to be located at 1300 3rd St. W. Bradenton, Florida 34205, for purposes of providing sports programs, character development, social support, and enhanced academic tutoring opportunities for economically challenged persons and families in Manatee County; and

WHEREAS, PAL provides sports and recreational facilities for school aged residents of Manatee County; and

WHEREAS, the School Board wishes to provide academic programs including early learning and adult career programs to be operated from the PAL Facility, and

WHEREAS, School Board, PAL, and Sheriff have determined that the coordinated design, construction, and occupation of the PAL Facility will provide valuable services and educational programing to the children and families served by the Pal Facility; and

WHEREAS, School Board, PAL, and Sheriff have agreed to cooperate and coordinate the joint use of the PAL Facility to provide educational services.

W I T N E S S E T H:

That for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the parties agree as follows:

Section 1. Recitals. The parties acknowledge the above recitals as true and correct.

Section 2. Shared Use.

2.01. At the sole discretion of the School Board, it shall have the right to co-locate educational facilities, programs, and instructional staff at the PAL Facility and utilize space designated for School Board use by mutual agreement of the parties, as well as the right to use parking lots and ways of access to the PAL Facility. During the design stage of the future PAL Facility the parties hereto shall agree to co design the PAL Facility and shall designate the areas for shared use of the School Board. The School Board shall have first priory use of the School Board dedicated space in the PAL Facility, meaning it can be used by others when the School Board is not using it. School Board shall have dedicated space in the PAL facility for storage.

2.02. To the extent the School Board may utilize the PAL Facility in a manner which implicates State of Florida requirements regarding educational facility security and safety rules and/or regulations, the School Board, PAL, and Sheriff, shall collaboratively ensure that any applicable State of Florida safety requirements for educational facilities which may be required for the operation of the School Board program(s) are met, and that the space utilized by the School Board for such activity is properly secured as required by law. The Sheriff will ensure a Level 2 background screening for those employees, volunteers, and staff involved in the PAL program. If additional applicable State of Florida safety requirements or security is required for School Board programs, they are the responsibility of the School Board. Both PAL and Sheriff agree to cooperate to the extent they are able and to not hinder or otherwise interfere with the School Board's obligations regarding safety requirements or procurement of adequate security.

2.03. The School Board's license to occupy the PAL Facility shall be provided without charge of rents, utilities, hazard or property liability insurance, repairs or maintenance, for normal wear and tear, or any other fees or charges. Any and all damage(s) beyond normal wear and tear resulting from use by the School Board shall be the financial responsibility of the School Board. All other damage shall be the responsibility of PAL. PAL shall maintain the PAL Facility in good condition. The Parties shall coordinate and cooperate with each other as to the scheduling and use of the PAL Facilities and common spaces including parking areas in a fair and equitable manner.

2.04. PAL shall be responsible for maintaining the PAL Facility and all improvements thereon. Each party shall be responsible for inspecting that portion of the property and improvements that the party will use and any improvements thereon and determining that such property and improvements are in a safe and usable condition for the intended use. Each party shall be responsible for supervising its own planned activities.

2.05 The School Board agrees to make annual payments to PAL of $600,000.00 per year for 10 years. Funding is based on use of EDEP funds received by School Board. The initial payment shall be due and payable beginning after completion of the PAL Facility and the School Boards ability to use the PAL Facility. PAL shall submit to the District Finance Department an annual invoice to include a description and any back up documentation on the use of funds and details on the goods and services the School District received for each payment acceptable by the District for compliance and audit purposes. Use of funds must meet the requirements for use of EDEP funds as determined by the District financial staff.

2.06 School Board's rights to occupy and use the PAL Facility shall be set forth in a recorded restrictive covenant approved by School Board. Use of the PAL Facility shall not be materially changed, discontinued, or the property sold, pledged, transferred, encumbered, mortgaged or assigned to other parties without prior written consent of School Board. School Board funding shall only be used by PAL for the following purposes: repayment of obligations incurred by PAL in design and construction of the PAL Facility, and educational services or programs PAL provides to the School Board.

Section 3. Effective Date; Term; Termination . This Agreement is effective for fifty (50) calendar years from the date last signed below and will automatically renew for successive renewal terms of five (5) years (each, a "Renewal Term") unless any party gives the other parties notice of non-renewal at least ninety (90) days prior to the end of the then-current term. Except in the case of a Default by the Sheriff or PAL, or as otherwise stated herein, the School Board may terminate its participation in this Agreement for convenience only after its payment obligations under this Agreement are met, having completed 10 years of annual payments or having rendered payment for the total sum of such payments, by giving 90 days' notice of termination to the parties.

Section 4. Conceptual Design. Educational facilities shall initially be defined as early learning programs and adult career programs that benefit the local community members, especially those families and students who attend Rogers Garden Bullock Elementary School. During the design stage of the future PAL Facility the parties hereto shall agree to co-design the PAL Facility and shall designate the areas for exclusive and shared use by the School Board.

Section 5. Subsequent Agreements. The parties agree and recognize that continuation under this Agreement is contingent upon approval by School Board, PAL, and Manatee County Sheriff's Office.

Section 6. Membership on PAL Board. School Board may designate a member of the School Board to serve on the PAL Board of Directors. The School Board member shall have access to all PAL corporate records upon request. PAL shall amend its Bylaws to provide for the School Board member to its Board.

Section 7. Notice. Notices required to be given by this Agreement shall be in writing sent by certified United States mail, return receipt requested, addressed to the persons and places

specified for giving notice below, or to such other person or place specified for giving notice, and shall be designated by written notice in the manner provided above.

For PAL:	Chair, PAL Board of Directors c/o Catherine Buird 601 301 Blvd. W. Suite 202 Bradenton, FL, 34205
For Sheriff :	Sheriff of Manatee County 601 301 Blvd. W. Suite 202 Bradenton, FL, 34205
With copies to:	General Counsel Manatee County Sheriff's Office 601 301 Blvd. W. Suite 202 Bradenton, FL, 34205
For School Board:	Chair, School Board of Manatee County 215 Manatee Avenue West Bradenton, Florida, 34205
With copies to:	School Board Attorney Attention: Stephen R. Dye, Esq. Post Office Box 9069 Bradenton, Florida, 34205

Section 8. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto and supersedes any and all prior understandings of correspondence and Interlocal Agreements, if any, related to the PAL Facility.

Section 9. Parties Drafted Equally. Sheriff, PAL, and School Board agree that all parties have played an equal and reciprocal part in drafting this Agreement. Therefore, no provisions of this Agreement shall be construed by any court or other judicial authority against any party hereto because such party is deemed to have drafted or structured such provisions.

Section 10. Severability. In the event any term or provision of the Agreement shall be held invalid, such invalid term or provision shall not effect the validity of any other term or provision hereof; and all such other terms and provisions hereto shall be enforceable to the fullest extent permitted by law as if such invalid term or provision had never been part of this Agreement; provided, however, if any term or provision of this Agreement is held to be invalid due to the scope or extent thereof, such term or provision shall be automatically deemed modified in order that it may be enforced to the maximum scope and extent permitted by law.

Section 11. Applicable Laws and Venue. This Agreement shall be construed, and the rights and obligations of the parties hereunder shall be determined in accordance with the laws of the State of Florida. Venue for any litigation pertaining to the subject matter hereof shall be exclusive in Manatee County, Florida, unless prohibited by law.

Section 12. Liability; Indemnification; Sovereign Immunity. Each party will be responsible for negligent acts or tortious acts omissions of the party's officers, agents, or employees while acting within the scope of their employment or agency and arising out of its obligations under this Agreement. No party will be responsible for the acts or omissions of the other party's employees or agents. This recognition by the parties hereto is intended to be consistent with the State of Florida's waiver of sovereign immunity pursuant to section 768.28, Florida Statutes, and it does not alter said waiver or extend the liability of any party which is a state agency or political subdivision, as defined in section 768.28(2), F.S., beyond the limits established in section 768.28, Florida Statutes. As required by section 768.28(19), F.S., any party which is a state agency or subdivision agrees to by fully responsible for its negligent or tortious acts or omissions which result in claims or suits against another party which is a state agency or political subdivision and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in section 768.28, F.S. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

Section 13. No Third Party Beneficiary. Nothing in this Agreement, expressed or implied, is intended or shall be construed to confer upon any person, firm or legal corporation other than the parties hereto, any right, remedy or claim, legal or equitable, under or by reason of this Agreement or any provision hereof, this Agreement and all of its provisions being intended to be and being for the sole and exclusive benefit of the parties hereto.

Section 14. Counterparts. This Agreement may be executed in any number of counterparts with the same effect as if the signature on each such counterpart were upon the same instrument; all such counterparts shall be deemed to be one and the same original instrument. A facsimile or electronic transmission of a signature shall be deemed to be an original signature. The party providing a facsimile or electronic signature shall upon request deliver an original counterpart of the same to the other party.

Section 15. Authorization. Each party represents to the other that such party has the requisite power and authority under all applicable laws to enter into this Agreement, that all of the procedural requirements imposed by law upon each party for the approval and authorization of this Agreement have been properly completed, and that the persons who have executed the Agreement on behalf of each party are authorized and empowered to execute said Agreement.

Section 16. Effective Date. The Agreement shall not become effective until the Agreement is fully executed by all parties.

Section 17. Default.

The following events will be deemed events of default by PAL and/or Sheriff :

A. The failure or omission by PAL and/or Sheriff to perform its obligations under this Agreement or the breach of any term, condition or covenant required herein.

B. The conduct of any business or performance of any acts at the PAL Facility not specifically authorized in this Agreement, and failure to discontinue that business or those acts after notice as stated herein.

C. The appointment of a Trustee, custodian, or receiver of all or a substantial portion of PAL's assets.

D. The insolvency of PAL; or if PAL should take the benefit of any present or future insolvency statute, will make a general assignment for the benefit of creditors, or will seek a reorganization or the readjustment of its indebtedness under any law or statute of the United States or of any state thereof including the filing by PAL of a voluntary petition of bankruptcy or the institution of proceedings against PAL for the adjudication of PAL as bankrupt pursuant thereto.

E. The transfer or encumbering of the PAL Facility without School Board's written approval.

F. PAL's violation of Section 287.133, Florida Statutes, concerning criminal activity on contracts with any public or private entity(ies).

The following events will be deemed events of default by the School Board:

A. The failure or omission by the School Board to perform its obligations under this Agreement or the breach of any term, condition or covenant required herein.

Remedies for Default

In the event of any of the foregoing events of default enumerated in this Article, and following 30 days' written notice by a non-defaulting party and the defaulting party's failure to cure, (except in the case of emergency wherein notice shall be 5 days), the non-defaulting party, at its election, may exercise any one or more of the following options or remedies, the exercise of any of which will not be deemed to preclude the exercise of any other remedy herein listed or otherwise provided by statute or general law:

Declare this Agreement to be terminated, ended, null and void, and remove any property from the PAL Facility.

File a suit in Manatee County for any and all remedies at law or in equity for enforcement of the Agreement as well as its actual damages, and/or terminate this Agreement and all of its obligations hereunder, but retaining the right to sue for its damages caused by said default.

No waiver by the non-defaulting party at any time of any of the terms, conditions, covenants, or agreements of this Agreement or noncompliance therewith, will be deemed or taken as a waiver at any time thereafter of the same or any other term, condition, covenant, or agreement herein contained, nor of the strict and prompt performance thereof. No delay, failure, or omission of the non-defaulting party to enter the PAL Facility or to exercise any right, power, privilege, or option arising from any default nor subsequent acceptance of fees or charges then or thereafter accrued will impair any such right, power, privilege, or option, or be construed to be a waiver of any such default or relinquishment, or acquiescence of the PAL Facility. No option, right, power, remedy, or privilege of the non-defaulting party will be construed as being exhausted or discharged by the exercise thereof in one or more instances. It is agreed that each and all of the rights, powers, options, or remedies given to the non-defaulting party by this Agreement are cumulative and that the exercise of one right, power, option, or remedy by the non-defaulting party will not impair its rights to any other right, power, option, or remedy available under this Agreement or provided by law.

Section 18. The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Section 286.011 Florida Statutes. et. seq. and Section 119.01 Florida Statutes. et. seq. To the extent required by law, PAL hereby acknowledges and agrees to keep and maintain all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date and year shown below, and the signatories do hereby confirm that the governing or managing body of each party has approved the content, form, and manner of execution of this Agreement.

[REMAINDER OF THIS PAGE REMAINS BLANK – SIGNATURE PAGE TO FOLLOW]

SCHOOL BOARD OF MANATEE COUNTY, FLORIDA

By:_____
Cindy Spray, Chair

Dated:_____

ATTEST:

By:_____
Dr. Laurie Breslin, Superintendent

APPROVED AS TO
FORM AND LEGAL SUFFICIENCY

_____
Stephen R Dye, School Board Attorney

MANATEE COUNTY SHERIFF'S OFFICE

By:_____
Charles R. Wells, Sheriff

Dated:_____

POLICE ATHLETIC LEAGUE OF MANATEE COUNTY, by and through its Board of Directors

By:_____

Print Name:_____

Title:_____

AGENDA ITEM NO. 15.1

School Board of Manatee County
April 28, 2026 - Regular Board Meeting
Action Item

Title
Approval to Name the New High School Rangeland High School

Executive Summary
On April 14, 2026, the school board discussed the results of community input regarding the naming of the new AAA High School. After discussion, the board consensus was to name the school 'Rangeland High School'.

This item aligns with the District's Strategic Plan Goal(s) which state(s):

Ready To Grow | Goal 5
Continue our secure financial position, utilize referendum millage funds effectively, and modernize and enhance our current schools to meet our school community needs, including building vibrant, new schools

Recommendation
The Board approves the naming of the new high school.

Financial Impact
There is no financial impact

Contact
Submitting Department: School Board

AGENDA ITEM NO. 17.1

School Board of Manatee County
April 28, 2026 - Regular Board Meeting

Title
Third Amendment To iHola! Elementary Charter School Program (CSP) Grant

Executive Summary
The purpose of this grant is to provide financial assistance for the planning, growth, program design, and initial implementation of charter schools.
New and existing charters in the state of Florida are eligible to apply for the CSP start up grant available through the Florida Department of Education (FDOE). The FDOE is responsible for the grant approval, compliance and monitoring. The Amendment is pending FDOE final approval. The district's role is the release of funds to the charter school upon receipt of reimbursement documentation. There is no financial impact.

Contact
Submitting Department: District Support Services
Initiated by: Dr. Valerie Moore Hyer

Attachments:
HOLA CSP Amendment 3

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management via ShareFile only. https://fldoe.sharefile.com/Authentication/Login	2023-2026 Public Charter Schools Program (CSP) Grant **TAPS NUMBER: 24C100**	Date Received
B) Name and Address of Eligible Applicant: **¡HOLA! Elementary @ MSA** **1419 10th Street East, Palmetto, FL 34221**		**Project Number (DOE Assigned)** **410-2981F-4C101**

C) Total Funds Requested:	D) Applicant Contact & Business Information	
43,745.00	Contact Name: **Dr. Rubylinda Zickafoose** Fiscal Contact Name: **Tim McMurray**	Telephone Numbers: School: 941-842-4652 Zickafoose Cell: 941-812-0488 McMurray Cell: 941-744-7798
DOE USE ONLY **Total Approved Project:** $	Mailing Address: 1419 10th Street East Palmetto, FL 34221	E-mail Addresses: dr.z@hola-elementary.org tmcmurray@msaschool.org
	Physical/Facility Address: 1419 US 301 Street N. Palmetto, FL 34221	UEI number: FEIN number: *65-0829459*

CERTIFICATION

I, ***Laurie Breslin, Superintendent of SDMC, Dave Kraner, ¡HOLA! Chairman of the Board,*** as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E)		
Laurie Breslin (Apr 1, 2026 16:51:56 EDT) Signature of Agency Head	**Superintendent of SDMC** Title	04/01/2026 Date
Signature of Charter Head	**¡HOLA!, Chairman of the Board** Title	3-25-26 Date

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

DOE 100A
Revised June 2022

FLORIDA DEPARTMENT OF EDUCATION

BUDGET AMENDMENT NARRATIVE FORM

A) School District of Manatee County/¡HOLA! Elem
District/Agency Nam

410-2981E-4C101/24C100
Project Number/TAPS Numbe

C) 3
Amendment Number

D) Total Project Amount Currently Approved

$ 900,000.00

E) Total Project Amount resulting from this Bu

$ 43,745.00

F) Line Item Descriptio

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
6400	311	**Professional Training** Learning for instructional staff on scope and sequence of foundational skills for dual langauge classrooms.		8,000.00	
6400	311	**Professional Training** Learning for instructional staff on development of foundational skills for dual langauge classrooms.		6,000.00	
6500	691	**Computer Software** (Google student licenses)dedicated to support computers in order to implement classroom programs and school/state assessments.		10,200.00	
6500	691	**Computer software** (Google) Admin licenses) These licenses are dedicated to support computers in order to implement classroom programs and school initiatives.		2,000.00	
5100	520	**Textbooks** State adopted textbooks Science & Social Studies Curriculum to support the upcoming dual langague classrooms.		12,045.00	
5100	520	**Textbooks** Small Group readers to support differentiated instruction in classrooms K-5, aligned with the Science of Reading.		5,500.00	
				$ 43,745.00	$ -

DOE 151
Revised July 2022

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

AGENDA ITEM NO. 17.2

School Board of Manatee County
April 28, 2026 - Regular Board Meeting

Title
School Safety Requirements and Monitoring Reports 2025-2026 Quarter 3 (No Financial Impact)

Executive Summary
Pursuant to Florida Statute 1001.212 and Florida Administrative Code 6A-1.0018, the attached document reports findings of District Compliance Inspections conducted by the SDMC School Safety Specialist and the Florida Office of Safe Schools relating to school safety, reporting, and training. This state administrative rule also provides notice of the procedures and criteria utilized by the Office of Safe Schools to monitor school districts and individual schools for compliance with those requirements.

For this reporting period, there were no deficiencies that remain uncorrected. The District is in compliance.

Contact
Submitting Department: Safety & Security
Initiated By: Paul Damico

Attachments:
25_26 Qtrly Insp Report OSS 3rd Qtr
25_26 Qtrly Insp Report SSS 3rd Qtr

OFFICE OF SAFE SCHOOLS
3RD QUARTER INSPECTION REPORT

District	Number of School Facilities	Number of Schools Inspected or Reinspected	Percentage of Schools Inspected or Reinspected	Number of Inspected Schools With No School Safety Requirement Deficiencies	Percentage of Inspected Schools With No School Safety Requirement Deficiencies
MANATEE	75	11	14.67	7	77.78

SCHOOL SAFETY SPECIALIST
3rd QUARTER INSPECTION REPORT

District	Number of School Facilities	Number of Schools Inspected or Reinspected	Percentage of Schools Inspected or Reinspected	Number of Inspected Schools With No School Safety Requirement Deficiencies	Percentage of Inspected Schools With No School Safety Requirement Deficiencies
Manatee	73	15	20.6%	14	93%