Agenda

September 15, 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 PURPOSE

3. INVOCATION - Moment of Silence

4. COLOR GUARD - Southeast High School

5. PLEDGE OF ALLEGIANCE

1. Veterans from ¡HOLA! Elementary School accompanied by students will lead the Pledge of Allegiance.

6. APPROVAL OF THE AGENDA

7. STUDENT CELEBRATIONS

1. Hispanic Heritage Month Celebration and Reading of Proclamation
2. Celebrating a Summer of Champions

8. 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.

9. REPORTS AND PRESENTATIONS

1. Visible Men Academy (VMA) School Improvement Plan
2. Superintendent's Presentation of District Key Performance Indicators (KPI's)

10. 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 Waiver(s) of the Manatee Education Association (MEA) Collective Bargaining Agreement (No Financial Impact)
4. Approval to Apply, Accept, and Expend the 2026-2027 National Farmworker Jobs Program Discretionary Competitive Grant, Including Ratification of the Memorandum of Understanding Between the School District of Manatee County and the Suncoast Workforce Board, Inc. dba CareerSource Suncoast, in the Amount of $281,589.00 (Incoming Federal Grant Funds)
5. Approval of the New and Renewal Clinical Experience Agreements for Manatee Technical College (MTC) Pharmacy Technician and Dental Assisting Students for the 2026-2029 School Years (No Financial Impact)
6. Approval of Memorandum of Understanding between Girls Inc. and the School District of Manatee County (No Financial Impact)
7. Approval of Rangeland High School Permanent Utility Easement 30 Feet (No Financial Impact)
8. Approval of Sole Source to Purchase Floor Resurfacing Materials Dex-O-Tex and Related Services, SDMC No. 27-0054-MR, Estimated in the Amount of $200,000.00 Annually (Capital Funds)
9. Approval of Veterans Elementary School Phase I Substantial Completion (No Financial Impact)
10. Approval of Rye Ranch Elementary School Substantial Completion (No Financial Impact)
11. Approval of Bayshore High School Columns Agreement Between Owner and Reno Boyd

Building, LLC Amendment 2 in the Amount of $673,120.89 (Capital Funds)

12. Approval of Request to Declare Surplus and Dispose of District Tangible Personal Property Greater than $5,000.00 (Possible Incoming Funds to General Fund and Special Revenue-Food Service Fund)
13. Approval for Out-of-State Travel to Various National Career, Technical Student Organization Competitions and Leadership Conferences for Qualifying Elementary School, Middle School, High School, Postsecondary Students and Advisors During the 2026-2027 School Year (Multiple Funding Sources)
14. Approval for Manatee High School Chorus Students to Attend and Perform at Carnegie Hall in New York, New York on May 28-June 2, 2027 (School Internal Accounts)
15. Approval for the Parrish Community High School Advanced Chorus Students to Attend and Perform in the Smoky Mountain Music Festival in Gatlinburg, Tennessee on April 14-18, 2027 (School Internal Accounts)
16. Approval for the Palmetto High School Junior Reserve Officer Training Corps (JROTC) to Participate in the Army Ten-Miler in Washington, D.C., October 10-13, 2026 (School Internal Accounts)
17. Approval for the Palmetto High School, Braden River High School and Manatee High School Junior Reserve Officer Training Corps (JROTC) Raider Teams to Attend the US Army Cadet Command Raider National Competition at Fort Knox, KY, October 21-26, 2026 (No Financial Impact)
18. Approval of the 60-Day Notice of Termination of Contract with Lantern (No Financial Impact)

11. PUBLIC COMMENT FOR NEW BUSINESS ITEMS

12. NEW BUSINESS (DISCUSSION ITEMS PULLED FROM CONSENT)

13. NEW BUSINESS (NON-CONSENT ITEMS)

1. Approval of the 2026-2027 Classroom Teacher and Other Instructional Personnel Salary Increase Allocation Plan (No Financial Impact)
2. Naming Nomination of the Courts in the Park Adjacent to Martha B. King Middle School

14. NEW BUSINESS (NO SUPERINTENDENT RECOMMENDATION)

1. Acceptance of the Resignation of Audit Committee Member (No Financial Impact)
2. Approval of FY 2025-2026 - Payroll and Compensation Internal Audit Report and the FY 2025-2026 - Maintenance Work Orders Internal Audit Report (General Fund)
3. Approval of Travel to Tallahassee for Board Member Felton to Attend the FSBA Legislative Platform Meeting in Tallahassee Florida, Not to Exceed $550.00 (General Funds)

15. CONTINUED PUBLIC COMMENT (IF NECESSARY)

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

17. SUPERINTENDENT REMARKS

18. **BOARD COMMENTS**

19. **ADJOURNMENT**

AGENDA ITEM NO. 5.1

School Board of Manatee County
September 15, 2026 - Regular Board Meeting

Title
Veterans from ¡HOLA! Elementary School accompanied by students will lead the Pledge of Allegiance.

Executive Summary
Veterans from ¡HOLA! Elementary School accompanied by students will lead the Pledge of Allegiance.

Contact
Submitting Department: Communications
Initiated By: Jamie Carson

AGENDA ITEM NO. 7.1

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Hispanic Heritage Month Celebration and Reading of Proclamation

Executive Summary
Proclamation

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

AGENDA ITEM NO. 7.2

School Board of Manatee County
September 15, 2026 - Regular Board Meeting

Title
Celebrating a Summer of Champions

Executive Summary
The School District of Manatee County achieved great success in multiple competitions during the summer. This is a celebration to recognize the achievements of students over the summer break.

Contact
Submitting Department: Communications
Initiated by: Jamie Carson

AGENDA ITEM NO. 9.1

School Board of Manatee County
September 15, 2026 - Regular Board Meeting

Title
Visible Men Academy (VMA) School Improvement Plan

Executive Summary
Visible Men Academy (VMA) received a school grade of 'F', and thus per Rule 6A-1.099827 must develop and submit a school improvement plan to the Sponsor. The presentation of the SIP must include: Mission statement; Academic data for most recent three (3) years; Student achievement objectives; Analysis of student performance data by subgroup; A detailed plan for addressing each identified deficiency in student performance, including specific actions, person responsible and resources needed and timeline; Identification of each component of the school's educational program that has not been implemented as described in the school's contract; A detailed plan for addressing each identified deficiency noted above; Identification of barriers to student success, with a detailed plan for addressing each barrier, including specific actions, person responsible, resources needed and timeline; Specific student achievement outcomes to be achieved.

Contact
Submitting Department: Charter Schools
Initiated by: Dr. Valerie Moore Hyer

Attachments:
visible-men-academy-2026-27-sip
VMA__SIP_Presentation

Manatee County Public Schools

VISIBLE MEN ACADEMY

2026-27 Schoolwide Improvement Plan

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School Board Approval

A "Record School Board Approval Date" tracking event has not been added this plan. Add this tracking event with the board approval date in the notes field to update this section.

SIP Authority

Section (s.) 1001.42(18)(a), Florida Statutes (F.S.), requires district school boards to annually approve and require implementation of a new, amended or continuation SIP for each school in the district which has a school grade of D or F; has a significant gap in achievement on statewide, standardized assessments administered pursuant to s. 1008.22, F.S., by one or more student subgroups, as defined in the federal Elementary and Secondary Education Act (ESEA), 20 U.S. Code (U.S.C.) § 6311(c)(2); has not significantly increased the percentage of students passing statewide, standardized assessments; has not significantly increased the percentage of students demonstrating Learning Gains, as defined in s. 1008.34, F.S., and as calculated under s. 1008.34(3)(b), F.S., who passed statewide, standardized assessments; has been identified as requiring instructional supports under the Reading Achievement Initiative for Scholastic Excellence (RAISE) program established in s. 1008.365, F.S.; or has significantly lower graduation rates for a subgroup when compared to the state’s graduation rate.

SIP Template in Florida Continuous Improvement Management System Version 2 (CIMS2)

The Department's SIP template meets:

1. All state and rule requirements for public district and charter schools.
2. ESEA components for targeted or comprehensive support and improvement plans required for public district and charter schools identified as Additional Targeted Support and Improvement (ATSI), Targeted Support and Improvement (TSI), and Comprehensive Support and Improvement (CSI).
3. Application requirements for eligible schools applying for Unified School Improvement Grant (UniSIG) funds.

Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. The Department encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year.

I. School Information

A. School Mission and Vision

Provide the school's mission statement

Our mission is to provide students with a high-quality education that nurtures the whole child—intellectually, socially, and morally—within a safe, structured, and supportive learning environment.

Provide the school's vision statement

Our vision is to develop students who recognize their inherent value and potential—young people who are grounded in character, connected to their families and communities, and aware of their role in the world around them. Through rigorous academics, intentional mentorship, and leadership development, VMA equips students with the confidence, discipline, and skills needed to succeed in middle school, high school, and beyond.

B. School Leadership Team, Stakeholder Involvement and SIP Monitoring

1. School Leadership Membership

School Leadership Team

For each member of the school leadership team, enter the employee name, and identify the position title and job duties/responsibilities as they relate to SIP implementation for each member of the school leadership team.

Leadership Team Member #1

Employee's Name

Tami Stearns

stearnstv@vmacademy.org

Position Title

Principal

Job Duties and Responsibilities

Leads SIP implementation, monitors instruction and data cycles, supervises action steps, communicates progress to the all stakeholders.

Leadership Team Member #2

Employee's Name
TBN

TBD

Position Title
Instructional Coach / Specials Support

Job Duties and Responsibilities

Facilitates PLCs and data meetings, supports lesson planning, models instruction, monitors intervention groups, and supports implementation of ELA and math action steps.

Leadership Team Member #3

Employee's Name
TBN

TBD

Position Title
ESE / Intervention / MTSS Lead

Job Duties and Responsibilities

Coordinates MTSS, IEP/504 supports, intervention documentation, progress monitoring plans, and Tier 2/Tier 3 support for students with disabilities and students needing intensive support.

Leadership Team Member #4

Employee's Name
Maria Mata

matam@vmacademy.org

Position Title
Registrar / Family Liaison / Interpreter

Job Duties and Responsibilities

Maintains student records and attendance information, supports family communication, assists with translated communication when needed, and helps remove barriers to attendance and tutoring participation.

2. Stakeholder Involvement

Describe the process for involving stakeholders [including the school leadership team, teachers and school staff, parents, students (mandatory for secondary schools) and families, and business or community leaders] and how their input was used in the SIP development process (20 U.S.C. § 6314(b)(2), ESEA Section 1114(b)(2).

Note: If a School Advisory Council is used to fulfill these requirements, it must include all required stakeholders.

Visible Men Academy will involve stakeholders through leadership team meetings, team member meetings, PLCs, Board updates, parent communication, Title I family engagement opportunities, and community partner conversations. Stakeholder input will be used to refine instructional priorities, tutoring structures, attendance supports, family communication, and resource needs. Because VMA is a small K-5 charter school, feedback will be gathered through direct conversations, family conferences, parent surveys, Board discussions, team member reflections, and ongoing review of student progress data. The school will communicate the final SIP and progress updates to team members, families, the Board, and community stakeholders in language that is clear and understandable.

3. SIP Monitoring

Describe how the SIP will be regularly monitored for effective implementation and impact on increasing the achievement of students in meeting the state academic standards, particularly for those students with the greatest achievement gap. Describe how the school will revise the plan with stakeholder feedback, as necessary, to ensure continuous improvement (20 U.S.C. § 6314(b)(3), ESEA Section 1114(b)(3)).

The SIP will be monitored through a two-week instructional data cycle and quarterly Board updates. The principal and instructional coach will review ELA and math data, attendance, tutoring participation, Tier 2/Tier 3 intervention data, and subgroup progress for Hispanic and Economically Disadvantaged students. Teachers will use data meetings to identify skill gaps, plan reteaching and exceleration, adjust groups, assign tutoring and/or intervention, and document next steps. The team will revise the plan as needed after PM1, PM2, PM3, classroom assessments, walkthroughs, and stakeholder feedback. SIP progress will be reviewed with team members at least monthly and with the Board at least quarterly.

C. Demographic Data

2026-27 STATUS (PER MSID FILE)	**ACTIVE**
SCHOOL TYPE AND GRADES SERVED (PER MSID FILE)	**ELEMENTARY** **KG-5**
PRIMARY SERVICE TYPE (PER MSID FILE)	**K-12 GENERAL EDUCATION**
2025-26 TITLE I SCHOOL STATUS	
2025-26 ECONOMICALLY DISADVANTAGED (FRL) RATE	**100.0%**
CHARTER SCHOOL	**YES**
RAISE SCHOOL	
2025-26 ESSA IDENTIFICATION *UPDATED AS OF 07/09/2026	**CSI**
ELIGIBLE FOR UNIFIED SCHOOL IMPROVEMENT GRANT (UNISIG)	
2025-26 ESSA SUBGROUPS REPRESENTED (SUBGROUPS WITH 10 OR MORE STUDENTS) (SUBGROUPS BELOW THE FEDERAL THRESHOLD ARE IDENTIFIED WITH AN ASTERISK)	**HISPANIC STUDENTS (HSP)*** **ECONOMICALLY DISADVANTAGED STUDENTS (FRL)***
SCHOOL GRADES HISTORY **2022-23 SCHOOL GRADES WILL SERVE AS AN INFORMATIONAL BASELINE.*	**2025-26: F** **2024-25: A** **2023-24: C** **2022-23: C** **2021-22: F**

D. Early Warning Systems

1. Grades K-8

Current Year 2026-27

Using 2025-26 data, complete the table below with the number of students by current grade level that exhibit each early warning indicator listed:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
School Enrollment	4	4	6	10	6	8	0	0	0	38
Absent 10% or more school days	1	1	1	4	1	3	0	0	0	11
One or more suspensions	1	0	0	0	1	2	0	0	0	4
Course failure in English Language Arts (ELA)	0	0	3	5	0	0	0	0	0	8
Course failure in Math	2	0	1	2	0	0	0	0	0	5
Level 1 on statewide ELA assessment	2	1	3	6	4	3	0	0	0	19
Level 1 on statewide Math assessment	2	0	3	5	2	4	0	0	0	16
Number of students with a substantial reading deficiency as defined by Rule 6A-6.053, F.A.C. (only applies to grades K-3)	2	0	5	5	1	0	0	0	0	13
Number of students with a substantial mathematics defined by Rule 6A-6.0533, F.A.C. (only applies to grades K-4)	2	0	0	0	0	0	0	0	0	2

Current Year 2026-27

Using the table above, complete the table below with the number of students by current grade level that have two or more early warning indicators:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
Students with two or more indicators	2	1	3	3	2	3	0	0	0	14

Current Year 2026-27

Using the table above, complete the table below with the number of students retained:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
Retained students: current year	0	0	0	0	0	0	0	0	0	0
Students retained two or more times	0	0	0	0	0	0	0	0	0	0

Prior Year (2025-26) As Last Reported (pre-populated)

The number of students by grade level that exhibited each early warning indicator:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
School Enrollment	4	3	9	8	6	7				37
Absent 10% or more school days	1		3	4	2	2				12
One or more suspensions					2					2
Course failure in English Language Arts (ELA)				3						3
Course failure in Math										0
Level 1 on statewide ELA assessment				2		2				4
Level 1 on statewide Math assessment				2		1				3
Number of students with a substantial reading deficiency as defined by Rule 6A-6.053, F.A.C. (only applies to grades K-3)				2						2
Number of students with a substantial mathematics defined by Rule 6A-6.0533, F.A.C. (only applies to grades K-4)										0

Prior Year (2025-26) As Last Reported (pre-populated)

The number of students by current grade level that had two or more early warning indicators:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
Students with two or more indicators				3	2	2				7

Prior Year (2025-26) As Last Reported (pre-populated)

The number of students retained:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
Retained students: current year				3						3
Students retained two or more times										0

2. Grades 9-12 (optional)

This section intentionally left blank because it addresses grades not taught at this school or the school opted not to include data for these grades.

II. Needs Assessment/Data Review (ESEA Section 1114(b)(6))

A. ESSA School, District, State Comparison

The district and state averages shown here represent the averages for similar school types (elementary, middle, high school or combination schools). Each "blank" cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school.

Data for 2025-26 had not been fully loaded to CIMS at time of printing.

ACCOUNTABILITY COMPONENT	2026			2025			2024		
	SCHOOL	DISTRICT†	STATE†	SCHOOL	DISTRICT†	STATE†	SCHOOL	DISTRICT†	STATE†
ELA Achievement*	23	59	62	57	56	59	45	55	57
Grade 3 ELA Achievement		57	61	64	54	59	44	55	58
ELA Learning Gains	20	63	63	64	59	60	46	60	60
ELA Lowest 25th Percentile		62	58		58	56		58	57
Math Achievement*	36	68	66	70	66	64	60	66	62
Math Learning Gains	27	67	64	91	61	63	54	63	62
Math Lowest 25th Percentile		53	50		52	51		51	52
Science Achievement		61	62	30	55	58	18	54	57
Social Studies Achievement*			95			92			
Graduation Rate									
Middle School Acceleration									
College and Career Acceleration									
Progress of ELLs in Achieving English Language Proficiency (ELP)					63	63	33	61	61

*In cases where a school does not test 95% of students in a subject, the achievement component will be different in the Federal Percent of Points Index (FPPI) than in school grades calculation.

**Grade 3 ELA Achievement was added beginning with the 2023 calculation.

† District and State data presented here are for schools of the same type: elementary, middle, high school, or combination.

B. ESSA School-Level Data Review (pre-populated)

2025-26 ESSA FPPI	
ESSA Category (CSI, TSI or ATSI)	CSI
OVERALL FPPI – All Students	27%
OVERALL FPPI Below 41% - All Students	Yes
Total Number of Subgroups Missing the Target	2
Total Points Earned for the FPPI	106
Total Components for the FPPI	4
Percent Tested	100%
Graduation Rate	

ESSA OVERALL FPPI HISTORY						
2025-26	**2024-25**	**2023-24**	**2022-23**	**2021-22**	**2020-21****	**2019-20***
27%	63%	43%	44%	37%	25%	

C. ESSA Subgroup Data Review (pre-populated)

2025-26 ESSA SUBGROUP DATA SUMMARY

ESSA SUBGROUP	FEDERAL PERCENT OF POINTS INDEX	SUBGROUP BELOW 41%	NUMBER OF CONSECUTIVE YEARS THE SUBGROUP IS BELOW 41%	NUMBER OF CONSECUTIVE YEARS THE SUBGROUP IS BELOW 32%
Hispanic Students	29%	Yes	1	1
Economically Disadvantaged Students	28%	Yes	1	1

D. Accountability Components by Subgroup

Each “blank” cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school.

2025-26 ACCOUNTABILITY COMPONENTS BY SUBGROUPS													
	ELA ACH.	GRADE 3 ELA ACH.	ELA LG	ELA LG L25%	MATH ACH.	MATH LG	MATH LG L25%	SCI ACH.	SS ACH.	MS ACCEL.	GRAD RATE 2024-25	C&C ACCEL 2024-25	ELP PROGRESS
All Students	23%		20%		36%	27%							
Hispanic Students	21%				36%								
Economically Disadvantaged Students	25%		20%		38%	30%							

	2024-25 ACCOUNTABILITY COMPONENTS BY SUBGROUPS													
	ELA ACH.	GRADE 3 ELA ACH.	ELA LG	ELA LG L25%	MATH ACH.	MATH LG	MATH LG L25%	SCI ACH.	SS ACH.	MS ACCEL.	GRAD RATE 2023-24	C&C ACCEL 2023-24	ELP PROGRESS
All Students	57%	64%	64%		70%	91%		30%					
Hispanic Students	40%		55%		73%	100%							
Economically Disadvantaged Students	54%	64%	61%		65%	89%							

2023-24 ACCOUNTABILITY COMPONENTS BY SUBGROUPS

	ELA ACH.	GRADE 3 ELA ACH.	ELA LG	ELA LG L25%	MATH ACH.	MATH LG	MATH LG L25%	SCI ACH.	SS ACH.	MS ACCEL.	GRAD RATE 2022-23	C&C ACCEL 2022-23	ELP PROGRESS
All Students	45%	44%	46%		60%	54%		18%					33%
Students With Disabilities	25%				58%								
English Language Learners													33%
Hispanic Students	22%		43%		56%	43%							36%
White Students	79%				79%								
Economically Disadvantaged Students	47%	50%	39%		60%	44%							

E. Grade Level Data Review – State Assessments (pre-populated)

The data are raw data and include ALL students who tested at the school. This is not school grade data. The percentages shown here represent ALL students who received a score of 3 or higher on the statewide assessments.

An asterisk (*) in any cell indicates the data has been suppressed due to fewer than 10 students tested or all tested students scoring the same.

2025-26 SPRING						
SUBJECT	GRADE	SCHOOL	DISTRICT	SCHOOL - DISTRICT	STATE	SCHOOL - STATE
ELA	3	30%	56%	-26%	60%	-30%
Math	3	30%	64%	-34%	66%	-36%
ELA	4	** data suppressed due to fewer than 10 students or all tested students scoring the same.*				
ELA	5	** data suppressed due to fewer than 10 students or all tested students scoring the same.*				
Math	4	** data suppressed due to fewer than 10 students or all tested students scoring the same.*				
Math	5	** data suppressed due to fewer than 10 students or all tested students scoring the same.*				
Science	5	** data suppressed due to fewer than 10 students or all tested students scoring the same.*				

III. Planning for Improvement

A. Data Analysis/Reflection (ESEA Section 1114(b)(6))

Answer the following reflection prompts after examining any/all relevant school data sources.

Most Improvement

Which data component showed the most improvement? What new actions did your school take in this area?

The most encouraging trend was in mathematics. Grades 3-5 math improved from 1 of 24 students at Levels 3-5 at PM1 to 9 of 24 students at Levels 3-5 at PM3. This shows that when instruction, small-group support, and progress monitoring were applied more consistently, students responded. For 2026-2027, VMA will strengthen this work through a formal math data cycle, daily number sense/fact fluency routines, benchmark-level reteaching, and targeted tutoring.

Lowest Performance

Which data component showed the lowest performance? Explain the contributing factor(s) to last year's low performance and discuss any trends.

ELA Learning Gains were the lowest accountability component at 20%, and ELA Achievement was 23%. Contributing factors include significant foundational reading gaps, inconsistent mastery of grade-level vocabulary and comprehension expectations, limited reading stamina with complex text, and the need for a more systematic K-5 literacy framework. Reading is the highest instructional priority for 2026-2027.

Greatest Decline

Which data component showed the greatest decline from the prior year? Explain the factor(s) that contributed to this decline.

Visible Men Academy entered the 2025-2026 school year following a period of significant purposeful transition in staff turnover from the previous year. Of the students assessed in 2025-2026, 70.8% were continuously enrolled and had also participated in the prior year’s FAST state assessments. Comparison of the 2024-2025 PM3 results to the 2025-2026 PM1 baseline demonstrated a significant decline in student performance, with English Language Arts proficiency decreasing from 43.75% to 8.70% and Mathematics proficiency decreasing from 50.00% to 4.35%. The data was used to establish instructional priorities and drive targeted supports, intensive progress monitoring, and professional learning designed to accelerate student achievement.

Math Learning Gains showed the greatest decline, decreasing from 91% in 2024-2025 to 27% in 2025-2026. Math Achievement also decreased from 70% to 36%. The school will address this

through explicit standards-aligned instruction, short-cycle data review, fact fluency, problem-solving routines, small-group reteaching, and progress monitoring every two weeks.

Greatest Gap

Which data component had the greatest gap when compared to the state average? Explain the factor(s) that contributed to this gap and any trends.

ELA Achievement had the largest gap compared with the state average. VMA ELA Achievement was 23% compared with the state comparison of 62%, a 39 point gap. Grade 3 Math also showed a large raw data gap, with 30% of VMA Grade 3 students scoring Level 3 or higher compared with 66% statewide. These gaps reinforce the need for a focused plan in literacy, math, and progress monitoring.

EWS Areas of Concern

Reflecting on the EWS data from Part I, identify one or two potential areas of concern.

The two primary early warning concerns are attendance and students with multiple risk indicators. In 2025-2026, 12 of 37 students were absent 10% or more of school days, and 14 students had two or more early warning indicators. Attendance, tutoring participation, family communication, and intervention access will be monitored as part of the SIP.

Highest Priorities

Rank your highest priorities (maximum of 5) for school improvement in the upcoming school year.

- Strengthen K-5 ELA instruction, foundational reading skills, vocabulary, comprehension, and writing in response to reading.
- Strengthen K-5 math instruction through benchmark-level data cycles, fact fluency, problem-solving routines, and targeted intervention.
- Implement a biweekly progress monitoring system that connects classroom and intervention data, tutoring, attendance, and subgroup monitoring.
- Improve attendance and reduce early warning indicators through family liaison support, parent communication, incentives, and barrier removal.
- Monitor Hispanic and Economically Disadvantaged subgroup performance within each ELA and math data cycle.

B. Area(s) of Focus (Instructional Practices)

(Identified key Area of Focus that addresses the school's highest priority based on any/all relevant data sources)

Area of Focus #1

Address the school's highest priorities based on any/all relevant data sources.

Instructional Practice specifically relating to ELA

Area of Focus Description and Rationale

Area of Focus Description and Rationale: Include a description of your Area of Focus for each relevant grade level, how it affects student learning and a rationale explaining how it was identified as a crucial need from the prior year data reviewed.

VMA will focus on K-5 ELA achievement and reading growth because ELA Achievement was 23% and ELA Learning Gains were 20% in 2025-2026. ELA is the lowest official accountability area and has the largest school to state gap. This area affects student learning across all subjects because students need stronger decoding, fluency, vocabulary, comprehension, writing, and stamina with complex text to access grade-level standards. Hispanic and Economically Disadvantaged student progress will be monitored within the ELA data cycle.

Measurable Outcome

Measurable Outcome: Include prior year data and state the specific measurable outcome the school plans to achieve for each relevant grade level. This should be a data-based, objective outcome.

By the end of 2026-2027, VMA will increase ELA Achievement from 23% to at least 35% and ELA Learning Gains from 20% to at least 45%. VMA will also increase the percentage of students scoring Levels 3-5 on the spring ELA assessment and monitor Hispanic and Economically Disadvantaged student progress after PM1, PM2, and PM3.

Monitoring

Monitoring: Describe how this Area of Focus will be monitored for implementation and impact to reach the desired outcome.

Implementation and impact will be monitored through weekly walkthroughs, lesson plan review, student work review, HMH/FAST/STAR data, phonics/fluency checks, writing samples, Tier 2/Tier 3 intervention logs, tutoring attendance, and biweekly ELA data meetings. The principal and instructional coach will review data every two weeks and adjust groups, reteaching, and intervention based on student response.

Person responsible for monitoring outcome

Principal, Instructional Coach, ESE/MTSS Lead, and classroom teachers.

Evidence-based Intervention:

Evidence-based intervention: (May choose more than one evidence-based intervention.) Describe the evidence-based intervention (practices/programs) being implemented to achieve the measurable outcomes in each relevant grade level and describe how the identified interventions will be monitored for this Area of Focus (20 U.S.C. § 7801(21)(A)(i) and (B), ESEA Section 8101(21)(A) and (B)).

Description of Intervention #1:
VMA will implement explicit, systematic, standards-aligned ELA instruction through a protected 90-minute literacy block, small-group differentiated instruction, foundational skills intervention, vocabulary and comprehension routines, and daily writing in response to reading.

Rationale:
Explicit instruction, small-group differentiated instruction, frequent formative assessment, corrective feedback, and data-based intervention are evidence-based practices that directly address VMA students' reading gaps and support mastery of B.E.S.T. ELA standards.

Tier of Evidence-based Intervention:
Tier 1 – Strong Evidence

Will this evidence-based intervention be funded with UniSIG?
No

Action Steps to Implement:

Action step(s) needed to address this Area of Focus or implement this intervention. Identify 2 to 3 action steps and the person responsible for each step.

Action Step #1
Protect and monitor a daily 90-minute literacy block with whole-group standards instruction and small-group differentiated support.

Person Monitoring:
Principal; Instructional Coach

By When/Frequency:
August 2026-May 2027; weekly walkthroughs

Describe the Action to Be Taken and how the school will monitor the impact of this action step:
Walkthrough data, lesson plans, student work, formative assessments, PM1/PM2/PM3 results.

Action Step #2
Use diagnostics and progress monitoring to group students for foundational reading, fluency, vocabulary, comprehension, and writing support.

Person Monitoring:
Instructional Coach; ESE/MTSS Teacher; Teachers

By When/Frequency:
PM windows; every two weeks for intervention students

Describe the Action to Be Taken and how the school will monitor the impact of this action step:
Data meeting notes, intervention rosters, student progress monitoring, Tier 2/Tier 3 data.

Action Step #3
Implement daily writing in response to reading and review student writing samples during PLCs.

Person Monitoring:
Teachers; Instructional Coach

By When/Frequency:
Weekly student work review; biweekly PLC review

Describe the Action to Be Taken and how the school will monitor the impact of this action

step:
Student writing folders, rubric scores, teacher action plans, evidence of vocabulary and text evidence use.

Area of Focus #2

Address the school's highest priorities based on any/all relevant data sources.

Instructional Practice specifically relating to Math

Area of Focus Description and Rationale

Area of Focus Description and Rationale: Include a description of your Area of Focus for each relevant grade level, how it affects student learning and a rationale explaining how it was identified as a crucial need from the prior year data reviewed.

VMA will focus on K-5 math achievement and learning gains. Math Achievement was 36% and Math Learning Gains were 27% in 2025-2026. Although current-year math improved from PM1 to PM3, overall performance remained below the level needed for school improvement. Students need stronger prerequisite skills, number sense, fact fluency, math vocabulary, and multi-step problem-solving routines aligned to the B.E.S.T. Mathematics Standards.

Measurable Outcome

Measurable Outcome: Include prior year data and state the specific measurable outcome the school plans to achieve for each relevant grade level. This should be a data-based, objective outcome.

By the end of 2026-2027, VMA will increase Math Achievement from 36% to at least 50% and Math Learning Gains from 27% to at least 50%. VMA will increase the percentage of students scoring Levels 3-5 on the spring math assessment and monitor Hispanic and Economically Disadvantaged student progress within each math data cycle.

Monitoring

Monitoring: Describe how this Area of Focus will be monitored for implementation and impact to reach the desired outcome.

Implementation and impact will be monitored through biweekly math data meetings, exit tickets, unit assessments, benchmark-level trackers, fact fluency data, problem-solving tasks, tutoring attendance, intervention logs, walkthroughs, and PM1/PM2/PM3 results. Students not demonstrating mastery will receive reteaching, intervention, and reassessment.

Person responsible for monitoring outcome

Principal, Instructional Coach, classroom teachers, and intervention/tutoring staff.

Evidence-based Intervention:

Evidence-based intervention: (May choose more than one evidence-based intervention.) Describe the evidence-based intervention (practices/programs) being implemented to achieve the measurable

outcomes in each relevant grade level and describe how the identified interventions will be monitored for this Area of Focus (20 U.S.C. § 7801(21)(A)(i) and (B), ESEA Section 8101(21)(A) and (B)).

Description of Intervention #1:
VMA will implement explicit, standards-aligned math instruction with teacher modeling, guided practice, independent practice, corrective feedback, daily fact fluency/number sense routines, weekly problem-solving tasks, small-group reteaching, and targeted intervention based on benchmark-level data.

Rationale:
Explicit math instruction, frequent formative assessment, feedback, cumulative review, small-group reteaching, and data-based intervention are evidence-based practices that support achievement and learning gains in mathematics.

Tier of Evidence-based Intervention:
Tier 1 – Strong Evidence

Will this evidence-based intervention be funded with UniSIG?
No

Action Steps to Implement:

Action step(s) needed to address this Area of Focus or implement this intervention. Identify 2 to 3 action steps and the person responsible for each step.

Action Step #1
Implement explicit, standards-aligned math instruction daily with modeling, guided practice, independent practice, and corrective feedback.

Person Monitoring:
Principal; Instructional Coach; Teachers

By When/Frequency:
August 2026-May 2027; weekly walkthroughs

Describe the Action to Be Taken and how the school will monitor the impact of this action step:
Walkthroughs, lesson plans, student work, exit ticket results, unit assessment data.

Action Step #2
Use biweekly benchmark-level data to identify reteaching, intervention, enrichment, and tutoring groups.

Person Monitoring:
Instructional Coach; Teachers

By When/Frequency:
Every two weeks

Describe the Action to Be Taken and how the school will monitor the impact of this action step:
PLC notes, regrouping records, reassessment data, tutoring/intervention data.

Action Step #3
Implement daily number sense/fact fluency routines and weekly multi-step problem-solving tasks.

Person Monitoring:
Teachers; Instructional Coach

By When/Frequency:
Daily/weekly; reviewed in PLCs

Describe the Action to Be Taken and how the school will monitor the impact of this action step:
Fluency trackers, problem-solving rubrics, student work, PM1/PM2/PM3 math results.

IV. Positive Learning Environment

Area of Focus #1

Other: Attendance, Early Warning Indicators, and Student Support

Area of Focus Description and Rationale

Include a description of your Area of Focus for each relevant grade level, how it affects student learning and a rationale explaining how it was identified as a crucial need from the prior year data reviewed.

VMA will focus on attendance, early warning indicators, and student support because 12 of 37 students were absent 10% or more of school days in 2025-2026, and 14 students had two or more early warning indicators. Attendance affects access to core instruction, intervention, tutoring, and progress monitoring. A small school must respond quickly when students begin missing school or accumulating multiple indicators.

Measurable Outcome

Include prior year data and state the specific measurable outcome the school plans to achieve for each relevant grade level. This should be a data-based, objective outcome.

By the end of 2026-2027, VMA will reduce the number of students absent 10% or more of school days from 12 to 8 or fewer and reduce the number of students with two or more early warning indicators from 14 to 10 or fewer. VMA will monitor attendance weekly and connect students with tutoring, family outreach, and support services as needed.

Monitoring

Describe how this Area of Focus will be monitored for the desired outcome. Include a description of how ongoing monitoring will impact student achievement outcomes.

Attendance, suspensions, tutoring participation, course performance, intervention participation, and early warning indicators will be reviewed weekly by the principal, registrar/family liaison, Coach, and MTSS Lead. Students with emerging patterns will receive family contact, barrier identification, tutoring support, and follow-up.

Person responsible for monitoring outcome

Principal, Registrar/Family Liaison, Instructional Coach, and classroom teachers.

Evidence-based Intervention:

Evidence-based intervention: (May choose more than one evidence-based intervention.) Describe the evidence-based intervention (practices/programs) being implemented to achieve the measurable outcomes in each relevant grade level and describe how the identified interventions will be monitored for this Area of Focus (20 U.S.C. § 7801(21)(A)(i) and (B), ESEA Section 8101(21)(A) and (B)).

Description of Intervention #1:

VMA will implement a schoolwide early warning and attendance support system that includes weekly attendance review, family outreach, parent conferences, tutoring invitations, transportation/barrier problem solving, positive attendance recognition, and connection to community resources when needed.

Rationale:
Early warning systems and attendance interventions help schools identify risk early and respond before students experience additional academic decline. This is directly connected to ELA and math improvement because students must attend consistently to receive instruction and intervention.

Tier of Evidence-based Intervention:
Tier 1 – Strong Evidence

Will this evidence-based intervention be funded with UniSIG?
No

Action Steps to Implement:

Action step(s) needed to address this Area of Focus or implement this intervention. Identify 2 to 3 action steps and the person responsible for each step.

Action Step #1
Review attendance and early warning indicators weekly and identify students needing immediate outreach.

Person Monitoring:
Principal; Registrar/Family Liaison

By When/Frequency:
Weekly beginning August 2026

Describe the Action to Be Taken and how the school will monitor the impact of this action step:
Attendance reports and family contact logs.

Action Step #2
Contact families, identify barriers, and connect students to tutoring, transportation support where available, and community resources.

Person Monitoring:
Registrar/Family Liaison; Coach; Principal; Teachers

By When/Frequency:
Within one week of identified concern

Describe the Action to Be Taken and how the school will monitor the impact of this action step:
Parent contact notes, tutoring participation, improved attendance, student progress.

Action Step #3
Recognize improved attendance and communicate expectations through family newsletters, conferences, and schoolwide messages.

Person Monitoring:
Principal; Registrar/Family Liaison; Coach; Teachers

By When/Frequency:
Monthly

Describe the Action to Be Taken and how the school will monitor the impact of this action step:
Attendance trend data, parent communication logs, reduction in chronic absenteeism.

V. Title I Requirements (optional)

A. Schoolwide Program Plan (SWP)

This section must be completed if the school is implementing a Title I, Part A SWP and opts to use the SIP to satisfy the requirements of the SWP plan, as outlined in 20 U.S.C. § 6314(b) (ESEA Section 1114(b)). This section of the SIP is not required for non-Title I schools.

Dissemination Methods

Provide the methods for dissemination of this SIP, UniSIG budget and SWP to stakeholders (e.g., students, families, school staff and leadership, and local businesses and organizations). Please articulate a plan or protocol for how this SIP and progress will be shared and disseminated and to the extent practicable, provided in a language a parent can understand (20 U.S.C. § 6314(b)(4), ESEA Section 1114(b)(4)).

List the school's webpage where the SIP is made publicly available.

VMA will disseminate the SIP, progress updates, and related Title I information through the school website, Board meetings, team member meetings, parent communications, Title I family engagement events, newsletters, and direct family communication. Information will be written in clear language and translated or interpreted when needed for families.
https://vmacademy.org/information

Positive Relationships With Parents, Families and other Community Stakeholders

Describe how the school plans to build positive relationships with parents, families and other community stakeholders to fulfill the school's mission, support the needs of students and keep parents informed of their child's progress.

List the school's webpage where the school's Parental Family Engagement Plan (PFEP) is made publicly available (20 U.S.C. § 6318(b)-(g), ESEA Section 1116(b)-(g)).

VMA will build positive relationships through family conferences, parent resource communication, bilingual family support, Title I events, student progress updates, tutoring invitations, attendance outreach, and community partnerships. The registrar/family liaison will help families understand BEST/FAST data, intervention needs, attendance expectations, and home reading/math practice. VMA will continue to work with donors, volunteers, community organizations, and partners to support tutoring, family needs, enrichment, and school improvement priorities. https://vmacademy.org/information

Plans to Strengthen the Academic Program

Describe how the school plans to strengthen the academic program in the school, increase the

amount and quality of learning time and help provide an enriched and accelerated curriculum. Include the Area of Focus if addressed in Part II of the SIP (20 U.S.C. § 6314(b)(7)(A)(ii), ESEA Section 1114(b)(7)(A)(ii)).

VMA will strengthen the academic program by protecting instructional time, improving standards-aligned ELA and math instruction, using biweekly data cycles, providing Tier 2/Tier 3 interventions, expanding tutoring as resources allow, increasing writing in response to reading, strengthening math problem-solving routines, and monitoring subgroup progress. The school will increase the amount and quality of learning time through tutoring, small-group instruction, progress monitoring, and targeted reteaching.

How Plan is Developed

If appropriate and applicable, describe how this plan is developed in coordination and integration with other federal, state and local services, resources and programs, such as programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing CSI or TSI activities under section 1111(d) (20 U.S.C. § 6314(b)(5) and §6318(e)(4), ESEA Sections 1114(b)(5) and 1116(e)(4)).

The plan is developed in coordination with Title I, CERP, MTSS, ESE services, family engagement supports, school safety/mental health resources, Board oversight, donor/community supports, and local services for families. The plan reflects data review, stakeholder input, and the needs of students at risk of not meeting state academic standards. VMA will adjust implementation based on PM1, PM2, PM3, classroom data, attendance data, and stakeholder feedback.

B. Component(s) of the Schoolwide Program Plan

Components of the Schoolwide Program Plan, as applicable

Include descriptions for any additional, applicable strategies that address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging state academic standards which may include the following:

Improving Student's Skills Outside the Academic Subject Areas

Describe how the school ensures counseling, school-based mental health services, specialized support services, mentoring services and other strategies to improve students' skills outside the academic subject areas (20 U.S.C. § 6314(b)(7)(A)(iii)(I), ESEA Section 1114(b)(7)(A)(iii)(I)).

VMA supports students through SHINE values, morning routines, SEL lessons, mentoring, family liaison support, behavior support, mental health referrals when appropriate, student check-ins, and community partnerships. These supports are aligned to academic improvement because students learn best when they feel safe, connected, and supported.

Preparing for Postsecondary Opportunities and the Workforce

Describe the preparation for and awareness of postsecondary opportunities and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school (20 U.S.C. § 6314(b)(7)(A)(iii)(II), ESEA Section 1114(b)(7)(A)(iii)(II)).

As a K-5 school, VMA introduces college, career, and workforce awareness through leadership development, Visible Man of the Month, character education, guest speakers, career exposure, community helpers, goal-setting, student leadership roles, and discussions about future opportunities. The purpose is to help boys connect effort, attendance, literacy, mathematics, and character to long-term success.

Addressing Problem Behavior and Early Intervening Services

Describe the implementation of a schoolwide tiered model to prevent and address problem behavior and early intervening services coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. § 6314(b)(7)(A)(iii)(III), ESEA Section 1114(b)(7)(A)(iii)(III)).

VMA will use a schoolwide tiered behavior support model that includes clear expectations, relationship-building, reteaching and expectations, early intervention, parent communication, restorative conversations when appropriate, behavior data review, and coordination with ESE/MTSS supports. Behavior concerns will be monitored with attendance, academic, and intervention data to identify students needing additional support.

Professional Learning and Other Activities

Describe the professional learning and other activities for teachers, paraprofessionals and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high-need subjects (20 U.S.C. § 6314(b)(7)(A)(iii)(IV), ESEA Section 1114(b)(7)(A)(iii)(IV)).

Professional learning will focus on B.E.S.T. standards alignment, explicit ELA instruction, researched-based best practices, foundational reading, vocabulary and comprehension routines, writing in response to reading, math problem solving, data-based decision making, MTSS documentation, intervention fidelity, and subgroup monitoring. The instructional coach and principal will support teachers through modeling, PLCs, data meetings, lesson planning, walkthrough feedback, and review of student work.

Strategies to Assist Preschool Children

Describe the strategies the school employs to assist preschool children in the transition from early childhood education programs to local elementary school programs (20 U.S.C. § 6314(b)(7)(A)(iii)(V), ESEA Section 1114(b)(7)(A)(iii)(V)).

VMA will support transitions from preschool and early childhood programs by communicating with families before enrollment, reviewing available readiness information, welcoming incoming kindergarten families, providing early literacy and numeracy practice resources, and helping families understand school routines, attendance expectations, and early learning goals. If PreK partnerships are implemented, VMA will coordinate transition activities and family communication to support kindergarten readiness.

VI. ATSI, TSI and CSI Resource Review

This section must be completed if the school is identified as ATSI, TSI, or CSI (ESEA Sections 1111(d)(1)(B)(4) and (2)(C) and 1114(b)(6).

Process to Review the Use of Resources

Describe the process you engage in with your district to review the use of resources to meet the identified needs of students.

Because VMA is identified as CSI, the principal, leadership team, and Board will review resources against the needs identified in the SIP. The review will consider ELA and math data, subgroup data, early warning indicators, attendance, tutoring participation, intervention needs, staffing, professional learning, instructional materials, and family engagement needs. Resources will be prioritized for the actions most directly connected to increasing ELA achievement/growth, math achievement/growth, attendance, tutoring access, and subgroup progress. The school will review implementation at least quarterly and adjust resource use based on student progress and available funding.

Specifics to Address the Need

Identify the specific resource(s) and rationale (i.e., data) you have determined will be used this year to address the need(s) (i.e., timeline).

1. **Need:** ELA achievement and learning gains. **Resource / Strategy:** Instructional coach support, HMH Into Reading, foundational reading diagnostics, intervention materials, writing routines, Tier 2/Tier 3 reading support. **Rationale and Timeline:** ELA Achievement was 23% and ELA Learning Gains were 20%; resources begin August 2026 and are reviewed biweekly.
2. **Need:** Math achievement and learning gains. **Resource / Strategy:** Benchmark-level data cycle, math intervention materials, fact fluency routines, problem-solving tasks, tutoring support. **Rationale and Timeline:** Math Achievement was 36% and Math Learning Gains were 27%; resources begin August 2026 and are reviewed biweekly.
3. **Need:** Attendance and EWS support. **Resource / Strategy:** Registrar/family liaison outreach, attendance tracker, parent communication, tutoring access, transportation/barrier support where available. **Rationale and Timeline:** Students who were absent 10% or more and students who had two or more EWS indicators; reviewed weekly.
4. **Need:** Subgroup monitoring. **Resource / Strategy:** Hispanic and Economically Disadvantaged subgroup tracker embedded in ELA/math PLCs. **Rationale and Timeline:** Hispanic FPPI was 29% and Economically Disadvantaged FPPI was 28%; reviewed biweekly and after each PM window.
5. **Need:** Professional learning. **Resource / Strategy:** PLCs, coaching cycles, walkthrough feedback, standards/data training, MTSS support. **Rationale and Timeline:** Needed to ensure consistent implementation and teacher support; ongoing August 2026-May 2027.

VII. Budget to Support Areas of Focus

Check if this school is eligible for 2026-27 UniSIG funds but has chosen NOT to apply.

No

BUDGET	ACTIVITY	FUNCTION/ OBJECT	FUNDING SOURCE	FTE	AMOUNT
Plan Budget Total					0.00

Visible Men Academy

2026–2027 School Improvement Plan

SDMC School Board Presentation

Focused. Response Driven. Measurable. Achievable.

Mission: outstanding academic, character, and social education in a nurturing school environment.

School Data Review: Grade History and Components

School Grade History

Year	2021-22	2022-23*	2023-24	2024-25	2025-26
Grade	F	C	C	A	F

Percent Tested
100%

ESSA Category
CSI

FPPI
27%

Official Accountability Component Movement

Component	2024-25	2025-26
ELA Achievement	57	23
ELA Learning Gains	64	20
Math Achievement	70	36
Math Learning Gains	91	27
Total Points	376	106

VMA will respond through focused, measurable action: certified teachers who are reading endorsed, stronger instruction, targeted interventions, aligned coaching, progress monitoring, and routine formative/summative assessment review and response.

Current Needs: What the Data Tells Us

Highest Instructional Priority

- ELA Achievement: 23%
- ELA Learning Gains: 20%
- Focus: foundational skills, vocabulary, comprehension, writing from text, and Tier 2 & Tier 3 reading support.

Strongest Current-Year Growth Area

- Math increased from 4% students at Levels 3-5 on PM1 to 40% on PM3.
- Focus: prerequisite skills, fact fluency, problem solving, alignment of rigor, scaffolding, and standards-aligned reteaching.

CSI Subgroup Focus

- Hispanic Students FPPI: 29%
- Economically Disadvantaged FPPI: 28%
- VMA is 100% Economically Disadvantaged, so schoolwide improvement addresses both subgroups.

Early Warning Sign Indicators from 2025–26

Indicator	Count
Absent 10%≥ of school days	32%
Students with 2≥ EWS indicators	19%
Level 1 ELA / Math	11% / 8%
Students retained	5%

Highest Priorities for 2026–27

- Protect Tier 1 instructional time, pacing, and standards alignment.
- Protect weekly purposeful Tier 2 & 3 progress monitoring
- Implement ELA / math data cycles with documented actions.
- Expand coaching: Reading/Writing & Math/Science Coaches.
- Monitor Hispanic and Economically Disadvantaged students within every data cycle and respond, as necessary.
- Strengthen attendance, afterschool tutoring, and family communication.

Plans for Support and Improvement: Leadership and Staffing

VMA will align people, time, and data around high-leverage priorities.

Instructional Leadership

Principal monitors school improvement through weekly walkthroughs, biweekly data meetings, staff support, assessment schedules, and stakeholder updates.

Reading & Writing Coach

Supports HMH Into Reading & Writing implementation, lesson planning, daily writing from text, foundational skills diagnostics, Tier 2 & 3 reading intervention groups, and ongoing teacher coaching cycles.

Math & Science Coach

Supports Eureka Math^2 implementation, Tier 2 & 3 math intervention groups, Acaletics, problem-solving routines, fact fluency, science vocabulary, inquiry routines, benchmark-level data review and ongoing teacher coaching cycles.

Yearlong Monitoring Cycle:

Weekly walkthroughs and formative checks • biweekly PLC/data cycles • continuous intervention group adjustments surrounding data • ongoing tutoring and attendance review • routine summative review • quarterly stakeholder updates

**** VMA Common Understanding: Every adult role must focus on instruction, intervention/extension, attendance, and family support.***

Plans for Support and Improvement: Instruction and Progress Monitoring

Systems: Simple, Concrete, and Repeatable.

Area	Core / Intervention Tools	Progress Monitoring	Decision Rule
Reading / Writing	HMH Into Reading & Writing; Read 180; foundational skills supports; weekly written response to text; small-group instruction	HMH checks; Read 180 reports; DIBELS/foundational skills probes; writing rubrics	Tier 2 & Tier 3 data reviewed at least biweekly; regroup and/or adjust intervention when progress is insufficient
Math / Science	Eureka Math^2; Acaletics; fact fluency routines; math vocabulary; Discovery Ed, science vocabulary and inquiry support	Exit tickets; Eureka Math^2 quick/topic checks; Acaletics scrimmages; science vocabulary/application tasks	Reteach when fewer than 80% show mastery; adjust groups and tutoring based on standards-aligned data
Supplemental Practice	IXL Reading and Math, Acaletics science	Used as supporting data and practice	Used as supporting data and practice

Tier 1 Core instruction & checks for understanding for all students

Tier 2 Small-group or 1:1 interventions matched to skill gaps

Tier 3 Intensive individualized intervention with documented response and any necessary adjustments

Closing: Outcomes, Monitoring, and Board Support

Measurable Outcomes

Outcome	2025-26 Baseline	2026-27 Target
Federal Percent of Points Index (FPPI)	27%	**41%**
ELA Achievement	23%	**35% ≥**
ELA Learning Gains	20%	**45% ≥**
Math Achievement	36%	**50% ≥**
Math Learning Gains	27%	**50% ≥**
Hispanic / Economically Disadvantaged Subgroups	29% / 28%	**41% ≥**

Yearlong Monitoring Timeline

- Ongoing all year: weekly walkthroughs, weekly formative checks, biweekly ELA/math PLC data cycles, intervention fidelity checks, tutoring and attendance review, ongoing family communication, and quarterly updates.
- PM windows: PM1 baseline/diagnostics and groups; PM2 analysis and intensified support; PM3 analysis, reporting, and 2027–28 planning.

VMA's 2026-2027 School Grade Target: C or Higher

VMA's Commitment: focused implementation, transparent monitoring, open communication, and measurable academic growth for every student.

Thank you for your time!

AGENDA ITEM NO. 9.2

School Board of Manatee County
September 15, 2026 - Regular Board Meeting

Title
Superintendent's Presentation of District Key Performance Indicators (KPI's)

Executive Summary
Dr. Laurie Breslin, Superintendent of Manatee County School District, will present the Key Performance Indicators (KPI's) associated with the new Strategic Plan.

Contact
Submitting Department: Superintendent
Initiated by: Dr. Laurie Breslin, Superintendent

Attachments:
Manatee Momentum Board Meeting 9.15.26 KPI

Board Meeting

Strategic Plan Key Metrics

September 15, 2026

Priority Area 1: Student Learning & Support

Owner: Deputy Superintendent of Instruction

The School District of Manatee County is committed to educating and supporting the whole student.

We will deliver high-quality, rigorous instruction in every classroom and pair it with the behavioral, mental health, and attendance supports students need to stay engaged. We will foster early literacy and early learning as the foundation of everything that follows, and we will build clear, meaningful pathways to graduation ensuring students are ready for post-secondary, career and life-long learning, aligned to the competencies in our Portrait of a Graduate.

Comprehensive student support leads to stronger engagement, achievement, and long-term success.

Benchmark 1.1.1 – Present & Engaged Learners

Reduce the rate of chronic absenteeism (students missing 10% or more of instructional days) and Out of School Suspensions (OSS) by actively implementing Multi-Tiered System of Supports (MTSS) and Positive Behavioral Interventions and Supports (PBIS) with fidelity.

Key Metric ID	Description	Measurement	Current Value
Key Metric 1.1	Expand the percentage of students who are consistently present, engaged, and ready to learn by improving attendance by 2% over the 2025-2026 baseline by 2027.	Decrease chronically absent students evidenced by Focus attendance data. Goal: 2% decrease Stretch Goal: 4% decrease	2025-2026: 24.21% of students chronically absent
Key Metric 1.2	Expand the percentage of students who are consistently present, engaged, and ready to learn by reducing out of school suspension by 4% over the 2025-2026 baseline by 2027.	Decrease student behavior/discipline infractions that result in a one or more days of OSS. Measured from Focus attendance/discipline data. Goal: 4% decrease; Stretch Goal: 6% decrease	2025-2026: 5,399 students received at least 1 OSS as part of a discipline referral

Benchmark 1.1.2 – Assessment Capable Students

Increase the percentage of classrooms implementing highly effective instruction, including clear learning intentions, success criteria, and meaningful feedback, to create supportive learning environments that cultivate student ownership of learning.

Key Metric ID	Description	Measurement	Current Value
Key Metric 1.3	Increase the percentage of classrooms consistently delivering high-quality instruction characterized by clear learning intentions, success criteria, meaningful feedback, and student ownership of learning.	Classroom observations / audits-formal evaluation results as well as quarterly school-based and district-based walkthrough data - BOY to EOY growth and set 2026-27 as annual baseline	Baseline tool under development

Benchmark 1.2.1 – Focus on Student Learning

Elevate the School District of Manatee County's statewide ranking through measurable gains in student proficiency, learning gains, acceleration outcomes, and graduation rates, resulting in annual improvement in the district's overall performance relative to other Florida school districts.

Key Metric ID	Description	Measurement	Current Value
Key Metric 1.4	Elevate the School District of Manatee County's statewide ranking, resulting in annual improvement in the district's overall performance relative to other Florida school districts.	District Grade Ranking among Florida's countywide school districts Goal: 34; Stretch Goal: 32	2025-2026: District Grade Rank = 36
Key Metric 1.5	Increase student performance as measured by student proficiency, learning gains, acceleration outcomes, and graduation rates, resulting in annual improvement in district grade percentage.	District Grade % from FLDOE's District Grade calculations Goal: 3% pt increase; Stretch Goal: 6% pt increase	2025-2026: District Grade % = 64

Benchmark 1.2.2 – Our Teachers Make the Difference

Increase the percentage of schools earning an A or B and improve district accountability performance by equipping teachers with the tools, training, and support needed to deliver consistent, high-quality instruction that accelerates student learning and improves outcomes for every student.

Key Metric ID	Description	Measurement	Current Value
Key Metric 1.6	Support excellence of all schools in the Manatee County community by increasing the percentage of schools earning an A or B grade.	Goal: 74% of schools will score an A or B rating	2025-2026: District-run sites: 72% A or B
Key Metric 1.7	Increase the percentage of teachers effectively implementing the district instructional framework through high-quality professional learning, coaching, and collaboration to support the achievement of all learners.	Goal: 10% reduction of school sites with an ESSA subgroups below 41%	2025-2026: 35 sites with any subgroup below 41%

Benchmark 1.3.1 – Clear Pathways for College, Career, and Life

Expand access to rigorous coursework, dual enrollment, career and technical education, industry certifications, and work-based experiential learning opportunities, ensuring students graduate prepared for college, careers, and civic life.

Key Metric ID	Description	Measurement	Current Value
Key Metric 1.8	Increase the number of students graduating with evidence of college or career readiness through successful participation in accelerated coursework, dual enrollment, industry certifications, and work-based learning experiences.	Goal: 2% increase in MS Acceleration and HS College and Career Acceleration	2025-2026: MS Acceleration: 83% College & Career Acceleration: 63%

Benchmark 1.3.2 – Graduation Starts in Pre-K

Increase the percentage of students participating in and successfully completing advanced academic opportunities, including early literacy programming, gifted programming, and accelerated coursework, ensuring every student has access to appropriately challenging learning from elementary through high school.

Key Metric ID	Description	Measurement	Current Value
Key Metric 1.9	Increase the percentage of students demonstrating proficiency in foundational skills in Kindergarten.	Goal: Fall KG Readiness 50%, Fall Early Numeracy: 25%, PM3 KG ELA 65% Level 3+, PM3 KG Math 70% Level 3+	Fall 2025 KG Readiness = 45% Fall 2025 KG Star Early Literacy: Early Numeracy = 23% 2025-26 PM1 to PM3 KG Star ELA = 11% to 61% 2025-26 PM1 to PM3 KG Star Math = 8% to 68%
Key Metric 1.10	Expand student participation and successful completion of rigorous learning opportunities, including gifted programming, accelerated coursework, innovative scheduling pathways, advanced academic.	Increase enrollment/participation #s by 2% year-to-year for ES Accelerated Math, Gifted, MS Alg/Geo, AP, IB, AICE, DE	ES Accelerated Math: 4297 on 8-26-26 Gifted: 1603 Students on 8-26-26 AP: 3118 students tested in 25-26 AICE: 2832 students tested in 25-26 IB: 121 students tested in 25-26 Academic DE: 1238 in 25-26 CTE DE: 150 in 25-26

Priority Area 2: Employee Retention & Wellness

Owners: Associate Superintendent of Administration
& Strategic Engagement and Deputy Superintendent of Instruction

The School District of Manatee County prioritizes the people who serve its students.

As the largest employer in Manatee County, we understand that investing in our workforce has a meaningful impact not only on our schools, but on the broader community.

We will invest in onboarding, mentoring, role-specific professional learning and rewards that keep talented educators and staff in Manatee County. By fostering a positive and respectful work environment, we strengthen retention and naturally attract high quality applicants to our district. We will prioritize time for high impact work that matters most and support the wellness of our workforce in practical ways.

Our staff is the cornerstone of strong schools and meaningful student success.

Benchmark 2.1.1 – Employee Investment Assessment and Baseline

Complete a comprehensive assessment of employee compensation, benefits, recognition programs, wellness initiatives, workload considerations, employee incentives, and opportunities for ongoing feedback, and establish baseline measures for employee satisfaction, retention, and engagement as documented in a district workforce report.

Key Metric ID	Description	Measurement	Current Value
Key Metric 2.1	Increase the percentage of employees retained annually, as measured through district workforce data.	Increase average employee retention by 2%	Average teacher retention in the past was 91% for 2023-2025. For all groups in the same time period the average was 90%.

Benchmark 2.1.2 – Employee Investment and Wellness Offerings

Complete a comprehensive assessment of employee compensation, benefits, recognition programs, Implement and promote employee investment initiatives, including opportunities related to employee recognition, ongoing feedback, wellness, benefits awareness, and workforce support, resulting in increased employee engagement and participation in these offerings.

Benchmark 2.1.3 – Employee Experience and Retention Impact

Increase the percentage of employees reporting they feel valued, supported, and engaged and demonstrate improvement in employee retention rates, as measured through district workforce data and employee surveys.

Key Metric ID	Description	Measurement	Current Value
Key Metric 2.2	Increase the percentage of employees reporting they feel valued, supported, and engaged in their work over baseline levels, as measured through regular district surveying.	Goal: Increase by 2%	Surveys will begin in mid-September and a schedule of surveys has been developed for this school year. This will create baseline data that will be used as we progress through this strategic plan every school year

Benchmark 2.2.1 – Onboarding, Mentoring, and Professional Growth Framework

Enhance districtwide onboarding, mentoring, professional learning, and career pathway frameworks for employees, including role-specific supports and professional growth opportunities, as documented in district workforce development materials.

Key Metric ID	Description	Measurement	Current Value
Key Metric 2.3	Increase the percentage of employees participating in district-supported onboarding, mentoring, professional learning, wellness, and career development opportunities, as measured through participation data.	Goal: Increase by 2%	Baseline numbers will be gathered Fall 2026

Benchmark 2.2.2 – Implementation and Participation

Increase employee participation in role-specific professional learning, mentoring, and career development opportunities.

Benchmark 2.2.3 – Growth, Readiness, and Retention Outcomes

Increase the percentage of employees reporting they are prepared for success in their role, have access to meaningful professional growth opportunities, and understand pathways for advancement.

Key Metric ID	Description	Measurement	Current Value
Key Metric 2.4	Increase the percentage of employees reporting they are prepared for success in their role to be leaders in their field, have access to meaningful professional growth opportunities, and understand pathways for advancement, as measured through regular district surveys.	Goal: Increase by 2%	Surveys will begin in mid-September and a schedule of surveys has been developed for this school year. This will create baseline data that will be used as we progress through this strategic plan every school year.

Priority Area 3: Family & Community Engagement

Owner: Associate Superintendent of Administration & Strategic Engagement

The School District of Manatee County prioritizes partnerships with parents, families, employees, and communities.

We will build and maintain trust with employees and the community through consistent, two-way communication, using the right balance of personal connection and technology to meaningfully engage parents, families, and partners.

Public education is a shared responsibility—strong partnerships require the district, families, and community to show up, listen, and work together for every student.

GOAL 3.1 Clear and Consistent Communication

Benchmark 3.1.1 – Communication Review
Conduct a comprehensive assessment of communication methods used across the School District (including digital platforms, messaging tools, and in-person communications), identifying redundancy, gaps, and alignment to communication expectations, as documented in a district communication analysis.

Benchmark 3.1.2 – Communication Standards and Streamlining
Develop and refine districtwide communication and customer service standards, expectations, and supporting tools, informed by engagement with community groups and families and finalize a district communication framework for implementation.

Benchmark 3.1.3 – Implementation and Impact
Implement the district communication framework across schools and departments and increase participation of staff and families in annual surveys.

GOAL 3.2 Strong Family Engagement

Benchmark 3.2.1 – Baseline and Program Inventory
Establish a baseline measure of family engagement and complete an inventory of engagement opportunities across the School District, as documented in a district report.

Benchmark 3.2.2 – Increased Family Participation
Increase participation in family engagement opportunities over baseline levels as measured through participation data.

Benchmark 3.2.3 – Engagement Experience and Perception
Increase the percentage of families reporting they feel informed, respected, and meaningfully engaged.

GOAL 3.3 Impactful Community and Business Partnerships

Benchmark 3.3.1 – Partnership Framework and Sponsorship Structure
Establish and implement School District guidelines for partnerships and sponsorships, including a standardized district sponsorship package.

Benchmark 3.3.2 – Partnership System Implementation
Implement a districtwide partnership management system, also known as customer relationship management (CRM), and drive adoption across schools and departments.

Benchmark 3.3.3 – Full Adoption and Partner Engagement
Ensure consistent use of the School District partnership system for tracking business and community partnerships and re-establish a recognition program for partners, with participation and partner feedback collected and reported annually.

District Employee, Family and Community Survey Plan

Priority Area 3 will leverage survey-based key metrics to measure progress and impact. The 2026-27 school year will focus on establishing reliable baseline data, enabling the development of meaningful improvement performance metrics.

Timing	Survey	Audience	Annual Y/N	Priority	Goal	Benchmark
September	New Employees	Employees	Y	2	2.1, 2.2, **3.1**	2.1.1, 2.1.2, 2.1.3, 2.2.3, **3.1.3**
September	New to School	Families	Y	3	**3.1**	**3.1.3**
November	Family Climate		Y	3	**3.1** 4.2	**3.1.3** 4.2.1
November	Employee Climate	Employees	Y	2	2.1, 2.2, 4.2	2.1.1, 2.1.2, 2.1.3, 2.2.3, 4.2.1
February	Communication	Families, Employees	Y		**3.1, 3.2**	**3.1.1, 3.1.3, 3.2.3**
April	Senior Survey		Y			
As Needed	Participation (Event RSVP)	Families, Staff, Community	N	3	**3.2**	**3.2.1**

Priority Area 4: Financial Stewardship & Long-Term Sustainability

Owners: Deputy Superintendent of Business Services and Deputy Superintendent of Operations

The School District of Manatee County prioritizes responsible stewardship of every public dollar it receives.

We will plan, allocate, and track resources against measurable student, operational, and financial results with compliance to legal regulations and communicate those results with transparency. We will make prudent investments in staff, students, technology, and infrastructure, so the School District remains solvent, competitive, and positioned to lead. We will protect long-term stability while strategically investing in people, systems, and programs that strengthen our value to families.

Strong stewardship ensures fiscal responsibility, operational excellence, and continued trust, positioning the district to deliver long-term value to students, families, and the community.

Benchmark 4.1.1 – Balanced Budget

Stabilize and maintain a consistent fund balance reserve at a minimum of 5% for the 'General Fund' fund balance, as reported in the adopted budget and annual financial statements for support of student instruction and staff compensation.

Key Metric ID	Description	Measurement	Current Value
Key Metric 4.2	Achieve State & Federal reviews and examinations confirming compliance while maintaining a contingency fund at or above the board policy minimum.	State & Federal reviews	Audit Timelines: 9/8 AFR Published and provided with trial balances for PG; 10/16 SDMC ACFR Financials complete less Charter School info; 12/15 Final Drafts from PG; 1/19 (Tentative)- Presentation to School Board

Benchmark 4.1.2 – Energy and Utilities Management

Develop and implement an internal infrastructure and site management optimization plan for

Key Metric ID	Description	Measurement	Current Value
Key Metric 4.3	Improve efficiency related to energy use and facility operations through implementation of the district's optimization plan.	Efficiency will be measured by an external audit which will establish processes and metrics.	School Board approved McKinstry contract on August 25. Process is in discovery phase.
Key Metric 4.4	Develop process changes and explore available technology to streamline and automate work order process.	Update standard operating procedures and utilize technology to prioritize and manage work order response time and develop metrics.	Process under refinement.

Benchmark 4.2.1 – Financial Transparency and Public Understanding

Establish a baseline through surveys of families and community members to measure understanding of how the School District allocates resources and supports student outcomes and increase the rate of understanding.

Benchmark 4.2.3 – Maintain Transparency with Voter-Approved Taxes and Millages

Maintain clear transparency on how funds from the voter-approved half-cent sales tax

for capital needs and the 1.0 millage for operational needs are being used in alignment with ballot language and present this information publicly on the district's website.

Key Metric ID	Description	Measurement	Current Value
Key Metric 4.5	Increase the percentage of families and community members who report they understand how voter-approved funding (½ cent sales tax and 1.0 millage) is used to support district priorities, as measured through district surveys or engagement tools.	Goal: Increase by 2%	Surveys will begin in mid-September and a schedule of surveys has been developed for this school year. This will create baseline data that will be used as we progress through this strategic plan every school year.

Benchmark 4.2.2 – Maintain Compliance

Maintain full compliance with local school board policies and all applicable federal, state, and local laws, regulations, and program requirements, as evidenced by external financial audits, monitoring reviews, and State and Federal reviews and examinations.

Key Metric ID	Description	Measurement	Current Value
Key Metric 4.1	Achieve an annual external financial audit with no material findings and monitoring reviews with no significant issues identified while maintaining a contingency fund at or above the board policy minimum.	Annual external financial audit	Audit Timelines: 9/8 AFR Published and provided with trial balances for PG; 10/16 SDMC ACFR Financials complete less Charter School info; 12/15 Final Drafts from PG; 1/19 (Tentative)- Presentation to School Board

Thank You

AGENDA ITEM NO. 10.1

School Board of Manatee County
September 15, 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 2026-2027 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 2025-2026 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:
9.15.26 Board Material

Hire

Administrative

Type	Name	Department/Location	Position	Effective Date
Hire	Baker, Maidie	Professional Learning	Spec, Professional Learning (Range $61,008 - $117,441)	8-23-2026
Hire	Barcus, Heidi	Personnel	Specialist, Certification (Range $43,699 - $85,228)	8-17-2026
Hire	Devito, Annmarie	Lake Manatee K-8 School	Nurse, School, RN (Range $41,803 - $81,823)	8-17-2026
Hire	Mullen, Michael	Information Technology	Field Technician (Range $41,193 - $80,525)	8-31-2026
Hire	Robinson, Katelyn	Personnel	Specialist II, HR (Range $41,193 - $80,525)	8-24-2026
Hire	Seda, Devin	Student Services	School Psychologist - 11 Mo (Range $61,804 - $116,703)	8-17-2026
Hire	Walden, Kaleb	Information Technology	Field Technician (Range $41,193 - $80,525)	8-24-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Hire	Aguilera, Ashley	Enrollment Management	Secretary II - 12 Mo	8-24-2026
Hire	Alizo Valero, Luis	School Bus Transportation	Bus Driver	8-9-2026
Hire	Alm, Jennifer	Williams Elementary School	Tchr Aide, Pre-K	8-31-2026
Hire	Alvarado Ortiz, Sandra	Williams Elementary School	Tchr Aide, ESE, 1:1	8-26-2026
Hire	Austria Elizondo, Mariazell	Lake Manatee K-8 School	Custodian 8 Hr	8-24-2026
Hire	Aversa, LoriAnne	Food & Nutrition Services	Worker, Food Service-6 hr	8-31-2026
Hire	Campbell, Erica	Lakewood Ranch High School	Asst, School Clerical, 10.5 Mo	8-31-2026
Hire	Chaney, Abigail	Food & Nutrition Services	Worker, Food Service-5 hr	8-17-2026
Hire	Colon, Wanda	Food & Nutrition Services	Food Service-5 hr, Floater	8-31-2026
Hire	Cottom, Joshua	Johnson K-8 Sch of Int Studies	Tchr Asst, Child Dev. Assoc	8-16-2026
Hire	De La Rosa, Beatrize	Mills Elementary School	Tchr Aide, Pre-K Integrated	8-25-2026
Hire	Doney, Jodi	Jain Middle School	Nurse, School, LPN	8-24-2026
Hire	Dubisky, Kate	Food & Nutrition Services	Worker, Food Service-6 hr	8-20-2026
Hire	Freeman, Shomeka	Access to Education	Health Aide	8-17-2026
Hire	Funes, Carlos	Kinnan Elementary School	Custodian 8 Hr	8-17-2026
Hire	Gallagher, Dana	Food & Nutrition Services	Worker, Food Service-6 hr	8-31-2026
Hire	Gusaeff, Kira	Freedom Elementary School	Tchr Aide, ESE, 1:1	8-11-2026
Hire	Henriquez Piar, Samuel	Abel Elementary School	Custodian 8 Hr	8-24-2026
Hire	Hernandez-Mendoza, Norma	Buffalo Creek Middle School	Custodian 8 Hr	8-17-2026
Hire	Horst, Michelle	Bashaw Elementary School	Secretary, Senior School, ES	8-24-2026
Hire	Houston, Zhinaya	Jain Middle School	Custodian 8 Hr	8-31-2026
Hire	Irilus, Sandra	Sea Breeze Elementary School	Tchr Asst, Student Intern	8-23-2026
Hire	Irimia, Briana	Blackburn Elementary School	Liaison, Home School	8-12-2026
Hire	Jackson, Valerie	Witt Elementary School	Tchr Aide, Pre-K	8-30-2026
Hire	Kirby, Courtney	Lake Manatee K-8 School	Tchr Aide, ES	8-10-2026
Hire	Krebbs, Melissa	Witt Elementary School	Tchr Aide, ESE, 1:1	9-14-2026
Hire	Lewis, Nida	Sable Acad Behavioral Learning	Tchr Aide, ESE	8-11-2026
Hire	Lukacs, Michael	School Bus Transportation	Bus Driver	8-16-2026
Hire	MacRae, Lisa	King Middle School	Tchr Aide, ESE	8-11-2026
Hire	Mcdonald, Sarah	Tara Elementary School	Tchr Aide, ESE	8-28-2026
Hire	Medina, Yolimar	Enrollment Management	Registrar I	9-2-2026
Hire	Melchor Ruiz, Yecenea	Palmetto Elementary School	Custodian 8 Hr	8-12-2026
Hire	Mendez Machuca, Edilberto	Mills Elementary School	Custodian 8 Hr	9-14-2026
Hire	Messina, Michael	Printing and Duplicating	Printer, Senior	8-31-2026
Hire	Molina, Mario	Harvey K-8 School	Custodian, Lead I - NRR	8-18-2026
Hire	Morales, Jaime	Palmetto High School	Tchr Aide, ESOL	8-26-2026
Hire	Morgan, Dharma	Food & Nutrition Services	Food Service-5 hr, Floater	8-31-2026
Hire	Norby, Lisa	McNeal Elementary School	Asst, School Clerical, 10.5 Mo	8-17-2026
Hire	Nowling, Kevin	Veterans Elementary School	Custodian 8 Hr	8-24-2026
Hire	Ramirez Cortes, Evelyn	Oneco Elementary School	Tchr Aide, ESOL	8-19-2026
Hire	Rawley, Shayla	Williams Elementary School	Tchr Aide, ESE, 1:1	8-24-2026
Hire	Reyna, Maria	Mills Elementary School	Custodian 8 Hr	8-16-2026
Hire	Riveron Sarduy, Tamara	Maintenance & Operations	Custodian 8 Hr, Floater	8-31-2026
Hire	Roberson, Lesley	Bayshore High School	Tchr Asst, HS, ISS	8-31-2026
Hire	Roman Rodriguez, Rachel	Food & Nutrition Services	Worker, Food Service-6 hr	8-24-2026
Hire	Rosado Davis, Zalee	Lake Manatee K-8 School	Tchr Aide, ESE, 1:1	8-10-2026
Hire	Sadler, Frances	Gullett Elementary School	Tchr Aide, ESE, 1:1	8-17-2026
Hire	Solano Rincon, Katherine	Mills Elementary School	Custodian 8 Hr	8-31-2026

Hire	Tabbaa, Mariya	Harvey K-8 School	Tchr Aide, ES	8-17-2026
Hire	Tepetate, Jesica	Ballard Elementary School	Tchr Aide, ESOL	8-24-2026
Hire	Wallace, Tonisha	Food & Nutrition Services	Worker, Food Service-6 hr	8-20-2026
Hire	Watson, Walter	Palm View K-8 School	Custodian 8 Hr	8-27-2026
Hire	Williams, Kevion	Parrish Community High School	Tchr Aide, ESE, 1:1	8-27-2026
Hire	Wilson, Hayley	Gullett Elementary School	Tchr Aide, ESE, 1:1	8-10-2026
Hire	Ygonia, Catalino II	Access to Education	Health Aide	8-18-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Hire	Alberts, Amy	Lakewood Ranch High School	Tchr, Reading, HS Grand Canyon University MA	8-16-2026
Hire	Barr Sosa, Anna	Stewart Elementary School	First Grade Teacher University of Tampa BA	8-31-2026
Hire	Bartek, Kristina	Nolan Middle School	Tchr, Technology Johnson and Wales Uni BA	8-17-2026
Hire	Camacho, Karagan	Bashaw Elementary School	Third Grade Teacher University of South Florida BA	8-9-2026
Hire	Cinco, Zaira	Miller Elementary School	Tchr, VE/SC Siena College of Taytay BA	8-31-2026
Hire	Delbango, Cassidy	Parrish Community High School	Tchr, Science, HS University of South Florida BA	8-24-2026
Hire	Ebersole, Lisa	Sugg Middle School	Tchr, Reading, MS Bachelor's Degree BA	8-10-2026
Hire	Edlefsen, Christine	Kinnan Elementary School	Counselor, ES Doane College MA	8-24-2026
Hire	Fish, Frank	Jain Middle School	Tchr, Physical Educ, MS Catawba College BA	8-16-2026
Hire	Goransson, Christina	Tara Elementary School	Tchr, Pre-K Handicapped S New Hampshire Univ MA	8-14-2026
Hire	Gunn, Alan	Lee Middle School	Tchr, Autism Spectrum Dis. University of South Florida BA	8-12-2026
Hire	Heckman, Summer	Freedom Elementary School	Tchr, Pre-K Handicapped State Univ of New York BA	8-6-2026
Hire	Heil, Molly	Harvey K-8 School	Support Facilitator Penn Western University BA	8-17-2026
Hire	Hyde, Elizabeth	Manatee High School	Tchr, Social Studies, HS Florida Gulf Coast University MA	8-26-2026
Hire	Impastato, Ryan	Harvey K-8 School	Tchr, Fourth Grade East Carolina University BA	8-17-2026
Hire	McCusker, Jessica	Nolan Middle School	Tchr, Social Studies, MS Moreland University MA	8-17-2026
Hire	McGinnis, Linda	Manatee Technical College	Instructor, Nursing University of Charleston BA	8-31-2026
Hire	Mikus, Chloe	Parrish Community High School	Tchr, Science, HS Florida Gulf Coast University MA	8-21-2026
Hire	Miro Jurado, Margarita	Daughtrey Elementary School	Tchr, Kindergarten Uni Internacinal Valenciana MA	8-17-2026
Hire	Mulder, Brianna	Lake Manatee K-8 School	First Grade Teacher University of South Florida BA	8-10-2026
Hire	Navas, Kelly	Moody Elementary School	Tchr, Resource Title I University of Tampa MA	8-24-2026

Hire	Page, Barbara	Parrish Community High School	Tchr, Social Studies, HS Adelphi University MA	8-9-2026
Hire	Percy, Elizabeth	Manatee High School	Tchr, Physical Educ, HS American Public University BA	8-11-2026
Hire	Pratt, Skylar	Bayshore Elementary School	Third Grade Teacher Auburn University BA	8-20-2026
Hire	Rebollar Vargas, Pablo	Daughtrey Elementary School	Fifth Grade Teacher Universidad Andalucia BA	8-17-2026
Hire	Rine, Rebecca	Gullett Elementary School	Pathologist, Speech & Lang University of South Florida MA	8-31-2026
Hire	Sears, Jamie	Palmetto High School	Tchr, Social Studies, HS Florida Gulf Coast University BA	8-26-2026
Hire	Shelton, Lindsay	Gullett Elementary School	Tchr, Gifted Arizona State University BA	8-26-2026
Hire	Stone, Gabrielle	Braden River Elementary School	Pathologist, Speech & Lang Nova Southeaster University MA	8-10-2026
Hire	Thies, Randall	Lakewood Ranch High School	Tchr, Agriculture/Nat Resrcs Iowa State University BA	8-26-2026
Hire	Tortolano, Bianca	Lakewood Ranch High School	Tchr, Language Arts, HS Western Governors Uni MA	8-19-2026
Hire	VanNatta, Gianna	Bashaw Elementary School	Tchr, Third Grade Arizona State University BA	8-10-2026

Promotion

Administrative

Type	Name	Department/Location	Position	Effective Date
Promotion	Carrillo Casique, Rafaela	From: Manatee Technical College Main To: Manatee Technical College Main	From: Counselor, Career To: Assessmnt & Industry Admin	8-16-2026
Promotion	Mcdaniel, Jeffrey	From: Professional Support Center To: Professional Support Center	From: Tchr-Spcl Assgn,Basic Inst To: Coord, Instruction/Curr.	8-16-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Promotion	Arnett, Shaun	From: Lee Middle School To: Tillman Elementary School	From: Custodian, Lead I To: Head Custodian I	8-16-2026
Promotion	Capiz, Nezleen	From: Prine Elementary School To: Prine Elementary School	From: Custodian 8 Hr To: Head Custodian I	8-16-2026
Promotion	Hall, Jayla	From: ESE To: Blackburn Elementary School	From: Tchr Aide, ESE, 1:1 To: Technician, Admin Tech	8-30-2026
Promotion	Roberts, Denita	From: Matzke Support Center To: Buffalo Creek Middle School	From: Custodian 8 Hr, Floater To: Head Custodian II	8-16-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Promotion	Currier, Ashley	From: ESE To: King Middle School	From: Tchr Aide, ESE, 1:1 To: Tchr, Reading, MS	8-10-2026
Promotion	Mays, Kevin	From: Palmetto High School To: Palmetto High School	From: Asst, School Clerical To: Tchr, Technology	8-16-2026
Promotion	Mullinex, Jada	From: Southeast High School To: Rogers Garden-Bullock ES	From: Paraprofessional, HS To: Tchr, Kindergarten	8-9-2026
Promotion	Quinzani, Sarah	From: Nolan Middle School To: Nolan Middle School	From: Tchr Aide, ESE To: Tchr, Intellctual Disabilities	8-2-2026

Resignation

Administrative

Type	Name	Department/Location	Position	Effective Date
Resignation	Goudreau, Maura	Southeast High School	Nurse, School, RN	8-11-2026

Resignation	Luer, Amy	Manatee Elementary School	Nurse, School, RN	8-8-2026
Resignation During Investigation	McCullough, Melissa	Blackburn Elementary School	Asst Principal, ES	8-6-2026
Resignation	Piantanida, Zachary	Information Technology	Field Technician	8-26-2026
Resignation	Weeden, Alanna	Palmetto Elementary School	Nurse, School, RN	8-8-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Resignation	Byrd, Robert	Bayshore High School	Tchr Asst, HS, ISS	8-8-2026
Resignation	Castillo Ventura, Iveth	Food & Nutrition Services	Manager, Cafeteria I, Floater	8-5-2026
Resignation	Cheney, Joseph	Food & Nutrition Services	Manager, Cafeteria I, Floater	8-25-2026
Resignation During Investigation	Fetzner, Nancy	Personnel Non-Allocated	Secretary, Senior School, MS	8-17-2026
Resignation	Garcia, Yulianna	Food & Nutrition Services	Worker, Food Service-5 hr	9-5-2026
Resignation	Hamon, David	School Bus Transportation	Bus Driver	8-22-2026
Resignation	Houston, Teriq	Southeast High School	Tchr Asst, HS	8-15-2026
Resignation	Martinez, Jacqueline	Mills Elementary School	Tchr Aide, ESE	8-8-2026
Resignation	Martinez, Marvin	Jain Middle School	Custodian 8 Hr	8-1-2026
Resignation	Miranda, Ana	Jain Middle School	Head Custodian II	8-25-2026
Resignation	Mortimer, Jerica	Food & Nutrition Services	Worker, Food Service-5 hr	8-27-2026
Resignation	Omara, Kerri	Williams Elementary School	Tchr Aide, ESE, 1:1	9-1-2026
Resignation	Palero, Aldin John	Mills Elementary School	Custodian 8 Hr	8-11-2026
Resignation	Pantaleo, Marilyn	Freedom Elementary School	Zinactive Position	8-25-2026
Resignation During Investigation	Sims, Darcy	School Bus Transportation	Bus Driver	8-19-2026
Resignation	Solis Diaz, Mary	Palmetto High School	Tchr Aide, ESOL	8-3-2026
Resignation	Suniaga De Orsetty, Sandra	Manatee Technical College	Custodian 8 Hr	8-20-2026
Resignation	Weeks, Savannah	Rogers Garden-Bullock ES	Tchr Aide, ES	5-30-2026
Resignation	Williams, Joenesha	Food & Nutrition Services	Worker, Food Service-6 hr	8-6-2026
Resignation	Zamudio, Maria	Lee Middle School	Tchr Aide, ESOL	8-4-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Resignation	Barnes, Bennitt	Palmetto High School	Tchr, Language Arts, HS	8-19-2026
Resignation	Guzman Colon, Wenik	Lee Middle School	Tchr, ESOL Resource	8-8-2026
Resignation	Lopez, Jennifer	Bashaw Elementary School	Pathologist, Speech & Lang	8-22-2026
Resignation in lieu of Term	Munive, Daniel	Personnel Non-Allocated	Tchr, ESOL Resource	8-10-2026
Resignation	Ondrick-Theroux, Dianne	Williams Elementary School	Tchr, Pre-K Handicapped	8-19-2026
Resignation	Robbins, Tracey	Sea Breeze Elementary School	Spec, Media, ES	8-29-2026
Resignation	Tartal, Matthew	Nolan Middle School	Tchr, Mathematics, MS	8-3-2026
Resignation in lieu of Term	Underwood, Christopher	Manatee Technical College	Inst, Diesel Systems Tech	8-22-2026

Retirement

Administrative

Type	Name	Department/Location	Position	Effective Date
Retirement	Warrington, Jamie 5.17 Years of Service	Matzke Support Center	Director, Transportation	9-1-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Retirement	Blanda, Wanda 8.20 Years of Service	Willis Elementary School	Tchr Aide, ES	10-3-2026
Retirement	Doerr, Sally 4.90 Years of Service	Food & Nutrition Services	Worker, Food Service-6 hr	1-1-2027
Retirement	Rivera, Minerva 33.30 Years of Service	Palmetto Elementary School	Asst, School Clerical, 10.5 Mo	10-17-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Retirement	Andrews, Melissa 30.10 Years of Service	Williams Elementary School	First Grade Teacher	11-1-2026
Retirement	Duke, Barbara 27.20 Years of Service	Ballard Elementary School	Counselor, ES	10-1-2026

Termination

Educational Support

Type	Name	Department/Location	Position	Effective Date
Job Abandonment	Cherine, Victoria	Food & Nutrition Services	Worker, Food Service-5 hr	8-19-2026
Job Abandonment	Covian, Severo	Lake Manatee K-8 School	Tchr Asst, MS, ISS	8-10-2026
Term During Probation	Funes, Carlos	Kinnan Elementary School	Custodian 8 Hr	8-29-2026
Job Abandonment	Gonzalez Perez, Dania	Haile Middle School	Custodian 8 Hr	8-18-2026

Term During Probation	McNair, Devin	Palm View K-8 School	Custodian 8 Hr	8-8-2026
Term Per Board Action	Vega Ruiz, Karla	Sugg Middle School	Custodian, Lead I	8-18-2026
Job Abandonment	Weser, Donna	Food & Nutrition Services	Worker, Food Service-6 hr	8-18-2026
Job Abandonment	White, Deana	School Bus Transportation	Bus Aide	8-19-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Job Abandonment	Perez Valdez, Ruth	King Middle School	Tchr, ESOL Resource	8-25-2026

Transfer

Administrative

Type	Name	Department/Location	Position	Effective Date
Transfer	Cuadros, Daena	From: SDMC School Support Center To: SDMC School Support Center	From: HR Specialist To: Spec, Position Management	9-13-2026

Educational Support

Type	Name	Department/Location	Position	Effective Date
Transfer	Abraham, Catherine	From: Wakeland Support Center To: Tillman Elementary School	From: Food Service-5 hr, Floater To: Worker, Food Service-5 hr	8-30-2026
Transfer	Adams, John	From: Wakeland Support Center To: Bashaw Elementary School	From: Worker, Food Service-5 hr To: Worker, Food Service-5 hr	8-30-2026
Transfer	Barreto Colina, Maria	From: Blackburn Elementary School To: Braden River High School	From: Custodian 8 Hr To: Custodian 8 Hr	8-30-2026
Transfer	Cardona Jr, Miguel	From: Wakeland Support Center To: Bayshore High School	From: Worker, Food Service-5 hr To: Worker, Food Service-5 hr	8-16-2026
Transfer	Kerris, Lisa	From: SDMC School Support Center To: SDMC School Support Center	From: Associate Buyer To: Specialist, Accounts Payable	8-30-2026
Transfer	Lingle, Elizabeth	From: Wakeland Support Center To: Harllee Middle School	From: Food Service-5 hr, Floater To: Worker, Food Service-5 hr	8-16-2026
Transfer	Montoya Romero, Manuel	From: Daughtrey Elementary School To: Daughtrey Elementary School	From: Worker, Food Service-6 hr To: Custodian 8 Hr	8-30-2026
Transfer	Pineros, Nancy	From: Lee Middle School To: Braden River High School	From: Asst, School Clerical To: Bookkeeper, School, 12 Mo	8-30-2026
Transfer	Ray, Lee Anna	From: Wakeland Support Center To: Lakewood Ranch High School	From: Worker, Food Service-5 hr To: Worker, Food Service-5 hr	8-30-2026
Transfer	Robinson, Derrentian	From: Matzke Support Center To: Tillman Elementary School	From: Custodian 8 Hr, Floater To: Custodian 8 Hr	8-16-2026
Transfer	Schmucker, Doris	From: Kinnan Elementary School To: Prine Elementary School	From: Tchr Aide, ESE To: Paraprofessional, Title I, ES	9-13-2026
Transfer	Seeley, Erica	From: Wakeland Support Center To: Samoset Elementary School	From: Mnger, Cafeteria I, Floater To: Manager, Cafeteria I	8-30-2026
Transfer	Wampler, Christopher	From: Buffalo Creek Middle School To: Veterans Elementary School	From: Custodian 8 Hr To: Custodian 8 Hr	8-13-2026

Instructional

Type	Name	Department/Location	Position	Effective Date
Transfer	Boyer, Lisa	From: Witt Elementary School To: Lake Manatee K-8 School	From: Tchr, Gifted To: Tchr, Gifted	8-2-2026
Transfer	Smith, Mark	From: Horizons Academy To: Parrish Community High School	From: Tchr, Dropout Prvnt, HS To: Tchr, Business Technology	8-16-2026

AGENDA ITEM NO. 10.2

School Board of Manatee County
September 15, 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 9.15.26 Meeting
OOF ESOL 9.15.26 Meeting
OOF Reading 9.15.26 Meeting

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Bock,Jessie Rey	Lake Manatee K-8 School	Kindergarten Teacher	Elementary Education K-6
Conklin,Gregory Steven	Lake Manatee K-8 School	Support Facilitator	Elementary Education K-6
Elliott,Leah A	Lake Manatee K-8 School	Tchr, Science, MS	Middle Grades Mathematics 5-9
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, MS	Elementary Education K-6
Wise,Tracy A.	Lake Manatee K-8 School	Pathologist, Speech & Language	Elementary Education K-6
Albritton,James J	Ballard Elementary School	Tchr, Music, ES	English 6-12
Johnson,Ellie Joy	Ballard Elementary School	Tchr, Pre-K Integrated	PreKindergarten/Primary Education PK-3
Pond,Kelli	Ballard Elementary School	Spec, Media, ES	Educational Media Specialist PK-12
Browning-McKay,Elma	Bayshore Elementary School	Tchr, EBD/SC	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
Calhoun,Katharine Esther	Bayshore High School	Support Facilitator	Mathematics 6-12
Childers,Kelly L.	Bayshore High School	Tchr, Intellctual Disabilities	Art K-12
Cucci,Kathryn M.	Bayshore High School	Specialist, Student Support	Educational Media Specialist PK-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	Support Facilitator	English 6-12
Rupp,Michael	Bayshore High School	Tchr, Physical Educ, HS	Middle Grades Mathematics 5-9
Silva,John L.	Bayshore High School	Tchr, Agriscience	Middle Grades General Science 5-9
Tiger,Natalie Nicole	Bayshore High School	Tchr, Science, HS	Middle Grades Mathematics 5-9
Wilcox,Jennifer Elaine	Bayshore High School	Testing Administrator	Mathematics 6-12
Williams,Roshun N.	Bayshore High School	Tchr, EBD/SC	Middle Grades Mathematics 5-9
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
Hamilton,Sabrina	Manatee Elementary School	Fifth Grade Teacher	Elementary Education K-6
Lawrence,Tera Nicole	Manatee Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6
Montijo,Jennifer Lynn	Manatee Elementary School	Spec, Media, ES	Educational Media Specialist PK-12
Negroni,Ivette	Manatee Elementary School	First Grade Teacher	Exceptional Student Education K-12
Reeves,Patricia	Manatee Elementary School	Fifth Grade Teacher	Middle Grades Mathematics 5-9
Rodriguez-Oliveras,Maria Lila	Manatee Elementary School	Tchr, Music, ES	Music K-12
Shimmell,Mercedes	Manatee Elementary School	Kindergarten Teacher	Elementary Education K-6
Woughter,Cari	Manatee Elementary School	Fifth Grade Teacher	PreKindergarten Disabilities Endorsement
Hobby,Allyson Marie	Rye Ranch Elementary School	Tchr, Fifth Grade	Elementary Education K-6
Ketterman,Caitlin	Rye Ranch Elementary School	Tchr, Autism Spectrum Disorder	PreKindergarten/Primary Education PK-3
Taylor,Emily Susanne	Rye Ranch Elementary School	Tchr, Pre-K Integrated	Exceptional Student Education K-12
Upson,Stephanie	Rye Ranch Elementary School	Tchr, Fifth Grade	English 6-12
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, Mathematics, HS	Mathematics 6-12
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
Russ,Carrie N.	Manatee High School	Tchr, Language Arts, HS	English 6-12
Walters,Kathryn E	Manatee High School	Tchr, Science, HS	Middle Grades General Science 5-9
Merrill,Kendra	Manatee Technical College	Instructor, Com Fds & Culinary	Family and Consumer Science 6-12
McCurry,Pamela Ann	Miller Elementary School	Fifth Grade Teacher	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
Brandenburg,Lydia Rose	Myakka Elementary School	Tchr, Intellctual Disabilities	Elementary Education K-6
Greene,Kristin Inderwiesen	Myakka Elementary School	Tchr, Music, ES	Elementary Education K-6
Harris,Elizabeth A.	Myakka Elementary School	Support Facilitator	Exceptional Student Education K-12
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
Artis,Heather E.	Rogers Garden-Bullock ES	Support Facilitator	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
Dortch,Julia Nicole	Rogers Garden-Bullock ES	Fifth Grade Teacher	Elementary Education K-6
Jaramillo,Valerie	Rogers Garden-Bullock ES	Fourth Grade Teacher	Elementary Education K-6
Martinez Montero,Tania Enid	Rogers Garden-Bullock ES	Tchr, ASD	Elementary Education K-6

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Mendez,Jessica	Rogers Garden-Bullock ES	First Grade Teacher	Exceptional Student Education K-12
Montero Rodriguez,Daniel	Rogers Garden-Bullock ES	Tchr, IND/SC	Elementary Education K-6
Mullinex,Jada Iman	Rogers Garden-Bullock ES	Kindergarten 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
Trotsyuk,Victoria Paula	Rogers Garden-Bullock ES	Tchr, Fourth Grade	Elementary Education K-6
Zuluaga,Diana	Rogers Garden-Bullock ES	Third Grade Teacher	Elementary Education K-6
Gleason,Olivia	Palm View K-8 School	Tchr, Dropout Prevention, MS	Elementary Education K-6
Gonzalez,Alexander	Palm View K-8 School	Specialist, Student Support	Middle Grades English 5-9
Ilich,Stephanie	Palm View K-8 School	Support Facilitator	English 6-12
Jarred,Robin Lynn	Palm View K-8 School	Tchr, VE/SC	Exceptional Student Education K-12
Klepper,Brittney Barth	Palm View K-8 School	Tchr, Gifted	Gifted Endorsement Class 3
Rezevcanin,Almedina Medina	Palm View K-8 School	Tchr, Art, MS	Art K-12
Guth,Andrea	Palma Sola Elementary School	First Grade Teacher	Elementary Education K-6
Harwick,Krey Elliot	Palma Sola Elementary School	Tchr, Physical Educ, ES	Physical Education K-12
Borcsok Imri,ZsuZsanna	Palmetto Elementary School	Tchr, VE/SC	Elementary Education K-6
Proctor-Columna,Cydnie	Palmetto Elementary School	Tchr, Fourth Grade	Elementary Education K-6
Tinkham,Kimberley Ann	Palmetto Elementary School	Tchr, ASD	Elementary Education K-6
Vargas Perez,Alicia	Palmetto Elementary School	Tchr, Art, ES	Art K-12
Barco,Adriana	Palmetto High School	Tchr, HS Classroom	World Language – Spanish K-12
Biniaszewski,Joseph	Palmetto High School	Tchr, Science, HS	Health K-12
Bomar,Laura E	Palmetto High School	Tchr, IND/SC	Art 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
Saxon,Bethany N	Palmetto High School	Tchr, Physical Educ, HS	Physical Education K-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
Leftwich,Michael	Prine Elementary School	Tchr, ASD	Educational Media Specialist PK-12
Murphy,Matthew	Prine Elementary School	Specialist, Student Support	Art K-12
Velez,Stephanie	Prine Elementary School	Kindergarten Teacher	PreKindergarten/Primary Education PK-3
Bice,Cheryl A.	Daughtrey Elementary School	Counselor, ES	Guidance and Counseling PK-12
Buchek,Tiffany Brea	Daughtrey Elementary School	Tchr, ASD	Elementary Education K-6
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	Tchr, Dual Language, ES	Elementary Education K-6
Marquez,Noris	Daughtrey Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3
McClintock,Lyndsie	Daughtrey Elementary School	Tchr, Pre-K Handicapped	Exceptional Student Education K-12
Mercado,Giovanna	Daughtrey Elementary School	Second Grade Teacher	PreKindergarten/Primary Education PK-3
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	Tchr, VE/SC	Exceptional Student Education K-12
Bernaert,Cory	Samoset Elementary School	Specialist, Student Support	Educational Media Specialist PK-12
Boccarossa,Iris	Samoset Elementary School	Tchr, Autism Spectrum Disorder	Exceptional Student Education K-12
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
Lewis,Diana Pearl Yowler	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
Mays,Kashante Shagena Shanreall	Southeast High School	Spec, Media, HS	Educational Media Specialist PK-12
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
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, Pre-K Handicapped	Elementary Education K-6
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
Woltman,Joshuah Lee	Tillman Elementary School	Tchr, ASD	Elementary Education K-6
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

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Lanza,Alys	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
Bennett,Robert C.	Moody Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6
Howell,Bailey Lane	Moody Elementary School	Tchr, Fifth Grade	Elementary Education K-6
Regula,Megan Lynn	Moody Elementary School	Coach, Literacy	Elementary Education K-6
Reynolds,Bethany A.	Moody Elementary School	Fifth Grade Teacher	English 6-12
Royer,Madison	Moody Elementary School	Second Grade Teacher	Biology 6-12
Sours,Hannah Elizabeth	Moody Elementary School	Fourth Grade Teacher	Elementary Education K-6
Briggs,Jonathan David	King Middle School	Tchr, Business Technology	Engineering and Technology Education
Galati,Natasha	King Middle School	Tchr, ASD	Middle Grades English 5-9
Noga,Vjola	King Middle School	Tchr, IND/SC	Elementary Education K-6
Travis,Shateia Mattie	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	Fourth Grade Teacher	Educational Media Specialist PK-12
Nehus,Jillian Ann	Abel Elementary School	Tchr, Pre-K Integrated	Exceptional Student Education K-12
Turpin,Michelle Lee	Abel Elementary School	Tchr, ASD	Elementary Education K-6
Shiffman,Susan	Stewart Elementary School	Tchr, Gifted	Gifted Endorsement Class 1
Bratton,Kamille J	Bashaw Elementary School	Support Facilitator	Elementary Education K-6
Curry,Whitney	Bashaw Elementary School	Tchr, EBD/SC	Exceptional Student Education K-12
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
Miranda,Eliette	Braden River Elementary School	Tchr, Dual Language, ES	Elementary Education K-6
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
Upchurch,Heather K	Braden River Elementary School	Tchr, VE/SC	Exceptional Student Education K-12
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
Massa,Melissa	Braden River Middle School	Tchr, Mathematics, MS	Middle Grades General Science 5-9
Webster,Sirrkia	Braden River Middle School	Tchr, Science, 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
Peace,Elizabeth	Sea Breeze Elementary School	Support Facilitator	Exceptional Student Education K-12
Coleman,Brittney M	Tara Elementary School	Third 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
Schaefer,Jenna Elise	Johnson K-8 Sch of Int Studies	First Grade Teacher	Elementary Education K-6
Burke,Catherine A.	Witt Elementary School	Fifth Grade Teacher	Exceptional Student Education K-12
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
Janssen,Matthew Paul	Haile Middle School	Tchr, Emotion/Behavr Disabil	Exceptional Student Education K-12
Shahan,Zachary	Haile Middle School	Tchr, Language Arts, MS	English 6-12
Blank,Christopher	Lakewood Ranch High School	Tchr, Phys Ed/Health (HOPE)	Middle Grades General Science 5-9
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
Paravicini,Scott F.	Lakewood Ranch High School	Tchr, Physical Educ, HS	Mathematics 6-12
RUIZ,IVANA Beatriz	Lakewood Ranch High School	Tchr, ASD	English 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
Foley,Tom	Horizons Academy	Tchr, Dropout Prevention, HS	Elementary Education K-6
Frost,Timothy A	Horizons Academy	Tchr, Dropout Prevention, HS	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
Johnson,Corinne D	Horizons Academy	Graduation Coach	Art K-12
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

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Beverly,Brian Craig	Kinnan Elementary School	Tchr, Physical Educ, ES	Elementary Education K-6
Dolman,Kelly N.	Kinnan Elementary School	Tchr, VE/SC	Exceptional Student Education K-12
Erisman,Isabella Katherine	Kinnan Elementary School	Third Grade Teacher	Elementary Education K-6
Espindola,Christy Dawn	Kinnan Elementary School	First Grade Teacher	Elementary Education K-6
Kanai,Kazuki	Kinnan Elementary School	Tchr, ESOL Resource	PreKindergarten/Primary Education PK-3
Stevens,Samantha Ashley	Kinnan Elementary School	Fourth Grade Teacher	Elementary Education K-6
Stoker,Kelly Lee	Kinnan Elementary School	Tchr, Autism Spectrum Disorder	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
Quinzani,Sarah Rosa	Nolan Middle School	Tchr, IND/SC	Exceptional Student Education K-12
Sponsel,Catalina	Nolan Middle School	Spec, Media, MS	Educational Media Specialist PK-12
Vonseggern,Byron	Nolan Middle School	Tchr, Science, MS	Exceptional Student Education K-12
Atkins,CindyAnn A	Lee Middle School	Tchr, Science, MS	Middle Grades General Science 5-9
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
Gunn,Alan Rashad	Lee Middle School	Tchr, Autism Spectrum Disorder	Elementary Education K-6
Mathis,Holly L.	Lee Middle School	Tchr, Reading, MS	Hearing Impaired K-12
Ottlinghaus,William Patrick	Lee Middle School	Tchr, Mathematics, MS	Middle Grades Mathematics 5-9
Yavalar,Tyler Necati	Lee Middle School	Tchr, Physical Educ, MS	Physical Education K-12
Bennett,Velma J.	Braden River High School	Tchr, EBD/SC	Mathematics 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
Roy,Isabella	McNeal Elementary School	Fourth Grade Teacher	Elementary Education K-6
Adkins,Martha	Freedom Elementary School	Tchr, IND/SC	Elementary Education K-6
Heckman,Summer	Freedom Elementary School	Tchr, Pre-K Handicapped	PreKindergarten/Primary Education PK-3
Balsai,Gina Maria	Mills Elementary School	Tchr, Pre-K Handicapped	PreKindergarten Disabilities Endorsement
Eubanks,Tracy	Mills Elementary School	Tchr, ASD	PreKindergarten/Primary Education PK-3
Leanos,Shannon D.	Mills Elementary School	Tchr, Gifted	Gifted Endorsement Class 1
Plata- Benitez,Elmer	Mills Elementary School	Fourth Grade Teacher	Exceptional Student Education K-12
Snyder,Stephanie Michelle	Willis Elementary School	Second Grade Teacher	Exceptional Student Education K-12
Rush,Cynthia Lee	Williams Elementary School	Tchr, Pre-K Handicapped	Mathematics 6-12
Singleton,Nash T	Williams Elementary School	Tchr, ASD	Elementary Education K-6
Thum,Theresa I	Williams Elementary School	Tchr, Fifth Grade	Elementary Education K-6
Wilson,Marsha	Williams Elementary School	Fourth Grade Teacher	Elementary Education K-6
Cornett,Wendy	Gullett Elementary School	Tchr, Art, ES	Art K-12
Newman,Rebecca	Gullett Elementary School	Pathologist, Speech & Language	Exceptional Student Education K-12
Parker,Tara Joan	Gullett Elementary School	Tchr, Autism Spectrum Disorder	Elementary Education K-6
Fertig,Dawn M.	Buffalo Creek Middle School	Tchr, Dropout Prevention, MS	English 6-12
Van Serke,Kelly D.	Buffalo Creek Middle School	Spec, Media, MS	Engineering and Technology Education
Zolkos,Jarrett	Buffalo Creek Middle School	Specialist, Student Support	Social Science 6-12
Bailey,Michael C.	Parrish Community High School	Tchr, Social Studies, HS	Earth-Space Science 6-12
Ballard,Ryan J	Parrish Community High School	Specialist, Student Support	Exceptional Student Education K-12
Boukheir,Alexander Samir	Parrish Community High School	Tchr, Mathematics, HS	Mathematics 6-12
Esposito,Juliette	Parrish Community High School	Tchr, Social Studies, HS	Elementary Education K-6
Gallegos,Tiffany Jade	Parrish Community High School	Tchr, Agriculture/Nat Resrcs	Agriculture 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
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
Metzger,Courtney E.	Parrish Community High School	Tchr, Business Technology	Hearing Impaired K-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
Allder,Elizabeth	Harvey K-8 School	Tchr, Pre-K Handicapped	Exceptional Student Education K-12
Carpenter,Ashley Shea	Harvey K-8 School	Tchr, Music, ES	Music K-12
Casciotta,Jennifer	Harvey K-8 School	Health Science Teacher	Elementary Education K-6
Facer,Rebecca	Harvey K-8 School	Tchr, Technology	Engineering and Technology Education
Fede,Diana Marie	Harvey K-8 School	Support Facilitator	Elementary Education K-6
Goodwin,Emily	Harvey K-8 School	Tchr, Gifted	Gifted Endorsement Class 1
Keats,Michelle	Harvey K-8 School	Spec, Media, ES	Exceptional Student Education K-12
Lear,Shannon Marie	Harvey K-8 School	Tchr, Autism Spectrum Disorder	Exceptional Student Education K-12
Ray,Mallorie K.	Harvey K-8 School	Second Grade Teacher	Exceptional Student Education K-12
Durocher,Christy A.	Lincoln Memorial Middle School	Tchr, Mathematics, MS	Exceptional Student Education K-12
Galik Jr,Peter George	Lincoln Memorial Middle School	Support Facilitator	Exceptional Student Education K-12
Leonard II,William Fred	Lincoln Memorial Middle School	Tchr, IND/SC	Elementary Education K-6

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Luther,Latece R.	Lincoln Memorial Middle School	Tchr, Physical Educ, MS	Exceptional Student Education K-12
Ralston,Emily	Lincoln Memorial Middle School	Tchr, Agriculture/Nat Resrcs	Middle Grades Mathematics 5-9
Warnock,Amelia	Lincoln Memorial Middle School	Tchr, Science, MS	Exceptional Student Education K-12
McDaniel,Lauren A.	Veterans Elementary School	Tchr, Third Grade	Educational Media Specialist PK-12
Ngo,Jacqueline L	Veterans Elementary School	Tchr, Kindergarten	World Language – Spanish K-12
Ajani-Smith,Leonilla	Access to Education	Tchr, VE/SC	Art K-12
Alfonso,Maridel Lonceroz	Access to Education	Tchr, VE/SC	Exceptional Student Education K-12
Eash,Andrea L.	Access to Education	Tchr, VE/SC	Art K-12
Reyes,Josue	Access to Education	Tchr, VE/SC	Art K-12
Rumph,Sylvia A.	Access to Education	Tchr, VE/SC	Elementary Education K-6
Walker,Brandi M.	Access to Education	Tchr, VE/SC	Art K-12
Walker,Michael F.	Access to Education	Tchr, VE/SC	Art K-12
Day,Christina Lynn	Juvenile Detention Center	Tchr, Dropout Prevention, MS	Middle Grades Mathematics 5-9
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
Hultgren,Eric	The Port Academy	Tchr, Dropout Prevention, HS	English 6-12
Lee,Jocelyn Fuentes	Sable Acad Behavioral Learning	Elementary Teacher	Elementary Education K-6
Rosario,Wilfredo	Sable Acad Behavioral Learning	Tchr, Physical Educ, MS	Exceptional Student Education K-12
Webber,Katelyn	Sable Acad Behavioral Learning	Specialist, Student Support	Elementary Education K-6
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
March,Lisa Michelle	Personnel Non-Allocated	Support Facilitator	Exceptional Student Education K-12

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Acevedo,Cynthia A	Lake Manatee K-8 School	Tchr, Fifth Grade	ESOL End. Class 1
Alvarez,Lindsay Ann	Lake Manatee K-8 School	Tchr, Fifth Grade	ESOL End. Class 2
Anderson,Melanie Maria	Lake Manatee K-8 School	Tchr, Language Arts, MS	ESOL End. Class 1
Bamrick,Chelsea Marie	Lake Manatee K-8 School	Tchr, Fourth Grade	ESOL End. Class 1
Barillaro,Avey	Lake Manatee K-8 School	Third Grade Teacher	ESOL End. Class 1
Bock,Jessie Rey	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
Conaway,Marisa E	Lake Manatee K-8 School	Tchr, Kindergarten	ESOL End. Class 1
Cousineau,Suzanne Marie	Lake Manatee K-8 School	Tchr, Second Grade	ESOL End. Class 1
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	Tchr, Second Grade	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	Tchr, Kindergarten	ESOL End. Class 5
Mike,Patricia Rae	Lake Manatee K-8 School	Tchr, VE/SC	ESOL End. Class 1
Miller,Sarah Jeffcoat	Lake Manatee K-8 School	Tchr, Third Grade	ESOL End. Class 1
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
Perry,Natalie	Lake Manatee K-8 School	Tchr, Third Grade	ESOL End. Class 1
Portaleos,Chelsey	Lake Manatee K-8 School	Kindergarten Teacher	ESOL End. Class 1
Puelston,Allison	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	Tchr, Mathematics, MS	ESOL End. Class 1
Stanley,Lauren Marie	Lake Manatee K-8 School	First Grade Teacher	ESOL End. Class 1
Thoennissen,Alexandra	Lake Manatee K-8 School	First Grade Teacher	ESOL End. Class 3
Tovell,Andrew	Lake Manatee K-8 School	Tchr, Art, MS	ESOL End. Class 1
Tyer,Alexandra	Lake Manatee K-8 School	Tchr, Third Grade	ESOL End. Class 1
VanSkiver,Wendy Jeanne	Lake Manatee K-8 School	Tchr, First Grade	ESOL End. Class 2
Zimmerman,Laurel	Lake Manatee K-8 School	Kindergarten 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
Albritton,James J	Ballard Elementary School	Tchr, Music, ES	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
Simmons,Solanges	Ballard Elementary School	First Grade Teacher	ESOL End. Class 1
Albritton,Jade Savannah	Bayshore Elementary School	Kindergarten 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, Emotion/Behavr Disabil	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
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
Hauge,Alivia Grace	Bayshore Elementary School	Fifth 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
Nuccitelli,Tara	Bayshore Elementary School	Fourth Grade Teacher	ESOL End. Class 2
Padilla,Christopher D	Bayshore Elementary School	Third Grade Teacher	ESOL End. Class 1
Pratt,Skylar Elizabeth	Bayshore Elementary School	Third Grade Teacher	ESOL End. Class 1
Randt,Korrie Lynn	Bayshore Elementary School	Second Grade Teacher	ESOL End. Class 1
Rath,Halen Chrisitian	Bayshore Elementary School	Tchr, VE/SC	ESOL End. Class 1
Van Aken,Catherine Hawthorne	Bayshore Elementary School	Spec, Media, ES	ESOL End. Class 1
Argiros,Michael Scott	Bayshore High School	Tchr, Language Arts, HS	ESOL End. Class 1
Baker,Caitlyn Alexandria	Bayshore High School	Tchr, Business Technology	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
Preston,James	Bayshore High School	Tchr, Physical Educ, HS	ESOL End. Class 3
Stubbs,Donna Mae	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
Delgado,Edmundo A.	Manatee Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Deligiannis,Maria Mina	Manatee Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Engram,Leah Sharai	Manatee Elementary School	Counselor, ES	ESOL End. Class 1
Fields,Vincent	Manatee Elementary School	First Grade Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Hamilton,Sabrina	Manatee Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Montijo,Jennifer Lynn	Manatee Elementary School	Spec, Media, ES	ESOL End. Class 1
Negroni,Ivette	Manatee Elementary School	First Grade Teacher	ESOL End. Class 1
Newton,Leah M	Manatee Elementary School	Coach, Literacy	ESOL End. Class 1
Page,Anita E	Manatee Elementary School	Tchr, Third Grade	ESOL End. Class 5
Peart,Tracy Ann N	Manatee Elementary School	Third Grade Teacher	ESOL End. Class 1
Scelzo,Victoria	Manatee Elementary School	Third Grade Teacher	ESOL End. Class 1
Shimmell,Mercedes	Manatee Elementary School	Kindergarten Teacher	ESOL End. Class 2
Woughter,Cari	Manatee Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Cepeda,Victoria Marie	Rye Ranch Elementary School	Tchr, Kindergarten	ESOL End. Class 1
Natowski,Danielle Kristine	Rye Ranch Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Sibbio,Kathleen Delores	Rye Ranch Elementary School	Tchr, Second Grade	ESOL End. Class 1
Tackett,Laura Katherine	Rye Ranch Elementary School	Tchr, Music, ES	ESOL End. Class 1
Carson,Camrynn	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
Malone,Meaghan	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 1
Marconi,Kathy Lynn	Manatee High School	Support Facilitator	ESOL End. Class 1
Russ,Carrie N.	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 4
Sowa,Audrey	Manatee High School	Tchr, Language Arts, HS	ESOL End. Class 2
Bongiovanni,Gabrielle J	Miller Elementary School	Tchr, Third Grade	ESOL End. Class 1
Casaclang,Aileen	Miller Elementary School	Tchr, VE/SC	ESOL End. Class 2
Davis,Parker	Miller Elementary School	Tchr, Physical Educ, ES	ESOL End. Class 1
Juntunen,Kevin	Miller Elementary School	Tchr, Fifth Grade	ESOL End. Class 1
Marello,Amanda	Miller Elementary School	Second Grade Teacher	ESOL End. Class 3
McGee,Pamela	Miller Elementary School	First Grade Teacher	ESOL End. Class 1
Raber,Jillisa	Miller Elementary School	Third Grade Teacher	ESOL End. Class 2
Sardi,Nicole	Miller Elementary School	Fourth Grade Teacher	ESOL End. Class 2
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
Zavala,Karina	Myakka Elementary School	First Grade Teacher	ESOL End. Class 1
Allen,Kayci Ann	Oneco Elementary School	Tchr, Art, ES	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	First 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
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
Lopatinsky,Tiffany Lyn	Oneco Elementary School	Tchr, Third Grade	ESOL End. Class 1
Martin,Almark Atoney	Oneco Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Moreno-Hernandez,Diana M	Oneco Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Satahoo Graham,Aneisha Sherika	Oneco Elementary School	Third Grade Teacher	ESOL End. Class 3
Scipione,Emily Pauline	Oneco Elementary School	Tchr, ESOL Resource	ESOL End. Class 2
Steiner,Kati	Oneco Elementary School	Math Coach, ES	ESOL End. Class 1
Wheeler,Lezlie Charlene	Oneco Elementary School	Support Facilitator	ESOL End. Class 1
Zabala,Stephanie Grace	Oneco Elementary School	Fifth Grade Teacher	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
Dortch,Julia Nicole	Rogers Garden-Bullock ES	Fifth Grade Teacher	ESOL End. Class 1
Hill,Brian A	Rogers Garden-Bullock ES	Fifth Grade Teacher	ESOL End. Class 1
Mendez,Jessica	Rogers Garden-Bullock ES	First Grade Teacher	ESOL End. Class 4
Mullinex,Jada Iman	Rogers Garden-Bullock ES	Kindergarten Teacher	ESOL End. Class 1
Townsend,Emily B.	Rogers Garden-Bullock ES	Support Facilitator	ESOL End. Class 2
Trotsyuk,Victoria Paula	Rogers Garden-Bullock ES	Tchr, Fourth Grade	ESOL End. Class 1
Viverito,Christin	Rogers Garden-Bullock ES	Second Grade Teacher	ESOL End. Class 1
Babakarkhil,Sakhi	Palm View K-8 School	Fourth Grade Teacher	ESOL End. Class 2
Burton,Kemdilee Danea	Palm View K-8 School	Fifth Grade Teacher	ESOL End. Class 1
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, Reading, MS	ESOL End. Class 1
Deans,Sara S	Palm View K-8 School	Second Grade Teacher	ESOL End. Class 1
Gleason,Olivia	Palm View K-8 School	Tchr, Dropout Prevention, MS	ESOL End. Class 2
Gonzalez,Alexander	Palm View K-8 School	Specialist, Student Support	ESOL End. Class 1
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

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Reinhardt,Leona Marie	Palm View K-8 School	Tchr, Language Arts, MS	ESOL End. Class 1
Severo,Pamela	Palm View K-8 School	Third Grade Teacher	ESOL End. Class 3
Van Horn,Brenda	Palm View K-8 School	Third Grade Teacher	ESOL End. Class 1
Guth,Andrea	Palma Sola Elementary School	First Grade Teacher	ESOL End. Class 3
Ramsey,Destiny	Palma Sola Elementary School	Kindergarten Teacher	ESOL End. Class 1
Alanis,Arlette	Palmetto Elementary School	Tchr, Dual Language, ES	ESOL End. Class 1
Beres,Aubrey	Palmetto Elementary School	Second 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
Proctor-Columna,Cydnie	Palmetto Elementary School	Tchr, Fourth Grade	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	Tchr, Art, ES	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
Watts,Ali Nicole	Palmetto High School	Tchr, Reading, HS	ESOL End. Class 3
Bangalisan,Lorilyn D	Prine Elementary School	First Grade Teacher	ESOL End. Class 1
Braendel,Patty Colleen	Prine Elementary School	Tchr, VE/SC	ESOL End. Class 1
Dotti,Sharon Joanne	Prine Elementary School	Second 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	Fourth Grade Teacher	ESOL End. Class 1
Geary,Colleen Nelson	Prine Elementary School	Third Grade Teacher	ESOL End. Class 3
Goetz,Meghann Alaina	Prine Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Greene,Krysta Briana	Prine Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Keehan,Ellen Anne	Prine Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Lacina,Julie Marie	Prine Elementary School	Second Grade Teacher	ESOL End. Class 1
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	Support Facilitator	ESOL End. Class 1
Martin Rodriguez,Martin Carlos	Prine Elementary School	Second Grade Teacher	ESOL End. Class 1
Murphy,Matthew	Prine Elementary School	Specialist, Student Support	ESOL End. Class 1
Nelson,Jacquelyn B	Prine Elementary School	Third Grade Teacher	ESOL End. Class 1
Nogales Oveja,Lucia	Prine Elementary School	First 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
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	Fourth Grade Teacher	ESOL End. Class 1
Tomlin,Nicola Rosalee	Prine Elementary School	Kindergarten Teacher	ESOL End. Class 1
Wagstaff,Michele Lynn	Prine Elementary School	Fifth Grade Teacher	ESOL End. Class 4
Walker,Lindsey	Prine Elementary School	Tchr, Resource	ESOL End. Class 3
Berumen-Marquez,Blanca Margarita	Daughtrey Elementary School	First Grade Teacher	ESOL End. Class 1
Buchek,Tiffany Brea	Daughtrey Elementary School	Tchr, ASD	ESOL End. Class 4
Carroll,Melody Ann	Daughtrey Elementary School	Kindergarten Teacher	ESOL End. Class 1
Collado,Evelyn	Daughtrey Elementary School	First Grade Teacher	ESOL End. Class 4
Cowan,Caroceka Sarica	Daughtrey Elementary School	Support Facilitator	ESOL End. Class 4
De Contreras,Gloria Shearer	Daughtrey Elementary School	Tchr, Fifth Grade	ESOL End. Class 1
DeMint,Miles Montgomery Scott	Daughtrey Elementary School	Tchr, ASD	ESOL End. Class 1
James,Kaitlyn	Daughtrey Elementary School	Tchr, Art, ES	ESOL End. Class 1
Karlsson,Lisbeth	Daughtrey Elementary School	Tchr, Dual Language, ES	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	Tchr, Pre-K Handicapped	ESOL End. Class 1
Meleiro Simon,Carla	Daughtrey Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Miller,Elena Marie	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
Ravn,Rachelle	Daughtrey Elementary School	Kindergarten Teacher	ESOL End. Class 1
Ruiz Harrington,Monica Graciela	Daughtrey Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Savage,Morgan	Daughtrey Elementary School	Kindergarten Teacher	ESOL End. Class 1
Schlemmel,Alexander Richard	Daughtrey Elementary School	Tchr, Fourth Grade	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
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
Williams,Hannah L.	Daughtrey Elementary School	Second Grade Teacher	ESOL End. Class 1
Bailey Odom,Sonia	Samoset Elementary School	Tchr, VE/SC	ESOL End. Class 1
Halbman,Michelle Parrott	Samoset Elementary School	Kindergarten Teacher	ESOL End. Class 1
Hjelm,Elisabeth Jane	Samoset Elementary School	Second Grade Teacher	ESOL End. Class 1
Lewis,Diana Pearl Yowler	Samoset Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Scharlow,Hope Elizabeth	Samoset Elementary School	Second Grade Teacher	ESOL End. Class 1
Walter,Maddison Claire	Samoset Elementary School	First Grade Teacher	ESOL End. Class 3
Yowler,Savannah Jean	Samoset Elementary School	Third Grade Teacher	ESOL End. Class 1
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
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
Parker,Savannah Faith	Southeast High School	Tchr, Language Arts, HS	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,Jessica	Tillman Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Eurich Plevin,Elizabeth	Tillman Elementary School	Support Facilitator	ESOL End. Class 1
Feliciano,Sarah	Tillman Elementary School	Third Grade Teacher	ESOL End. Class 2
Laubach,Shannon Rose	Tillman Elementary School	Tchr, First Grade	ESOL End. Class 1
Leupold,Jonathan	Tillman Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Li,BingBing	Tillman Elementary School	Tchr, Pre-K Handicapped	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	First Grade 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
Evers,Robin M	Blackburn Elementary School	Tchr, IND/SC	ESOL End. Class 1
Hemingway,Denise	Blackburn Elementary School	Tchr, VE/SC	ESOL End. Class 1
Miller,Joseph Levi	Blackburn Elementary School	Third Grade 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, Language Arts, MS	ESOL End. Class 4
Geldmaker,Stephanie	Sugg Middle School	Support Facilitator	ESOL End. Class 1
McElroy,Jeannine	Sugg Middle School	Tchr, Social Studies, MS	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
Jennis,Elizabeth Anne	Moody Elementary School	Fifth Grade Teacher	ESOL End. Class 2
Kelly-Walford,Carla S	Moody Elementary School	First Grade Teacher	ESOL End. Class 2
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
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
Cansdale,Emma Mary	Abel Elementary School	Tchr, Fourth Grade	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, Pre-K Integrated	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
Shiffman,Susan	Stewart Elementary School	Tchr, Gifted	ESOL End. Class 1
Stephens,Elizabeth Ann	Stewart Elementary School	Third Grade Teacher	ESOL End. Class 4
Alvarez,Kaitlyn	Bashaw Elementary School	Third Grade Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Anderson,Micah Sarita	Bashaw Elementary School	Coach, Literacy	ESOL End. Class 1
Capellaro,Aiden	Bashaw Elementary School	Second 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	Tchr, STEM	ESOL End. Class 1
Mitchell,Raven Aisha	Bashaw Elementary School	Second Grade Teacher	ESOL End. Class 2
Ornelas,Natasha	Bashaw Elementary School	First 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
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	Kindergarten Teacher	ESOL End. Class 1
Cormany,Denise	Braden River Elementary School	First Grade Teacher	ESOL End. Class 4
Koch,Whitney Carter	Braden River Elementary School	Fourth Grade Teacher	ESOL End. Class 2
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
Miranda,Eliette	Braden River Elementary School	Tchr, Dual Language, ES	ESOL End. Class 1
Pena,Alexandra	Braden River Elementary School	Tchr, ASD	ESOL End. Class 1
Reynolds,Sarah L	Braden River Elementary School	Third Grade Teacher	ESOL End. Class 1
Upchurch,Heather K	Braden River Elementary School	Tchr, VE/SC	ESOL End. Class 1
Westberry,Kristah Elizabeth	Braden River Elementary School	First Grade Teacher	ESOL End. Class 1
White,Tracie Leigh	Braden River Elementary School	Tchr, STEM	ESOL End. Class 3
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
Bailey,Beth	Sea Breeze Elementary School	Kindergarten Teacher	ESOL End. Class 1
Barber,Coleman	Sea Breeze Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Byers,Tabatha	Sea Breeze Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Grundy,Molly	Sea Breeze Elementary School	Tchr, STEM	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
Shelton,Brian Keith	Sea Breeze Elementary School	Tchr, ASD	ESOL End. Class 1
Tenchavez,Leah	Sea Breeze Elementary School	Tchr, ASD	ESOL End. Class 1
Toglia,Sabrina	Sea Breeze Elementary School	Second 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	Third 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
Martinetti,Megan E	Tara Elementary School	Second Grade Teacher	ESOL End. Class 1
Ramaglia,Madeline Olivia	Tara Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Stennett,Jessica L.	Tara Elementary School	Tchr, First Grade	ESOL End. Class 3
Wolfe,Lauren	Tara Elementary School	Fourth 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	Fourth Grade Teacher	ESOL End. Class 1
Jenkins-Wade,Billie	Johnson K-8 Sch of Int Studies	Second Grade Teacher	ESOL End. Class 1
Litzow,Emily Rose	Johnson K-8 Sch of Int Studies	Tchr, First Grade	ESOL End. Class 1
Sidnam,Jessica Sunshine	Johnson K-8 Sch of Int Studies	Kindergarten 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	Tchr, Science, MS	ESOL End. Class 1
Bartlett,Keary Ann	Witt Elementary School	Tchr, STEM	ESOL End. Class 1
Bennett,Tabitha Paige	Witt Elementary School	Fourth 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	Fifth 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

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
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
Fiore,Remington Tate	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 3
Keech-Babcock,Kari Jaclyn	Lakewood Ranch High School	Spec, Media, 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
Mahn,Rene Pamela	Lakewood Ranch High School	Tchr, Social Studies, HS	ESOL End. Class 2
McCray,Juliette L.	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 3
Moore,David Allen	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 1
Mulcahy,Catherine	Lakewood Ranch High School	Tchr, ESE, OJT	ESOL End. Class 1
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
RUIZ,IVANA Beatriz	Lakewood Ranch High School	Tchr, ASD	ESOL End. Class 5
Schiller,Kristin J	Lakewood Ranch High School	Tchr, Language Arts, HS	ESOL End. Class 3
Foley,Tom	Horizons Academy	Tchr, Dropout Prevention, HS	ESOL End. Class 1
Giraldo,Lori A.	Horizons Academy	Support Facilitator	ESOL End. Class 1
Johnson,Corinne D	Horizons Academy	Graduation Coach	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
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
Torres,Alexandria Makaalohilani	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
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
Bourdeau,Karen Marie	Lee Middle School	Support Facilitator	ESOL End. Class 2
Clark-Hankerson,Brandi S.	Lee Middle School	Counselor, MS	ESOL End. Class 1
Cromartie,Kiara Timesha	Lee Middle School	Tchr, Social Studies, MS	ESOL End. Class 2
Gunn,Alan Rashad	Lee Middle School	Tchr, Autism Spectrum Disorder	ESOL End. Class 1
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, Reading, MS	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
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
Adkins,Martha	Freedom Elementary School	Tchr, IND/SC	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
Holt,Kaylinka	Freedom Elementary School	First Grade Teacher	ESOL End. Class 1
Hughes,Avery	Freedom Elementary School	Kindergarten Teacher	ESOL End. Class 1
Lane,Barbara Ann	Freedom Elementary School	Kindergarten Teacher	ESOL End. Class 2
Nowakowski,Ryan	Freedom Elementary School	Fifth Grade Teacher	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
Balsai,Gina Maria	Mills Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Casteel,Kayla Jewel	Mills Elementary School	Fourth 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

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
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
Frisbie,Barbara	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 1
Gilbank,Kristen J.	Willis Elementary School	First Grade Teacher	ESOL End. Class 1
Hesdra,Jenna	Willis Elementary School	Second Grade Teacher	ESOL End. Class 1
Jacox,Megan	Willis Elementary School	First Grade Teacher	ESOL End. Class 1
Mahn,Juliana	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 1
Moseley,Lauren	Willis Elementary School	Kindergarten Teacher	ESOL End. Class 2
O'Connor,Hannah	Willis Elementary School	Tchr, ASD	ESOL End. Class 1
O'Donnell,Lori	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	Second 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
Haacke,Karen	Williams Elementary School	Second Grade Teacher	ESOL End. Class 1
Hudson,Avery G	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1
Huling,Allyson	Williams Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Johnson,Hillary	Williams Elementary School	Kindergarten Tchr	ESOL End. Class 1
Kirts,Kristin N	Williams Elementary School	Second Grade Teacher	ESOL End. Class 1
Korompilas,Dena Alexandra	Williams Elementary School	Fourth Grade Teacher	ESOL End. Class 1
Medaglia,Laura J	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1
Nazarian,Carianne	Williams Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Parlor,Paula M	Williams Elementary School	Second Grade Teacher	ESOL End. Class 5
Rush,Cynthia Lee	Williams Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Thum,Theresa I	Williams Elementary School	Tchr, Fifth Grade	ESOL End. Class 1
Topping,Emily	Williams Elementary School	Third Grade Teacher	ESOL End. Class 1
Vaughn,Carla	Williams Elementary School	Fifth Grade Teacher	ESOL End. Class 1
Westra,Scott Aaron	Williams Elementary School	Tchr, Physical Educ, ES	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	Tchr, Art, ES	ESOL End. Class 1
O'Came,Courtney Marie	Gullett Elementary School	Tchr, Pre-K Handicapped	ESOL End. Class 1
Piazzolla,Jessica	Gullett Elementary School	First Grade Teacher	ESOL End. Class 1
Riffle,Jennifer Lynn	Gullett Elementary School	First Grade Teacher	ESOL End. Class 3
Rodriguez,Nicole	Gullett Elementary School	Fifth 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
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
Gallegos,Tiffany Jade	Parrish Community High School	Tchr, Agriculture/Nat Resrcs	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 3
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
David,Kimberly	Jain Middle School	Tchr, Reading, MS	ESOL End. Class 3
Owens,Felicia	Jain Middle School	Tchr, Language Arts, MS	ESOL End. Class 5
Skelton,Jenna	Jain Middle School	Support Facilitator	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
Chaney,Mary Elizabeth	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Crowley,Alicia	Harvey K-8 School	Specialist, Student Support	ESOL End. Class 2
Darnell,Amanda Nicole	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Driggers,Katherine	Harvey K-8 School	Tchr, VE/SC	ESOL End. Class 1
Facer,Rebecca	Harvey K-8 School	Tchr, Technology	ESOL End. Class 1
Gleason,Jennifer	Harvey K-8 School	Kindergarten Teacher	ESOL End. Class 1

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Gregory,Pamela Duke	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Keats,Michelle	Harvey K-8 School	Spec, Media, ES	ESOL End. Class 3
Ketterman,Jared	Harvey K-8 School	Tchr, STEM	ESOL End. Class 5
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
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
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
Wilds,Wanda Sue	Harvey K-8 School	Fourth Grade Teacher	ESOL End. Class 1
Casey,Matthew	Lincoln Memorial Middle School	Tchr, ESOL Resource	ESOL End. Class 1
Beary,Kaylen	Veterans Elementary School	Tchr, First Grade	ESOL End. Class 1
Decker,Frances C	Veterans Elementary School	Tchr, Fourth Grade	ESOL End. Class 1
Smith,Maya E	Veterans Elementary School	Tchr, First Grade	ESOL End. Class 1
Alfonso,Maridel Lonceroz	Access to Education	Tchr, VE/SC	ESOL End. Class 1
Alfonso,Raymond Vinarao	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
Jackson,Maxine Lee	Sable Acad Behavioral Learning	Tchr, VE	ESOL End. Class 2

EMPLOYEE_NAME	SCHOOL_DESCR	POSITION_DESCR	OOF Description
Conaway,Marisa E	Lake Manatee K-8 School	Tchr, Kindergarten	Reading Endorsement
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	Tchr, Mathematics, MS	Reading Endorsement Class 1
Stanley,Lauren Marie	Lake Manatee K-8 School	First Grade Teacher	Reading Endorsement Class 1
VanSkiver,Wendy Jeanne	Lake Manatee K-8 School	Tchr, First Grade	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	Tchr, Third Grade	Reading Endorsement Class 1
Navarrete Rivera,Lauren S	Ballard Elementary School	Tchr, Resource	Reading Endorsement Class 1
Simmons,Solanges	Ballard Elementary School	First Grade Teacher	Reading Endorsement Class 1
Frederick,Donna Mary	Bayshore High School	Tchr, Language Arts, HS	Reading Endorsement Class 1
Williams,Roshun N.	Bayshore High School	Tchr, EBD/SC	Reading Endorsement Class 1
Baxter,Maurice R.	Manatee Elementary School	Kindergarten Teacher	Reading Endorsement Class 1
Shimmell,Mercedes	Manatee Elementary School	Kindergarten Teacher	Reading Endorsement Class 1
Stewart,Dawn Delores	Manatee Elementary School	Tchr, Pre-K Integrated	Reading Endorsement Class 3
Sutherland,Angela	Manatee Elementary School	First Grade Teacher	Reading Endorsement
Ingham,Gwyneth U.	Rye Ranch Elementary School	Spec, Media, ES	Reading Endorsement Class 1
Lindenauer,Lourdes M.	Miller Elementary School	Fifth 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
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
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
Moseley,Lauren	Willis Elementary School	Kindergarten Teacher	Reading Endorsement
O'Connor,Hannah	Willis Elementary School	Tchr, ASD	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
Decker,Frances C	Veterans Elementary School	Tchr, Fourth Grade	Reading Endorsement Class 1

AGENDA ITEM NO. 10.3

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of the Waiver(s) of the Manatee Education Association (MEA) Collective Bargaining Agreement (No Financial Impact)

Executive Summary
The following school(s) have requested a waiver of the Manatee Education Association's (MEA) Collective Bargaining Agreement in compliance with Article I - Purpose, Section 2 - Waivers to Contract Language. The MEA Executive Board has approved the 2026-2027 school year waivers.

Waiver Approved by the MEA Board for 2026-2027:

- Blackburn Elementary - Team Leaders
- King Middle - Department Chairpersons
- Mills Elementary - Middle Planning
- Mona Jain Middle - Department Chairpersons and Testing Coordinators
- MTC - Inservice Days
- Stewart Elementary - Team Leaders
- Tara Elementary - Team Leaders

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 waiver(s) of the Manatee Education Association (MEA) Collective Bargaining Agreement. (No Financial Impact)

Financial Impact
There is no financial impact.

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

Attachments:
Blackburn 26-27 Waiver Team Leader
King 26-27 Waiver Department Chair
Mills 26-27 Elementary Waiver
Jain 26-27 Team Leaders and Test Coordinator Waiver
MTC Work Year 26-27
Stewart 26-27 Team Leaders Waiver

Tara 26-27 Team Leader Waiver Request

DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

School requesting waiver: Blackburn El

1. Briefly describe the plan and explain why a contract waiver is needed:

This is a request to waive the contract langyage of the master contract between MEA and the School board of manatee canty. Blackburn was allocated 7 (seven) team leader supplement for the 26-27 school year at $ 1495.00 each totaling 10,465.00 Our teachers voted 8/7/26 in a Secret ballot to expand the number of team leaders 9 (nine) to poride representation to include Fine arts and VPK. With 9 (nine) team leaders, the supplement will now be 1,162.77 if approved

2. Section of contract for which waiver is requested:

ARTICLE Appendix B, SECTION _____

TEXT: Differentiated Pay Salary Schedule

3. Date faculty meeting presentation of plan was made: 8/4/26

School: King Middle School

DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

1. Briefly describe the plan and explain why a contract waiver is needed:

We plan to split the 4 allocations given to us for department chairs equally among 5 employees. A waiver is needed as this will require changing the supplement amount in the contract from $2,554 to $2,043.

2. Section of contract for which waiver is requested:

~~ARTICLE~~ Appendix B, SECTION G

TEXT: Department Chairperson 10 month - $2,554

3. Date faculty meeting presentation of plan was made: 8/3/26

Documentation to Request Waiver of Contract Language

4. Date written copy of contract language was distributed to faculty: 8/3/26

5. Date secret ballot election was held: 8/6/26

6. Vote certification:

a.	Number of full-time teachers:	54
b.	Number of ballots cast:	23
c.	Number voting to request waiver:	22
d.	Number voting not to request waiver:	1

Name	Position
[signature]	Principal
Jon Syse [signature]	eboard MEA

7. My signature indicates I am certifying the procedure for requesting waivers in ~~ARTICLE~~ Appendix B, SECTION G was followed at King Middle School.
School

Principal [signature]

MEA Building Representative [signature]

Virgil Mills Elementary School

7200 69th Street East, Palmetto, FL 34221 (941)721-2140 fax(941)721-2152
http://www.edline.net/pages/sdmcmillses

Jim Mennes
Principal

Felicia Collett
Assistant Principal

Michelle Metcalf
Senior Secretary

May 25, 2026

Dear Members of the Manatee Education Association Board:

This letter is to request a contract waiver for Virgil Mills Elementary in the school year of 2026 - 2027.

We are requesting a waiver to the contract to allow the specials teachers to have two separate planning times instead of one continuous and uninterrupted planning and preparation time.

As stated in Article V section 4.1, elementary and secondary classroom teachers shall have a continuous, uninterrupted planning and/or preparation as provided in this section.

Contract procedures have been followed at our work site as outlined in Article 1 of the contract. We respectfully request your approval of these two items.

Sincerely,

Trisha Roth

Trisha Roth
Union Representative for Mills Elementary
Virgil Mills Elementary School

DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

School requesting waiver: Virgil Mills Elementary

1. Briefly describe the plan and explain why a contract waiver is needed:

To make the master schedule more efficient, Specials teachers have agreed to have two seperate planning times.

2. Section of contract for which waiver is requested:

ARTICLE V, SECTION 4.1

TEXT: Elementary teachers shall have no less than 40 Minutes of continuos, uninterrupted planning and preperation time.

3. Date faculty meeting presentation of plan was made: 5/12/26

Documentation to Request Waiver of Contract Language, Cont'd

School: Virgil Mills Elementary

4. Date written copy of contract language was distributed to faculty: 5/12/26

5. Date secret ballot election was held: 5/18/26

6. Vote certification:

a.	Number of full-time teachers:	54
b.	Number of ballots cast:	51
c.	Number voting to request waiver:	48
d.	Number voting not to request waiver:	3

Name	Position
Trisha Roth	Building Rep
Michael McDaniel	Building Rep

7. My signature indicates I am certifying the procedure for requesting waivers in ARTICLE V, SECTION 4.1 was followed at Virgil Mills Elementary School.

Principal

Trisha Roth
MEA Building Representative

Virgil Mills Elementary School

7200 69th Street East, Palmetto, FL 34221 (941)721-2140 fax(941)721-2152
http://www.edline.net/pages/sdmcmillses

Jim Mennes
Principal

Felicia Collett
Assistant Principal

Michelle Metcalf
Senior Secretary

May 25, 2026

Dear Honorable Members of the Manatee County School Board:

This letter is to request a contract waiver for Virgil Mills Elementary in the school year of 2026 - 2027.

We are requesting a waiver to the contract to allow the specials teachers to have two separate planning times instead of one continuous and uninterrupted planning and preparation time.

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Contract procedures have been followed at our work site as outlined in Article 1 of the contract. We respectfully request your approval of these two items.

Sincerely,

Trisha Roth
Union Representative for Mills Elementary
Virgil Mills Elementary School

DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

School requesting waiver: Virgil Mills Elementary

1. Briefly describe the plan and explain why a contract waiver is needed:

To make the master schedule more efficient, Specials teachers have agreed to have two seperate planning times.

2. Section of contract for which waiver is requested:

ARTICLE V, SECTION 4.1

TEXT: Elementary teachers shall have no less than 40 Minutes of continuos, uninterupted planning and preperation time.

3. Date faculty meeting presentation of plan was made: 5/12/26

Documentation to Request Waiver of Contract Language, Cont'd

School: Virgil Mills Elementary

4. Date written copy of contract language was distributed to faculty: 5/12/26

5. Date secret ballot election was held: 5/18/26

6. Vote certification:

a.	Number of full-time teachers:	54
b.	Number of ballots cast:	51
c.	Number voting to request waiver:	48
d.	Number voting not to request waiver:	3

Name	Position
Trisha Roth	Building Rep
Michael McDaniel	Building Rep

7. My signature indicates I am certifying the procedure for requesting waivers in ARTICLE V, SECTION 4.1 was followed at Virgil Mills Elementary School.

Principal

Trisha Roth
MEA Building Representative

MANATEE
EDUCATION
ASSOCIATION

- *Voice of the Professional Educator* -

DESOTO TOWERS • 1523 6th AVENUE WEST • BRADENTON, FLORIDA 34205 • PHONE (941) 747-5091
WWW.MANATEEEA.ORG

Waivers:

1. After the vote, if the waiver passed, fill out the form and have the Principal and the MEA Building Rep sign the form that verifies the election results. The actual ballots do not need to be supplied to MEA. We recommend the school keep the ballots on file for the year the waiver is in effect.

2. The signed form along with a short letter requesting a waiver should be sent to Pat Barber at MEA. The form may be sent through the courier to "MEA" or mailed to: MEA, 1523 6th Avenue West G-1, Bradenton FL 34205-6705, or can be emailed to MEA at association@manateeschools.net.

3. The waiver must be approved by the MEA Executive Board, which meets the second Wednesday of each month.

4. A copy of the form along with a short request for the School Board to waive the contract should be sent to: SBMC, Director of Human Resources. (The School Board must also approve the waiver.) In the past, the procedure has been for MEA to review the request first and then the School Board.

5. If you have any questions, please call MEA at 747-5091 or email us at association@manateeschools.net.

Basic requirements for a waiver are a vote of "yes" to waive the specified section of the contract by 75% of the full-time teachers who work at the school. Aides, teacher assistance, social educators or any person paid on the paraprofessional contract shall not vote on a waiver for the teacher contract. Long-term subs do not vote.

All full-time regular classroom teachers as well as guidance counselors, ROTC instructors, ESE teachers and speech therapists who are assigned to the school as the home school may vote and count in the total vote.

07/2020

ARTICLE I - PURPOSE

Section 1 – Parties

This agreement is entered into between the School Board of Manatee County and the Manatee Education Association pursuant to and in compliance with Chapter 447, Florida Statutes to provide the wages, hours, and terms and conditions of employment for teachers during the duration of this Agreement.

Section 2 - Waivers to Contract Language

Any school or work site may request a waiver to the provisions of the Master Contract between the Manatee Education Association and the Manatee County School Board. The waiver process shall also apply to any provision a school identified as a "D" or "F" school by the Florida Department of Education elects to include in its School Improvement Plan (SIP) if some portion of the plan requires a waiver of the collective bargaining agreement.

Any waivers granted will apply only to the school which applied for the waiver under the terms of this agreement. Waivers must be approved by the Superintendent and a designated officer or employee of the MEA.

The procedure for a request for a waiver will be as follows:

1. At a meeting of the members of the affected bargaining unit of the school or work site, the plan or program stating the need for requiring a waiver will be presented.

   Each member of the affected bargaining unit will receive a written copy of the contract language for which the waiver is requested.

   The written proposal for the waiver shall cite the specific article and section to be waived and describe the proposed modifications to the terms and conditions of employment that will exist for the school.

2. Following a minimum of two (2) working days, in a secret ballot election, the members of the affected bargaining unit will vote on whether or not to request the waiver. A provision shall be made for absentee ballots that shall be completed within three working days of the vote. A minimum of seventy-five percent of the members of the affected bargaining unit voting on the waiver must approve the waiver. The MEA building representative and the Principal will certify in writing the procedure was followed and the results of the vote. This written documentation will be included in the request for a waiver. Any teacher who is on leave during the entire voting period shall not be considered in the count of the total bargaining unit.

3. The plan and all written documentation, including a written statement outlining the need for the waiver must be approved by the Superintendent or designee and a representative of the MEA authorized to approve a waiver of the contract. If approved, the waiver along with the plan will be presented to the School Board for approval. If the request is not approved by the Superintendent or the union, a copy of the request along with a written explanation of why

the request was not approved will be returned to the school. In this case, the school may have the option of addressing the concern and resubmitting the request for approval.

4. Approved waivers will be valid for a period of one school year only and will apply only to the school requesting the waiver. A request to continue the waiver beyond one school year must be re-submitted through the entire process each school year.

5. After any semester during the school year in which the waiver has been in effect a request for a review stating the reason for the review and signed by thirty percent (30%) of the affected bargaining unit may be presented to the Superintendent and the MEA. The Superintendent and the Association will meet to discuss and suggest a resolution to the concerns raised by the request for review.

6. Waivers granted to the Master Contract for the teachers bargaining unit will apply only to the personnel specified as members of the teachers bargaining unit and will not apply to any employees not a part of the bargaining unit.

7. The contract provision regarding Article V, Section 2, The Basic School Day, will not be waived.

8. Schools requesting a waiver may vote for that waiver any time during the school year but may vote only once per year on a given subject. A subject will be defined as any section of an Article or an attachment of the current contract. Schools may vote during the Spring Semester of the previous school year for items that will be in effect the following school year. The vote will count as the only vote allowed on the given subject for the following school year.

DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

School requesting waiver: Dr. Mona Jain Middle School

1. Briefly describe the plan and explain why a contract waiver is needed:

DMJ would like to split the department chair and testing coordinators in half. Splitting the department chair from 4 to 8 supplements allows for more members of the school community to be a part of the leadership team. Having 8 members allows all content areas to be represented and develop a positive academic environment. Splitting the testing coordinator supplement in 2 allows the immense work to be shared among 2 staff members.

Staff verbally and in writing notified on 8/3/26
Voting occurred on 8/6/26

2. Section of contract for which waiver is requested:

ARTICLE XII, SECTION 2

TEXT: Appendix B, Department Chair and Testing Coordinator Supplements

3. Date faculty meeting presentation of plan was made: August 3, 2026

Documentation to Request Waiver of Contract Language, Cont'd

School: Dr. Mona Jain Middle

4. Date written copy of contract language was distributed to faculty: August 3, 2026

5. Date secret ballot election was held: August 6, 2026

6. Vote certification:

a.	Number of full-time teachers:	49
b.	Number of ballots cast:	42
c.	Number voting to request waiver:	36
d.	Number voting not to request waiver:	6

Kate Barlaug — Name — Principal — Position

[redacted] — Name — MEA Representative — Position

[redacted] — Name — Senior Secretary — Position

7. My signature indicates I am certifying the procedure for requesting waivers in ARTICLE XII SECTION 2 was followed at Dr. Mona Jain Middle School.

Principal

MEA Building Representative

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Testing Coordinator Supplement

I Amanda Callihan agree to split the testing coordinator supplement with another individual. Per the MEA contract a testing coordinator supplement is $1533. I agree with the amount of $766.50 as I split the supplement with a colleague.

Amanda Callihan
Teacher Name:

A Callihan 8/18/26
Teacher Signature/Date:

Regina Fluellen-Reitwiesner
Union Rep Name:

Union Rep Signature/Date:

Kate Barlaug
Principal Name:

Principal Signature/Date:

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Testing Coordinator Supplement

I Rene Lewis agree to split the testing coordinator supplement with another individual. Per the MEA contract a testing coordinator supplement is $1533. I agree with the amount of $766.50 as I split the supplement with a colleague.

Rene Lewis
Teacher Name:

Teacher Signature/Date:

Regina Fluellen-Reitwiesner
Union Rep Name:

Union Rep Signature/Date:

Kate Barlaug
Principal Name:

Principal Signature/Date:

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Department Chair Supplement

I Heather Anderson agree to split the department chair supplement with another individual. Per the MEA contract a department chair supplement is $2544. I agree to the amount of $1272 as I split the supplement with a colleague.

Heather Anderson
Teacher Name:

Heather L. Anderson
Teacher Signature/Date:

Regina Fluellen-Reitwiesner
Union Rep Name:

8/18/26
Union Rep Signature/Date:

Kate Barlaug
Principal Name:

8/18/26
Principal Signature/Date:

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Department Chair Supplement

I Jillian Azevi-Cucci agree to split the department chair supplement with another individual. Per the MEA contract a department chair supplement is $2544. I agree to the amount of $1272 as I split the supplement with a colleague.

Jillian Azevi-Cucci
Teacher Name:

Teacher Signature/Date: August 8, 2026

Regina Fluellen-Reitwiesner
Union Rep Name:

Union Rep Signature/Date: 8/18/26

Kate Barlaug
Principal Name:

Principal Signature/Date: 8/18/26

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Department Chair Supplement

I Kristin Beck agree to split the department chair supplement with another individual. Per the MEA contract a department chair supplement is $2544. I agree to the amount of $1272 as I split the supplement with a colleague.

Kristin Beck
Teacher Name:

Teacher Signature/Date:

Regina Fluellen-Reitwiesner
Union Rep Name:

Union Rep Signature/Date:

Kate Barlaug
Principal Name:

Principal Signature/Date:

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Department Chair Supplement

I Kimberly David agree to split the department chair supplement with another individual. Per the MEA contract a department chair supplement is $2544. I agree to the amount of $1272 as I split the supplement with a colleague.

Kimberly David
Teacher Name:

Kimberly D
Teacher Signature/Date:

Regina Fluellen-Reitwiesner
Union Rep Name:

8/18/26
Union Rep Signature/Date:

Kate Barlaug
Principal Name:

8/18/26
Principal Signature/Date:

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Department Chair Supplement

I Andrea-don Griffin agree to split the department chair supplement with another individual. Per the MEA contract a department chair supplement is $2544. I agree to the amount of $1272 as I split the supplement with a colleague.

Andrea-don Griffin
Teacher Name:

Andrea-don Griffin
Teacher Signature/Date:

Regina Fluellen-Reitwiesner
Union Rep Name:

8/8/26
Union Rep Signature/Date:

Kate Barlaug
Principal Name:

Kate Barlaug 8/8/26
Principal Signature/Date:

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Department Chair Supplement

I Alexis Rivard agree to split the department chair supplement with another individual. Per the MEA contract a department chair supplement is $2544. I agree to the amount of $1272 as I split the supplement with a colleague.

Alexis Rivard
Teacher Name:

8/8/26
Teacher Signature/Date:

Regina Fluellen-Reitwiesner
Union Rep Name:

8/18/26
Union Rep Signature/Date:

Kate Barlaug
Principal Name:

8/18/26
Principal Signature/Date:

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Department Chair Supplement

I Katelyn Reyes agree to split the department chair supplement with another individual. Per the MEA contract a department chair supplement is $2544. I agree to the amount of $1272 as I split the supplement with a colleague.

Katelyn Reyes
Teacher Name:

8/7/26
Teacher Signature/Date:

Regina Fluellen-Reitwiesner
Union Rep Name:

8/8/26
Union Rep Signature/Date:

Kate Barlaug
Principal Name:

8/8/26
Principal Signature/Date:

August 8, 2026

2026-2027 MEA Contract Waiver Agreement for Department Chair Supplement

I Laura Suprenard agree to split the department chair supplement with another individual. Per the MEA contract a department chair supplement is $2544. I agree to the amount of $1272 as I split the supplement with a colleague.

Laura Suprenard
Teacher Name:

L. S 8/8/26
Teacher Signature/Date:

Regina Fluellen-Reitwiesner
Union Rep Name:

8/18/26
Union Rep Signature/Date:

Kate Barlaug
Principal Name:

Kate Barlaug 8/18/26
Principal Signature/Date:

DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

School requesting waiver: MTC East and MTC Main

1. Briefly describe the plan and explain why a contract waiver is needed:

The following change is requested for the 2026-20207 school year.

Due to faculty and business partner feedback, January 5th Inservice day was a challenging and difficult time to schedule the annual advisory meeting in past years so it was requested that this meeting be held earlier.

Requested 10/12/2026 modify 7.75-hour Record Day. It will be changed to 3.5 Hours Inservice in the am and a 4.25 hour record day in the p.m. This is being done to meet the requirements of the Council of Occupational Education (COE) advisory board meeting and allow our staff the opportunity to have their meetings on this nonstudent day.

The ~~1/5/2025~~ 1/5/27 Inservice day will be changed to a 4.25 hour Inservice day in the a.m. and 3.5 Hours of a record day in the P.M.

It is important to note that the instructors at MTC do not do their grades Quarterly so the extra time in January is more beneficial.

2. Section of contract for which waiver is requested:

ARTICLE 18 SECTION 1

TEXT: Work Year – 4 additional inservice days, 3 record days, 1 post school Days, (see attached highlighted info)

Documentation to Request Waiver of Contract Language, Cont'd

School: MTC East and MTC Main

4. Date written copy of contract language was distributed to faculty: Email 3/24
Meeting - East 3/26 Main - 3/27

5. Date secret ballot election was held: Main 4/6 & 4/7 and East 4/6 & 4/7
Combined Count

6. Vote certification:

a.	Number of full-time teachers:	53
b.	Number of ballots cast:	26
c.	Number voting to request waiver:	26
d.	Number voting not to request waiver:	0

Name	Position
See individual	Campus Count

7. My signature indicates I am certifying the procedure for requesting waivers in ARTICLE 1 .SECTION 2 was followed at

School

Principal

MEA Building Representative

DOCUMENTATION FOR REQUEST TO WAIVE CONTRACT LANGUAGE

OF MASTER CONTRACT BETWEEN

MANATEE EDUCATION ASSOCIATION AND

SCHOOL BOARD OF MANATEE COUNTY

1. Briefly describe the plan and explain why a contract waiver is needed:

We would like to divide the 6 allocated team leader supplements to be split equally among seven team leader positions. This will help to better facilitate communication among staff and grade level teams.

2. Section of contract for which waiver is requested:

ARTICLE XII, SECTION 2 app 3

TEXT: The supplement salary shall be set forth in App. 3. Team Leaders, 10 months

3. Date faculty meeting presentation of plan was made: August 17, 2026

Documentation to Request Waiver of Contract Language

4. Date written copy of contract language was distributed to faculty: August 3, 2026

5. Date secret ballot election was held: August 14, 2026

6. Vote certification:

a.	Number of full-time teachers:	28
b.	Number of ballots cast:	26
c.	Number voting to request waiver:	24
d.	Number voting not to request waiver:	2

Name	Position
Joe Hougland	Principal
Bryan Baker	Assistant Principal
Janet Downs	MEA Representative

7. My signature indicates I am certifying the procedure for requesting waivers in ARTICLE XII, SECTION 2 app 3 was followed at Stewart Elementary School.
School

Principal

MEA Building Representative

TARA ELEMENTARY SCHOOL
6950 Linger Lodge Road East | Bradenton, FL 34203 | 941.751.7660 phone | 941.753.0975 fax
ManateeSchools.net/tara

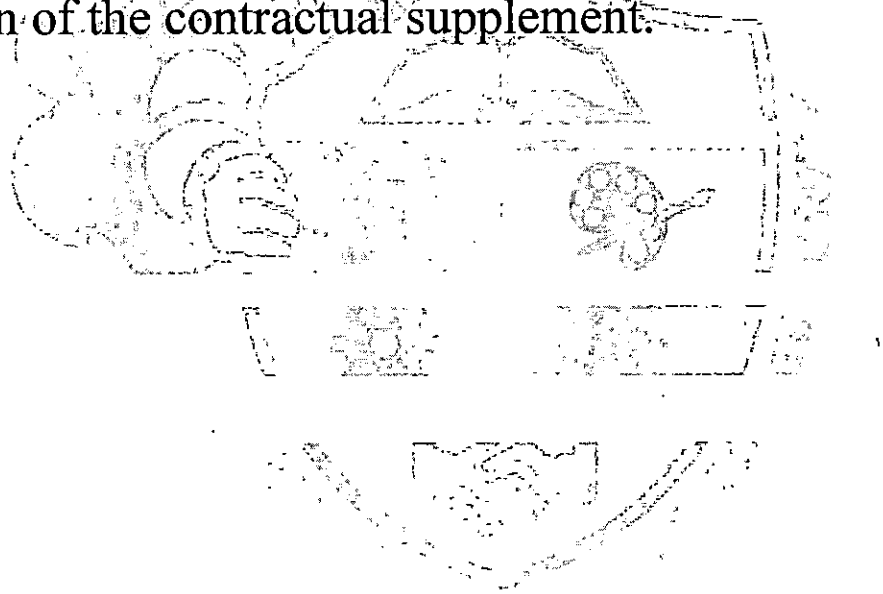
MEA Contract:

Article XII/Section 2: Supplemental Salary Schedule
Appendix B
Team Leaders – 10 Month $1,495.00

Description of the plan and rationale for waiver request:

It was recommended by the staff that each grade level or department team have their own representation. It was challenging for both team leaders and the teams to have leadership shared among 8 compensated team leaders.

Tara has received eight team leader supplements for 2026-2027. In order to equally represent our 9 teams, teachers have recommended that 9 team supplements be requested in order that each team leader received a portion of the contractual supplement.



Documentation to Request Waiver of Contract Language

4. Date written copy of contract language was distributed to teachers: 8/3/2026

5. Date secret ballot election was held: 8/7/2026

6. Vote certification:

a.	Number of full-time teachers:	47
b.	Number of ballots cast:	39
c.	Number voting to request waiver	39
d.	Number voting not to request waiver	1

Name Amy Teta — Position Teacher — Teacher - 8/7/26

Name Sheyna Denisar — Position Dean — SSD 8/7/26

Name Shannon Rivard — Position Teacher — IPK 8/7/26

7. My signature indicates I am certifying the prcedure for requesting waivers in ARTICLE XII, SECTION 2 was followed at TARA ELEMENTARY.

Principal

MEA Building Representative Amy Teta

AGENDA ITEM NO. 10.4

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval to Apply, Accept, and Expend the 2026-2027 National Farmworker Jobs Program Discretionary Competitive Grant, Including Ratification of the Memorandum of Understanding Between the School District of Manatee County and the Suncoast Workforce Board, Inc. dba CareerSource Suncoast, in the Amount of $281,589.00 (Incoming Federal Grant Funds)

Executive Summary
The National Farmworker Jobs Program (NFJP), formerly known as the Adult Migrant and Seasonal Farmworker Program, is funded by the Department of Labor as authorized by the Workforce Innovation and Opportunity Act of 2014, Title I, Section 167. In Florida, NFJP is administered through the Florida Department of Education, Division of Career and Adult Education, Farmworker Career Development Office. The funding priority is to strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency. Program year 2026-2027 is a continuation year for these discretionary funds.

Manatee County's Farmworker Career Development Program (FCDP) is under the direction of the Adult, Career and Technical Education Department of the School District of Manatee County. The Program has been serving disadvantaged migrant and seasonal farmworkers in Manatee County continuously since 1998. This program resides in Building 5, across the District's Office of Student Assignment in Palmetto. FCDP is geographically closer to where the highest concentration of farmworkers live in Manatee County.

The District was awarded $281,589.00 for the FCDP to administer a diversified program of workforce investment activities and related assistance to serve Florida Region 5 (Manatee, Sarasota, and Charlotte counties), with primary focus on Manatee County where, by far, the greatest number of farmworkers reside in the region. The award amount is subject to change based on Florida's federal award notification and/or the recommendation of the Commissioner.

A copy of the grant application is attached for review.

If grant is not approved by the School Board, the application will be withdrawn.

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

Ready For Life | Goal 3
Provide unique and highly personalized support for English Language Learners

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 to apply, accept, and expend the 2026-2027 National Farmworker Jobs Program discretionary competitive grant, including ratification of the Memorandum of Understanding between the School District of Manatee County and the Suncoast Workforce Board, Inc. dba CareerSource Suncoast, in the amount of $281,589.00 (Incoming Federal Grant Funds).

Financial Impact
There will be no cost to General Fund. All activities under this grant are funded at no material expense to the

District, other than the furnished and equipped space the program will occupy and the associated communications, public utilities and energy. If funded in full, this grant will bring the district an estimated $281,589.00 for the period July 1, 2026, to June 30, 2027. The funds are designated to be expended on allowances and work experience, tuition and fees, textbooks and supplies for eligible farmworkers and their dependents, as well as staff salary and benefits, printing and supplies, travel and professional development and 5% indirect to cover District-level grants accounting and finance related to this project.

Contact
Submitting Department: Adult, Career and Technical Education
Initiated By: Kaththea Johnson

Attachments:
2026-2027 Farmworker Career Development Program Grant, Board Date 09.15.2026

Florida Department of Education Project Application

A) Program Name:	DOE USE ONLY (Date Received)
National Farmworker's Jobs Program (NFJP) RFA	
TAPS NUMBER: 27B001	
B) Name and Physical/Facility Address of Eligible Applicant: School District of Manatee County 215 Manatee Ave. W Bradenton, FL 34205	Project Number (DOE Assigned):

C) Total Funds Requested:	D) Applicant Contact & Business Information	
	Program Contacts' Name: Anibal Rosario	Fiscal Contacts' Name:
$281,589.00	Email Address: rosarioplanasa@manateeschools.net	Email Address:
	Telephone Number: 941-751-7947 ext. 42099	Telephone Number:
DOE USE ONLY Total Approved Project:	Mailing Address (If different from Physical/Facility Address):	UEI number: XKGXG94KMII65
		FEIN number: F596000728046

CERTIFICATION

As the official who is authorized to legally bind the agency/organization, I 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.

Laurie Breslin (Jun 30, 2026 14:36:46 EDT)

E) Signature of Agency Head
Pending Board Approval

Dr. Laurie Breslin	Superintendent	06/30/2026
Printed Name of Agency Head	**Title of Agency Head**	**Date Signed**

F) Signature of Additional Agency Head (As Applicable)

Printed Name of Agency Head	**Title of Agency Head**	**Date Signed**

DOE 100A
Revised May 2026

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

DOE ATTESTATION (Program and Grants Management)
The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

May 2026

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent:	B) DOE Assigned Project Number:	C) TAPS Number:	D) Indirect Cost Plan Type
Farmworker Career Development Program of the School District of Manatee County		27B001	N/A

E) Requested Allocation:	$281,589.00	F) Estimated Roll Forward (If applicable)	$0.00	Total Funds Requested:	$281,589.00

1) Function	2) Object	3) Account Title and Narrative	4) FTE (If applicable)	5) Amount	6) % Allocated to This Project (if applicable)
7200	792	Indirect Cost (5 %) to cover district-level grants accounting & finance related to this grant		$ 13,409.00	100.00%
6190	112	Staff Salaries: for one full-time (FT) Coordinator to provide leadership and participate in performing participant services from enrollment to assessments, training programs and securing an in-demand occupation, responsible for identifying and providing outreach opportunities to secure participant services and participant enrollment. The total cost for the one position listed in (5), a Coordinator (1.0 FTE), is charged for this project. Therefore, the percentage of the cost for Salaries and Benefits allocated to this project is 100%.	1	$ 64,185.48	
6190	210	Staff Benefits: Retirement for Coordinator @ 13.59%		$ 8,722.81	
6190	220	Staff Benefits: Social Security for Coordinator @ 7.65%		$ 4,910.19	
6190	231	Staff Benefits: Health Insurance for Coordinator @ 17.69%		$ 11,354.41	
6190	232	Staff Benefits: Life Insurance for Coordinator @ 0.23%		$ 147.63	
6190	240	Staff Benefits: Workers Compensation for Coordinator @ 1.0%		$ 641.85	
6190	160	Staff Salaries:Staff Salaries: for 1 FT Bookkeeper/Case Manager. The Bookkeeping position is required by Manatee School District to give access to the internal systems, reports, tasks, etc, to provide direct supportive services to the participants for tuition, books, materials/supplies, uniforms and stipends per the FCDP Supportive Services Policy. Additional responsibilities include program otureach, and program assistance to the Coordinator and Recuriter by entering case notes of supportive services in Employ Florida and updating the participants' tracker.	1	$ 49,183.08	
6190	210	Staff Benefits: Retirement for Bookkeeper @ 13.59%		$ 6,683.98	
6190	220	Staff Benefits: Social Security for Bookkeeper @ 7.65%		$ 3,762.51	
6190	231	Staff Benefits: Health Insurance for Bookkeeper		$ 8,947.44	
6190	232	Staff Benefits: Life Insurance for Bookkeeper @ 0.23%		$ 113.12	
6190	240	Staff Benefits: Workers Compensation for Bookkeeper @ 1.0%		$ 491.83	
6190	160	Staff Salaries: 1 FT Recruiter/Case Manager - Job Duties: program recruitment, assessment, counseling, placement, job development, referrals, retention, follow-up and monitoring of participants.	1	$ 49,125.23	
6190	210	Staff Benefits: Retirement for 1 Case Manager @ 13.59%		$ 6,676.12	
6190	220	Staff Benefits: Social Security for 1 Case Manager @ 7.65%		$ 3,758.08	
6190	231	Staff Benefits: Health Insurance for1 Case Manager		$ 8,910.72	
6190	232	Staff Benefits: Life Insurance for 1 Case Manager @ 0.23%		$ 112.99	
6190	240	Staff Benefits: Workers Compensation for 1 Case Manager @ 1.0%		$ 491.25	
6190	330	Travel: Will support mileage for 1 Recruiter, 1 Coordinator, 1 bookkeeper to travel in and out of the county for recruitment purposes, supportive services, job placements. Includes expenses to attend Farmworker Conference; expenditures for costs of transportation, lodging, and meals. The mileage estimated for travel for district staff to and from the county office to other school sites, farms, businesses, home visits, etc. was estimated to be 6,000 miles annually @ $0.70/mile		$ 4,200.00	
5350	790	Miscellaneous - Allowances: to pay participants who are enrolled in training a stipend in accordance with FL-DOE Support Services Policy.		$ 14,500.00	
6190	390	Other Purchased Services-Copying and Printing: For brochures and printed materials to use for program outreach and recruiting participants into the program.		$200.00	

1) Function	2) Object	3) Account Title and Narrative	4) FTE (If applicable)	5) Amount	6) % Allocated to This Project (if applicable)
5350 / 5400	590	Other Materials & Supplies (Clients): Cost of educational supplies (uniforms, shoes, safety glasses, tools, and kits) as needed for participants to use in approved classes/programs that lead to in demand occupations and for when a job placement requires their own tools.		$ 4,000.00	
5350 / 5400	520	Textbooks/e-Books (Clients): Cost of textbooks and workbooks that are required for participants to take approved training and/or classes that will lead to in demand occupations.		$ 461.28	
5350 / 5400	730	Tuition Fees (Clients): to pay for tuition and required tuition related fees, certification and testing fees for participants entering adult, career and technical education,classes that will lead to in demand occupations.		$ 15,000.00	
6190	519	Technology-Related Supplies: Cost of printer cartridges, paper, toner, for the Program Office to maintain participant files and give supplies to participants if needed.		$ 1,400.00	
5350 / 5340	510	Supplies: To provide participants with notebooks, pens, pencils, correction strip while using the FCDP Office and for staff to maintain participant files per policies.		$ 200.00	

20 U.S.C.
United States Code, 2020 Edition
Title 20 - EDUCATION
CHAPTER 31 - GENERAL PROVISIONS CONCERNING EDUCATION
SUBCHAPTER II - APPROPRIATIONS AND EVALUATIONS
Part 2 - Planning and Evaluation of Federal Education Activities
Sec. 1228a - Equity for students, teachers, and other program beneficiaries
From the U.S. Government Publishing Office, www.gpo.gov

§1228a. Equity for students, teachers, and other program beneficiaries

(a) Purpose

The purpose of this section is to assist the Department in implementing the Department's mission to ensure equal access to education and to promote educational excellence throughout the Nation, by—

(1) ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in any project or activity carried out under an applicable program; and

(2) promoting the ability of such students, teachers, and beneficiaries to meet high standards.

(b) Requirement to develop steps to ensure equity

The Secretary shall require each applicant for assistance under an applicable program (other than an individual) to develop and describe in such applicant's application the steps such applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability, and age.

(c) Establishment of criteria

The Secretary may establish criteria and provide technical assistance for meeting the requirements of this section.

(d) Effect on other laws

Nothing in this section shall be construed to alter in any way the rights or responsibilities established under the laws cited in section 1221(d) of this title.

(Pub. L. 90–247, title IV, §427, as added Pub. L. 103–382, title II, §236, Oct. 20, 1994, 108 Stat. 3917.)

PRIOR PROVISIONS

A prior section 427 of Pub. L. 90–247 was renumbered section 434, and is classified to section 1231d of this title.

Another prior section 427 of Pub. L. 90–247 was renumbered section 429, and was classified to section 1231f of this title prior to repeal by Pub. L. 103–382.

EFFECTIVE DATE

Section effective July 1, 1995, for noncompetitive programs in which funds are allocated on the basis of a formula and for programs that are conducted on a competitive basis, with respect to

appropriations for use under such programs in fiscal year 1995 and in subsequent fiscal years, see section 3(a)(2) of Pub. L. 103–382, set out as an Effective Date of 1994 Amendment note under section 1221 of this title.

Program Application

In accordance with Section 427 of the General Education Provisions Act (GEPA) Public Law 103-382: Manatee County School Board prohibits discrimination and harassment in all its forms. 1. No person shall, on the basis of race, color, religion, sex, age, national or ethnic origin, marital status, disability, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions practices conducted by this School District, except as provided by law. 2. The School Board shall comply with all state and federal legislation, including but not limited to Title V, Title VI, Title VII, Americans with Disabilities Act of 1990 (ADA), designed to protect the civil rights of all applicants, employees, and students.

Accommodations and modifications for students with disabilities: Adult students with disabilities must self-identify and request such services. Students with disabilities are provided accommodations as needed in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology, and special communication systems. Other support services include personnel, such as interpreters, readers, and tutors. Schools are handicapped accessible. Outreach is done in English, Spanish, and Haitian Creole.

Support for Strategic Imperative

The Manatee Farmworker Career Development Program incorporates Florida's State Board of Education Strategic Plan Goals 1, 2, 3, and 4. Goal 1, Highest Student Achievement: increase college readiness and success, is incorporated by using federal- and state- approved assessment instruments to inform Individual Employment Plans (IEPs), direct instruction and effect student/participant outcomes. Goal 2, Seamless Articulation/Maximum Access: expand and maintain student access, is incorporated via MTC's Career Pathways Program including state and local articulation agreements and by encouraging enrollment in postsecondary education and training. Goal 3, Skilled Workforce/Economic Development: prepare for careers, is incorporated by students entering Registered Apprenticeship Programs, earning the Ready to Work credential, enrolling in programs that prepare for High-Skill High-Wage High-Demand occupations, and/or earning a postsecondary certification, a nationally recognized industry certification, or professional license. Goal 4, Quality Efficient Services is incorporated by supporting each priority and creating an environment of high expectations.

Project Performance Accountability Form

The FCDP State Office has already populated this form with the required information.

- **This form must be signed and submitted with the proposal as printed.**
- Refer to Checklist (last page of this RFA) for proper placement of this form in the proposal package.

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform.
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- **Evidence**- The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work /Tasks/Activities	Deliverables	Evidence	Due Date
1) Total Participants Enrolled - Number of applicants who meet the WIOA, Title I, Section 167 eligibility requirements and are provided with career services, training services, youth services, and/or related assistance services.	100% of FDOE negotiated goal; pending notification from USDOL.	Management Information System of the FCDP State Office.	Submit the Monthly Balance Performance Report and monthly performance or quarterly power point presentation by the fifth of the month following the month for which activities are reported.
2) Total Participants Entering Employment – Number of participants that are job placed after receipt of Career Services, Training Services, Youth Services and/or Related Assistance Services.			
3) Total Participants Entering a Training Service – Number of participants that have entered a minimum of one training service, such as vocational, occupational, on-the-job training, cooperative education, or entrepreneurial training.			
4) Total Participants Exiting – Number of participants who find employment in their current field or begin a new career after meeting the WIOA, Title I, Section 167 eligibility requirements and are provided career services, training services, youth services, and/or related assistance services.			
USDOL CORE INDICATORS OF PERFORMANCE	**Deliverables**	**Evidence**	**Due Date**
Reportable Individuals - an individual who receives only related assistance services that do not require significant involvement of sub-recipient staff time; and does not require a career assessment by sub-recipient staff of an individual's skills, education, or career objectives (including all emergency assistance services). Any individual receiving only emergency services is counted as a reportable individual.	100% of FDOE negotiated goal; pending notification from USDOL.	Management Information System of the FCDP State Office.	FCDP State Office will provide sub-recipients by the following quarter after quarter close out.

Scope of Work /Tasks/Activities	Deliverables	Evidence	Due Date
Employment Rate - 2nd Quarter After Exit - The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program (For Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit).	100% of FDOE negotiated goal; pending notification from USDOL.	Management Information System of the FCDP State Office.	FCDP State Office will provide sub-recipient by the following quarter after quarter close out.
Employment Rate - 4th Quarter After Exit - The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program (For Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit).			
Median Earnings - 2nd Quarter After Exit - The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.			
Credential Attainment - The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training [OJT] and customized training) who attain a recognized postsecondary or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.			
Measurable Skill Gains - The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such credential or employment.			
Effectiveness in Serving Employers – The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program with the same employer as they were in the second quarter after exit. The percentage of participants who have retention with same employer in the 2nd and 4th quarter after exit.			

Coordinator Signature: Anibal Rosario Planas

Director Signature: Kaththea Johnson

(A) District / Agency Name: School District of Manatee County	FLORIDA DEPARTMENT OF EDUCATION PROJECT DISBURSEMENT REPORT Workforce Innovation and Opportunity Act, Title I, Section 167 Migrant and Seasonal Farmworkers	(F) Agency Number: 410
(B) Project Name: Farmworker Careeer Development Pr		(G) Grant Number:
(C) Effective Approval Date: July 1, 2026		(H) Project Code:
(D) Termination Date: June 30, 2027	☐ Interim Report ☐ Final Report	(I) Contact Person Name: Luke Spangler
(E) Total Project Funds: $ 281,589.00	*(INSTRUCTIONS ON PAGE 3)*	(J) Phone: (941)708-8770

(1) Function Code	(2) Object Code	(3) Description of Disbursement	(4) Budget Amount	(5) Total Disbursements As of / /	(6) Obligations	(7) Unobligated Balance	(8) Current Disbursement Reported
ADMINISTRATION							
7200	792	Indirect Costs	$ 13,409.00	$ -	$ -	$ 13,409.00	$ -
			$ -	$ -	$ -	$ -	$ -
(9) TOTAL ADMINISTRATIVE COST			$ 13,409.00	$ -	$ -	$ 13,409.00	$ -
STAFF COSTS							
6190	112, 160	Staff Salaries	$ 162,493.79	$ -	$ -	$ 162,493.79	$ -
		Temporary/Contract Staff Salaries	$ -	$ -	$ -	$ -	$ -
6190	210, 220, 231, 232, 240	Staff Benefits	$ 65,724.93	$ -	$ -	$ 65,724.93	$ -
		Workman's Compensation (can include in benefits)	$ -	$ -	$ -	$ -	$ -
		Other Staff Insurance (Group, Liability)	$ -	$ -	$ -	$ -	$ -
6190	330	Travel	$ 4,200.00	$ -	$ -	$ 4,200.00	$ -
			$ -	$ -	$ -	$ -	$ -
(10) TOTAL STAFF COSTS			$ 232,418.72	$ -	$ -	$ 232,418.72	$ -
RELATED ASSISTANCE							
		Emergency Assistance (Other Services)	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
(11) TOTAL RELATED ASSISTANCE			$ -	$ -	$ -	$ -	$ -
SUPPORTIVE SERVICES							
		Heatlh Care (Professional and Technical Services)	$ -	$ -	$ -	$ -	$ -
		Child Care (Other Purchased Services)	$ -	$ -	$ -	$ -	$ -
5350	790	Allowances (Miscellaneous)	$ 14,500.00	$ -	$ -	$ 14,500.00	$ -
		Transportation - Clients (Miscellaneous)	$ -	$ -	$ -	$ -	$ -
		Work Experience Wages (Other Personal Services)	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
(12) TOTAL SUPPORTIVE SERVICES			$ 14,500.00	$ -	$ -	$ 14,500.00	$ -

OTHER PROGRAM COSTS

		Background Check (Professional Services)	$ -	$ -	$ -	$ -	$ -
		Insurance - Clients	$ -	$ -	$ -	$ -	$ -
		Rentals (land, buildings, equipment)	$ -	$ -	$ -	$ -	$ -
		Technology Related Rentals	$ -	$ -	$ -	$ -	$ -
		Communications (postage, phone service)	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
6190	390	Printing and Copying (Other Services)	$ 200.00	$ -	$ -	$ 200.00	$ -
5350/5340	510	Supplies (instructional, custodial, maintenance)	$ 200.00	$ -	$ -	$ 200.00	$ -
6190	510	Technology Related Supplies (flashdrives, ink)	$ 1,400.00	$ -	$ -	$ 1,400.00	$ -
5350/5400	520/529	Textbooks (workbooks, e-books)	$ 461.28	$ -	$ -	$ 461.28	$ -
		Technology Related Textbooks (electronic books)	$ -	$ -	$ -	$ -	$ -
5350/5400	590	Other Materials and Supplies (uniforms, kits, tools)	$ 4,000.00	$ -	$ -	$ 4,000.00	$ -
		Non-Capitalized Computer Hardware	$ -	$ -	$ -	$ -	$ -
		Technology Related Non-Capitalized Equipment	$ -	$ -	$ -	$ -	$ -
		Dues and Fees - Staff (training/registration fees)	$ -	$ -	$ -	$ -	$ -
5350/5400	730	Dues and Fees - Clients (tuition/training fees)	$ 15,000.00	$ -	$ -	$ 15,000.00	$ -
			$ -	$ -	$ -	$ -	$ -
(13) TOTAL OTHER PROGRAM COSTS			$ 21,261.28	$ -	$ -	$ 21,261.28	$ -
(14) TOTAL COSTS			**$281,589.00**	**$ -**	**$ -**	**$ 281,589.00**	**$ -**

(15) CERTIFICATION (COMPLETE ON LAST PAGE ONLY)

I hereby certify that I have reviewed this disbursement report and that all items shown above are in accordance with applicable laws and regulations and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by the state and federal monitoring staff. I further certify that as a disbursement report, all disbursements; were obligated after the project approval date and prior to the termination fate; have not been reported previously; and were not used for matching funds on this or any special project. Further, all inventory items included have been entered properly on the inventory records required by state and federal regulations.

DOE 599
Rev. 05/08/20 Report Number ____
Page ___ of ____

Certified Correct by:
Finance Officer or Authorized Representative

DOE USE	Audited By: _____ Date: ___/___/_____

Project Budget Summary and Disbursement Report
Workforce Investment Act, Title I, Section 167, Migrant and Seasonal Farmworkers
Instructions

DISBURSEMENT REPORT

Complete Items (A) through (J)

Mark "X: in the box provided below the title to indicate that this is an interim or a final report (a final report is that which closes out the project,
In the title box to Column (5), enter the month, day and year (e.g. 07/31/20) that represents the ending date for the month of disbusement being reported.

Submit by the 20th of each month following the month of disbursement to:
Farmworker Career Development Program, 1313 N. Tampa Street, Suite 103, Tampa, Florida 33602 (813) 224-1920
Submit a final 599 to Comptroller's Office, Florida Department of Education, 914 Turlington Building, 325 W. Gaines Street, Tallahassee, FL 32399

COLUMNS

(1)
FUNCTION **SCHOOL DISTRICTS ONLY:**
Use the four digit function codes as required in the Red Book.

(2)
OBJECT **SCHOOL DISTRICTS:**
Use the three digit codes as required in the Red Book.

COMMUNITY COLLEGES:
Use the five digit object codes as requiree in the Accounting Manual for Florida's College System.

UNIVERSITIES AND STATE AGENCIES
Use the six digit objec codes as required in the Florida Accounting Information Resource Manual.

OTHER AGENCIES
Use the object code as required in the agency's expenditure chart of accounts.

(3)
DESCRIPTION - ALL APPLIRCANTS
Provide a specific description of the type of expenditures.

(4)
AMOUNT For each function and object code indicate the budget amount requested. (Cells that are highlighted in gray do not require entires, as explained below).

(5) Complete by reporting total project disbursements as the date indicated at the top of the column (Do not include obligations)

(6) Enter total of encumbered obligations at the end of reporting month. (Do not include salaries and fringe benefits).

(7) Column (7), the Unobligated Balance automatically calculates when entries are made for Columns (4) through (6). No entries are required.
[Column (7) = Col. (4), the Budget Amount, minus Col (5), the Total Disbursements, minus Col. (6), the Obligations]

(8) Complete by reporting all current disbursements as of the Total Disbursements as of date. Enter the difference between the amount shown in Column (5) on the previous disbursement report and Column (5) of this report.

LINES

(9)-(13) The Totals for Columns (4)-(8) automatically sum on Lines (9) through (13) as values are enterd in columns (4) though (8). No entries are required

(14) The totals in the cells for line (14) automatically sum Lines (9) through (12) to represent the complete project status. No entries are required.

(15) The Finance Officer or authorized representative must certify and date the project disbursement report on the last page.
Enter the Disbursement Report Number and page informatin in the lower lefthand corner of the last page.

ATTACHMENT H

PY 2026-2027 Staffing Breakout Form

NFJP/Workforce Innovation and Opportunity Act, Section 167

Project / Agency: Farmworker Career Development Program/Manatee County School District TAPS 27B001

	(1) Position Title	(2) FTE	(3) Name of Staff Member	(4) Total Annual Salary	(5) Total Annual Benefits	(6) Benefits %	(7) Total Salary Charged to WIOA 167	(8) Salary %	(9) Total Benefits Charged to WIOA 167	(10) Total Benefits %
1.	Coordinator/ Recruiter	1.00	Anibal Rosario Planas	$ 64,185.48	$ 25,776.89	*40%*	*$ 64,185.48*	*100%*	$ 25,776.89	*100%*
2.	Bookkeeper/Case Manager	1.00	Carolina Prokic	$ 49,183.08	$ 19,998.88	*41%*	*$ 49,183.08*	*100%*	$ 19,751.93	*100%*
3.	Recruiter/Case Manager	1.00	Mary Ann Guerrero	$ 49,125.23	$ 19,949.16	*41%*	*$ 49,125.23*	*100%*	$ 19,728.69	*100%*
	Subtotals			$ 162,493.79	$ 65,724.93		$ 162,493.79		$ 65,257.51	
	Total Salary and Benefits						$ 162,493.79		$ 65,257.51	
	(11) Total Salary + Benefits Charged to WIOA 167								**$ 227,751.30**	
	(12) Grant Amount:		$ 281,589.00	Total Staff +Benefits:		**$ 227,751.30**		%	**81%**	

ALLOCATION NOT TO EXCEED 80%

Supervisor Signature: Kaththea Johnson Date: Jul 30, 2026

Please see justification for 1% ovarage in the budget narrative section of the RFA.

Revised 01/08/2025

12

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: COORDINATOR, FARMWORKER CAREER DEVELOPMENT PROGRAM
State Title: Specialist/Manager Pupil Personnel Services
JOB DESCRIPTION

JOB GOAL:
To provide leadership, coordination and supervision of the Farmworker Career Development Program serving adult migrant and seasonal farm workers.

QUALIFICATIONS:
1. Bachelor's Degree from an accredited institution.
2. Three (3) years' experience working with minority cultures and workforce development.
3. Experience in managerial/supervision, preferred.
4. Proficiency in English/Spanish.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of current trends, research, and best practices related to Migrant Education. Ability to read and interpret applicable laws, rules, policies, and procedures. Ability to communicate effectively orally and in writing in Spanish/English. Ability to plan, organize, and prioritize. Ability to use basic computer hardware and software. Ability to develop and manage budgets. Knowledge of federal, state and District rules, regulations, and policies as they relate to Migrant education and workforce development. Ability to work cooperatively with others.

REPORTS TO:
Executive Director, Adult, Career and Technical Education or designee

SUPERVISES:

Program Specialist	Youth Counselor
Program Recruiter	Case Manager
Secretary	

PERFORMANCE RESPONSIBILITIES:
1. Coordinate and supervise the Farmworker Career Development Program.
2. Comply with local policies, state and federal guidelines for the operation of the Farmworker Career Development Program.
3. Establish the procedures, schedules and forms for the operation of the program.
4. Complete and monitor the grant applications and reports on the program.
5. Collect and verify the data collection for the Farmworker Career Development Program.
6. Maintain the budgets and fiscal data for the program.
7. Represent the program before related agencies, other school programs and the business community.
8. Facilitate the recruitment, screening, eligibility and placement of participants in the program.
9. Monitor the progress of participants in the program.
10. Review and approve each application to determine compliance.
11. Counsel individual and small groups as required.
12. Supervise the preparation of weekly payroll information.
13. Initiate job placement procedures.
14. Assess each client and develop an appropriate educational program based on need.
15. Assist in organizing Farmworker Career Development Program Advisory Committee.
16. Serve on District, state or community councils or committees as assigned or appropriate.
17. Represent the District in a positive and professional manner.
18. Maintain expertise in assigned areas to fulfill project goals and objectives.
19. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
20. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
21. 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 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:

Revised:
07/08/2002
05/14/2007
04/10/2018
06/12/2018

SALARY SCHEDULE: SAMP
PAY GRADE: D09
SHORT TITLE: ICD002
STATE JOB CODE: 61010

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: BOOKKEEPER, SCHOOL
State Title: Bookkeeper, School
JOB DESCRIPTION

JOB GOAL:
To manage the school funds in a fair and equitable manner through accurate accountability and amicable relationships with all stakeholders.

QUALIFICATIONS:
1. High School Diploma or equivalent supplemented by business courses in bookkeeping or accounting.
2. Minimum of three (3) years of successful experience in bookkeeping or responsible account clerk work experience.
3. Comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge and ability to perform computer data entry, word processing and text management activities on terminals and/or microcomputers as required. Knowledge of the principles and practices of bookkeeping and the ability to apply this knowledge to work situations. Knowledge of the laws, rules and regulations controlling budgetary, internal record keeping activities and contract procedures. Ability to prepare complete and accurate accounting reports and statements. Ability to keep complex records, to assemble and organize data and to prepare reports from such records. Ability to operate typewriter and other standard office machines. Ability to type at a prescribed rate of speed. Ability to communicate effectively both orally and in writing.

REPORTS TO:
Principal/Director

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. Receive and receipt all monies deposited with the school.
2. Process all purchase orders in compliance with District policy.
3. Maintain all accounting records in compliance with District policy.
4. Assist staff to utilize funds and deposit funds in compliance with District policy.
5. Assist Principal/Director in the preparation of the annual budget for supplies and equipment.
6. Requisition supplies and equipment as requested by Principal/Director and/or staff.
7. Monitor all budget funds and grant monies assigned to the school.
8. Receive all supplies and equipment and distribute to appropriate staff members.
9. Maintain professional relationships with all personnel.
10. Develop and submit reports as required.
11. Attend workshops for updating software information and other professional growth needs.
12. Prepare materials for auditors and cooperate fully with audit needs.
13. Keep the Principal/Director well informed on all aspects of fund production and expenditures.
14. Pay all bills in a timely manner.
15. Communicate with vendors as needed.
16. Demonstrate initiative in the performance of assigned responsibilities.
17. Provide for a safe and secure workplace.
18. Model and maintain high ethical standards.
19. Maintain confidentiality regarding school matters.
20. Maintain positive relationships with staff and vendors.
21. Participate in workshops and training sessions as required.
22. Communicate effectively with staff and vendors.
23. Respond to inquiries and concerns in a timely manner.
24. Prepare all required reports and maintain all appropriate records.

25. Follow all School Board policies, rules and regulations.
26. Exhibit interpersonal skills to work as an effective team member.
27. Demonstrate support for the School District and its goals and priorities.
28. Perform other incidental 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 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:
Revised: 07/08/2002, 05/22/2018

SALARY SCHEDULE: SUPPORT
PAYGRADE: 29
SHORT TITLE: SCA040 (11 Month, Middle School), SCA024 (12 Month, High School)
STATE JOB CODE: 73097

THE SCHOOL BOARD OF MANATEE COUNTY
Local Title: RECRUITER, MIGRANT
State Title: Recruiter, Migrant Education
JOB DESCRIPTION

JOB GOAL:
To recruit and identify migrant children and youth, serve as a liaison between school, students and the family and ultimately promote educational success.

QUALIFICATIONS:
1. High School Diploma or approved equivalency diploma.
2. Ability to speak, read and write Spanish/English.
3. Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of current trends, research and best practices related to migrant education. Ability to read and interpret laws, rules, policies and procedures. Knowledge of community resources. Ability to communicate effectively orally and in writing in Spanish/English. Skilled in human interaction and conflict resolution. Ability to make presentations. Extensive knowledge of the organization, operation, programs and goals of the SDMC's Migrant Education Department. 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.

REPORTS TO:
Coordinator, Migrant

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
1. To meet with and interview prospective migrant students and their families to determine eligibility for program services.
2. Assist students and parents with school registration and orientation.
3. Accept and act upon referrals from migrant staff and other school personnel.
4. Facilitate communication between home and school through phone calls, home, and work site visits.
5. To inform students and parents/guardians of available services and act as liaison with other social service agencies to facilitate access.
6. Provide interpretation, translation and transportation services as needed.
7. Assist with parent involvement activities.
8. To distribute educational packets or other appropriate items to support OSYs.
9. Coordinate with local growers, crew leaders and other agencies to establish possibilities for recruiting migrant youth.
10. Maintain outreach logs and other required records.
11. Work flexible hours, including some evenings and weekends.
12. Use personal car for local and out-of-town travel.
13. Refer OSYs to appropriate educational and/or training programs.
14. Maintain confidentiality regarding school/workplace matters.
15. Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
16. Exhibit interpersonal skills to work as an effective team member.
17. Model and maintain high ethical standards.
18. Represent the District in a positive and professional manner.
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. Prepare all required reports and maintain all appropriate records.
22. Maintain expertise in assigned area to fulfill project goals and objectives.
23. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 25 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 in accordance with the agreement negotiated between the Manatee Education Association (MEA) and the School Board of Manatee County. Length of the work year and hours of employment shall be those in accordance with the agreement negotiated between the MEA and the School Board of Manatee County.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: 07/08/2002

Revised:
04/12/2016
05/22/2018

SALARY SCHEDULE: SUPPORT
PAY GRADE: 30
SHORT TITLE: STS031, STS032, STS140
STATE JOB CODE: 61023

School District of Manatee County
12-Month SAMP Salary Schedule 2025- 2026

Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
001	$36,583	$37,337	$38,090	$38,849	$39,615	$40,419	$41,227	$42,051	$42,895	$43,756	$44,625	$45,514	$46,429	$47,356	$48,304	$49,271	$50,255	$51,267	$52,287	$53,335	$54,404	$55,507	$56,633	$57,784	$58,958	$60,158	$61,384	$62,636	$63,917	$65,226	$66,561	$67,930
002	$38,814	$39,606	$40,403	$41,207	$42,030	$42,872	$43,732	$44,601	$45,494	$46,405	$47,334	$48,280	$49,244	$50,230	$51,237	$52,263	$53,306	$54,374	$55,461	$56,572	$57,716	$62,884	$63,733	$65,009	$66,310	$67,635	$68,988	$70,368	$71,775	$73,211	$74,675	$76,169
003	$41,193	$42,035	$42,875	$43,737	$44,605	$45,502	$46,407	$47,330	$48,285	$49,250	$50,234	$51,239	$52,270	$53,308	$54,376	$55,464	$56,575	$57,705	$58,855	$60,032	$61,255	$66,060	$67,380	$68,729	$70,102	$71,508	$72,935	$74,393	$75,881	$77,398	$78,946	$80,525
004	$43,695	$44,569	$45,465	$46,371	$47,299	$48,243	$49,211	$50,195	$51,201	$52,224	$53,264	$54,332	$55,419	$56,525	$57,659	$58,809	$59,995	$61,188	$62,417	$63,662	$64,936	$69,916	$71,315	$72,740	$74,196	$75,680	$77,194	$78,738	$80,313	$81,919	$83,557	$85,228
005	$46,312	$47,256	$48,203	$49,167	$50,152	$51,157	$52,180	$53,223	$54,282	$55,375	$56,479	$57,612	$58,756	$59,939	$61,135	$62,358	$63,603	$64,880	$66,180	$67,497	$68,983	$73,967	$74,468	$76,976	$78,516	$80,087	$81,688	$83,322	$84,989	$86,688	$88,422	$90,190
006	$49,179	$50,181	$51,191	$52,208	$53,253	$54,320	$55,410	$56,513	$57,644	$58,794	$59,972	$61,172	$62,396	$63,643	$64,918	$66,214	$67,538	$68,892	$70,264	$71,673	$73,105	$78,338	$79,905	$81,503	$83,133	$84,795	$86,491	$88,221	$89,985	$91,784	$93,620	$95,492
007	$52,135	$53,200	$54,272	$55,353	$56,462	$57,596	$58,744	$59,919	$61,113	$62,338	$63,585	$64,853	$66,153	$67,479	$68,822	$70,203	$71,604	$73,039	$74,502	$75,991	$77,550	$82,851	$84,509	$86,199	$87,923	$89,682	$91,475	$93,305	$95,170	$97,074	$99,015	$100,995
008	$55,313	$56,440	$57,568	$58,724	$59,896	$61,096	$62,316	$63,562	$64,834	$66,133	$67,453	$68,808	$70,177	$71,580	$74,012	$74,473	$75,962	$77,483	$79,016	$80,614	$82,301	$87,746	$89,502	$91,292	$93,117	$94,980	$96,880	$98,817	$100,793	$102,809	$104,865	$106,962
009	$58,698	$59,896	$61,089	$62,316	$63,560	$64,834	$66,132	$67,448	$68,802	$70,176	$71,577	$73,009	$74,471	$75,962	$77,482	$79,030	$80,612	$82,225	$83,862	$85,547	$87,274	$92,870	$94,729	$96,623	$98,557	$100,527	$102,537	$104,589	$106,680	$108,814	$110,990	$113,210
010	$61,008	$62,252	$63,496	$64,769	$66,068	$67,386	$68,733	$70,110	$71,511	$72,939	$74,399	$75,886	$77,404	$78,955	$80,531	$82,141	$83,786	$85,462	$87,172	$88,913	$90,700	$96,132	$98,068	$100,034	$102,039	$104,084	$106,169	$108,293	$110,467	$112,680	$115,138	$117,441
011	$63,781	$66,059	$67,479	$68,729	$70,099	$71,503	$72,932	$74,394	$75,881	$77,397	$78,950	$80,527	$82,134	$83,780	$85,458	$87,165	$88,908	$90,683	$92,499	$94,342	$96,199	$102,002	$104,043	$106,124	$108,247	$110,412	$112,620	$114,872	$117,170	$119,518	$121,904	$124,342
012	$68,672	$70,075	$71,478	$72,908	$74,368	$75,854	$77,363	$78,916	$80,491	$82,107	$83,748	$85,421	$87,132	$88,870	$90,651	$92,467	$94,315	$96,198	$98,123	$100,086	$102,063	$108,045	$110,206	$112,411	$114,659	$116,952	$119,291	$121,677	$124,109	$126,591	$129,121	$131,705
013	$72,838	$74,305	$75,797	$77,304	$78,854	$80,439	$82,038	$83,678	$85,350	$87,059	$88,803	$90,574	$92,386	$94,238	$96,118	$98,042	$100,008	$102,001	$104,044	$106,126	$108,241	$114,604	$116,944	$119,326	$121,754	$123,818	$126,333	$128,887	$131,495	$134,144	$136,835	$139,580
014	$77,271	$78,849	$80,426	$82,036	$83,672	$85,346	$87,056	$88,799	$90,568	$92,382	$94,233	$96,118	$98,042	$100,000	$101,997	$104,042	$106,117	$108,241	$110,412	$112,614	$114,850	$121,599	$123,992	$126,428	$128,918	$131,450	$134,030	$136,650	$139,319	$142,034	$144,794	$147,591
015	$79,566	$81,191	$82,815	$84,467	$86,154	$87,882	$89,636	$91,432	$93,261	$95,125	$97,026	$98,970	$100,947	$102,971	$105,026	$107,125	$109,268	$111,452	$113,685	$115,956	$118,245	$124,632	$127,124	$129,666	$132,260	$134,905	$137,602	$140,355	$143,162	$146,025	$148,946	$151,925
016	$82,627	$89,416	$91,199	$93,027	$94,888	$96,788	$98,724	$100,694	$102,713	$104,767	$106,860	$108,999	$111,179	$113,396	$115,672	$117,979	$120,340	$122,751	$125,208	$127,708	$130,274	$137,329	$139,872	$142,669	$145,523	$148,433	$151,402	$154,430	$157,520	$160,670	$163,883	$167,161
017	$94,746	$96,676	$98,616	$100,567	$102,597	$104,647	$106,758	$108,879	$111,058	$113,281	$115,545	$117,857	$120,216	$122,629	$125,068	$127,570	$130,125	$132,726	$135,380	$138,088	$140,864	$148,028	$150,990	$154,006	$157,088	$160,231	$163,436	$166,705	$170,039	$173,439	$176,908	$180,446
018	$102,840	$104,899	$106,578	$108,709	$110,883	$113,101	$115,364	$117,670	$120,025	$122,423	$124,873	$127,370	$129,918	$132,516	$135,166	$137,869	$140,628	$143,440	$146,309	$149,235	$152,220	$157,647	$160,791	$164,007	$167,286	$170,632	$174,045	$177,526	$181,076	$184,698	$188,392	$192,160

School District of Manatee County
12-Month Referendum Hourly, Non-Bargaining Schedule 2025 - 2026

Pay Grade	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
21	$12.32	$12.63	$12.88	$13.04	$13.35	$13.63	$13.82	$14.00	$14.40	$14.65	$14.94	$15.17	$15.65	$15.85	$16.19	$16.52	$16.85	$17.66	$18.00	$18.34	$18.68	$19.03	$19.40	$19.77	$20.14	$20.53	$20.92	$21.31	$21.71	$22.14	$22.58
22	$13.02	$13.82	$13.61	$13.73	$14.11	$14.40	$14.67	$14.79	$15.19	$15.48	$15.78	$16.00	$16.52	$16.75	$17.09	$17.43	$17.61	$18.66	$19.01	$19.38	$19.74	$20.11	$20.51	$20.90	$21.28	$21.69	$22.11	$22.53	$22.96	$23.42	$23.89
23	$13.71	$13.99	$14.27	$14.50	$14.80	$15.11	$15.41	$15.63	$16.08	$16.39	$16.72	$17.02	$17.42	$17.75	$18.05	$18.42	$18.57	$19.64	$20.01	$20.39	$20.79	$21.18	$21.58	$22.00	$22.42	$22.84	$23.28	$23.73	$24.18	$24.66	$25.15
24	$14.27	$14.50	$14.80	$15.11	$15.41	$15.63	$16.08	$16.39	$16.72	$17.02	$17.42	$17.75	$18.06	$18.55	$18.96	$19.32	$19.50	$20.63	$21.03	$21.42	$21.84	$22.25	$22.67	$23.10	$23.54	$23.99	$24.45	$24.92	$25.39	$25.90	$26.42
25	$14.80	$15.11	$15.41	$15.63	$16.08	$16.39	$16.72	$17.02	$17.42	$17.75	$18.06	$18.55	$18.88	$19.32	$19.76	$20.13	$20.32	$21.44	$21.87	$22.28	$22.69	$23.13	$23.57	$24.03	$24.49	$24.96	$25.44	$25.94	$26.44	$26.97	$27.51
26	$15.41	$15.63	$16.08	$16.39	$16.72	$17.02	$17.42	$17.75	$18.06	$18.55	$18.88	$19.32	$19.65	$20.14	$20.60	$21.01	$21.20	$22.36	$22.77	$23.22	$23.66	$24.11	$24.58	$25.05	$25.52	$26.02	$26.52	$27.02	$27.55	$28.10	$28.66
27	$16.08	$16.39	$16.72	$17.02	$17.42	$17.75	$18.06	$18.55	$18.88	$19.32	$19.65	$20.14	$20.61	$21.03	$21.45	$21.91	$22.08	$23.28	$23.73	$24.18	$24.65	$25.13	$25.60	$26.10	$26.60	$27.11	$27.63	$28.16	$28.71	$29.28	$29.87
28	$16.72	$17.02	$17.42	$17.75	$18.06	$18.55	$18.88	$19.32	$19.65	$20.14	$20.61	$21.03	$21.44	$21.98	$22.46	$22.84	$23.12	$24.31	$24.78	$25.26	$25.74	$26.24	$26.74	$27.26	$27.78	$28.30	$28.85	$29.40	$29.97	$30.57	$31.18
29	$17.42	$17.75	$18.06	$18.55	$18.88	$19.32	$19.65	$20.14	$20.61	$21.03	$21.44	$21.98	$22.41	$22.95	$23.43	$23.87	$24.12	$25.33	$25.82	$26.31	$26.82	$27.35	$27.87	$28.40	$28.96	$29.53	$30.11	$30.69	$31.29	$31.92	$32.56
30	$18.06	$18.55	$18.88	$19.32	$19.65	$20.14	$20.61	$21.03	$21.44	$21.98	$22.41	$22.95	$23.38	$23.93	$24.41	$24.90	$25.11	$26.35	$26.86	$27.38	$27.91	$28.43	$28.99	$29.56	$30.14	$30.72	$31.32	$31.91	$32.52	$33.17	$33.83
31	$18.88	$19.32	$19.65	$20.14	$20.61	$21.03	$21.44	$21.98	$22.41	$22.95	$23.38	$23.93	$24.31	$24.91	$25.46	$26.00	$26.21	$27.51	$28.04	$28.59	$29.13	$29.69	$30.27	$30.85	$31.45	$32.05	$32.69	$33.31	$33.96	$34.64	$35.33
32	$19.65	$20.14	$20.61	$21.03	$21.44	$21.98	$22.41	$22.95	$23.38	$23.93	$24.31	$24.91	$25.52	$26.08	$26.68	$27.23	$27.43	$28.78	$29.33	$29.90	$30.47	$31.06	$31.67	$32.28	$32.91	$33.54	$34.20	$34.86	$35.54	$36.25	$36.98
33	$20.61	$21.03	$21.44	$21.98	$22.41	$22.95	$23.38	$23.93	$24.31	$24.91	$25.52	$26.08	$26.66	$27.24	$27.85	$28.43	$28.71	$30.04	$30.62	$31.20	$31.81	$32.42	$33.05	$33.70	$34.36	$35.02	$35.71	$36.40	$37.11	$37.85	$38.61
34	$21.44	$21.98	$22.41	$22.95	$23.38	$23.93	$24.31	$24.91	$25.52	$26.08	$26.66	$27.24	$27.81	$28.45	$29.11	$29.67	$29.98	$31.34	$31.93	$32.55	$33.19	$33.83	$34.49	$35.15	$35.85	$36.54	$37.26	$37.99	$38.72	$39.49	$40.28
35	$22.41	$22.95	$23.38	$23.93	$24.31	$24.91	$25.52	$26.08	$26.66	$27.24	$27.81	$28.45	$29.17	$29.72	$30.40	$30.97	$31.26	$32.72	$33.35	$33.99	$34.64	$35.32	$36.00	$36.70	$37.41	$38.14	$38.88	$39.65	$40.42	$41.23	$42.05
36	$23.38	$23.93	$24.31	$24.91	$25.52	$26.08	$26.66	$27.24	$27.81	$28.45	$29.17	$29.72	$30.47	$31.11	$31.81	$32.41	$32.74	$34.15	$34.80	$35.48	$36.16	$36.88	$37.59	$38.33	$39.07	$39.84	$40.60	$41.40	$42.21	$43.05	$43.91
37	$24.31	$24.91	$25.52	$26.08	$26.66	$27.24	$27.81	$28.45	$29.17	$29.72	$30.47	$31.11	$31.75	$32.48	$33.24	$33.87	$34.20	$35.66	$36.36	$37.06	$37.79	$38.52	$39.26	$40.03	$40.81	$41.60	$42.43	$43.24	$44.09	$44.97	$45.87
38	$25.52	$26.08	$26.66	$27.24	$27.81	$28.45	$29.17	$29.72	$30.47	$31.11	$31.75	$32.48	$33.29	$34.05	$34.79	$35.47	$35.81	$37.29	$38.01	$38.74	$39.51	$40.26	$41.07	$41.87	$42.68	$43.52	$44.36	$45.24	$46.13	$47.05	$47.99
39	$26.66	$27.24	$27.81	$28.45	$29.17	$29.72	$30.47	$31.11	$31.75	$32.48	$33.29	$34.05	$34.79	$35.53	$36.30	$37.01	$37.36	$38.96	$39.72	$40.49	$41.28	$42.09	$42.91	$43.75	$44.61	$45.49	$46.37	$47.28	$48.21	$49.17	$50.15
40	$27.81	$28.45	$29.17	$29.72	$30.47	$31.11	$31.75	$32.48	$33.29	$34.05	$34.79	$35.53	$36.27	$37.15	$38.01	$38.72	$39.14	$40.70	$41.49	$42.30	$43.13	$43.98	$44.83	$45.71	$46.62	$47.53	$48.44	$49.40	$50.37	$51.38	$52.41
41	$29.17	$29.72	$30.47	$31.11	$31.75	$32.48	$33.29	$34.05	$34.79	$35.53	$36.27	$37.15	$38.01	$38.93	$39.81	$40.60	$40.97	$42.59	$43.42	$44.26	$45.13	$46.02	$46.91	$47.83	$48.78	$49.73	$50.70	$51.70	$52.71	$53.76	$54.84
42	$30.47	$31.11	$31.75	$32.48	$33.29	$34.05	$34.79	$35.53	$36.27	$37.15	$38.01	$38.93	$39.74	$40.64	$41.51	$42.34	$42.73	$44.42	$45.29	$46.18	$47.08	$48.00	$48.94	$49.89	$50.88	$51.88	$52.91	$53.94	$55.00	$56.10	$57.22

NARRATIVE SECTION

1. Project Abstract of Summary

The Farmworker Career Development Program (FCDP) of the School District of Manatee County is currently operating a National Farmworker Jobs Program and has done so, since 1965. In the 2026-2027 program year, the FCDP will serve Total Participants Goal of 39 Adult and 41 Youth in Manatee, Sarasota and Charlotte Counties agricultural farm workers and their families with specific concentration in big farming communities where they reside.

Our primary purpose is to strengthen the ability of eligible farm workers and their families to achieve economic self-sufficiency. The FCDP mission is to provide leadership in the delivery of educational, training, supportive and job placement services to chronically underserved, undereducated and underemployed farm worker families. The FCDP goal is to help eligible farm workers and their dependents obtain sustainable, unsubsidized, full-time, non-agricultural employment with benefits. In helping them reach this goal, the FCDP also helps farmworkers increase knowledge of non-agricultural career opportunities and employability skills, helps them increase social skills and obtain the education and job skills to prepare them to enter the non-agricultural workforce, stabilizing families.

Program design includes career services, training, and related services, including basic education, occupational and workforce training, job placement, supportive services, including referral to appropriate community agencies, and emergency assistance.

2. Project Need

The geographic service area of FCDP of the School District of Manatee County is Manatee, Sarasota, and Charlotte Counties. According to information provided by the University of Florida's IFAS Agricultural Extension, as of September 2023, Manatee County has approximately 14,000 acres of citrus groves with around 1.3 million trees. Oranges comprise about 91% of the citrus crops in Florida. Manatee County is home of Tropicana, one of the State's largest processors, whose juice is sold worldwide. As of 2022, Manatee County has 692 farms, with 93% considered small farms and 91% family owned. Approximately 56,000 acres are used for fruit and vegetable production, with most of it going to fresh market. Manatee County grows several of Florida's top economic crops: tomatoes, cucumbers, peppers, potatoes, green beans, sweet potatoes, and cabbage. The County ranks first in tomato production. Manatee County also has 11 fruit and vegetable packinghouses.

Agricultural work in our area has had a decline, with constructions and developments taking a large portion of lands previously used for agriculture. The climate and other natural factors have affected many crops in the last couple of years. Many farmers are relaying more and more on work provided by H2-A visas. Agricultural workers and their dependents are in need of alternatives that will help them to be employed and be productive. But they also face challenges that they need to overcome. Language barriers, lack of education and skills outside of agriculture, transportation issues, long work hours in physically demanding jobs. This population needs basic education and intensive job training, which they can access through the Farmworker Program. The FCDP develops partnerships for participants to take advantage of English literacy, General Educational Development (GED) preparation and testing, job training, and apprenticeships to prepare them for high-skill, high-wage, and high-demand occupations. The biggest challenges are family issues

such as proper nutrition, abuse, education, bills, job training, lack of transportation, which are primary concerns when helping participants achieve education, training, and employment goals in the small amount of time we must work with them. Partnerships with community agencies allow us to work collaboratively to provide participants with the support they need.

3. Labor Market Assessment

Labor Market Assessment Chart	
Answer the following:	***Provide a written response in the space below:***
*1. What are **the top 10** industries that currently employ the most workers in the local services area?*	*1. Retail Trade* *2. Health Care and Social Assistance* *3. Accommodation and Food Services* *4. Construction* *5. Manufacturing* *6. Administrative and Support and Waste Management and Remediation Services* *7. Professional, Scientific, and Technical Services* *8. Other Services (except Public Administration)* *9. Wholesale Trade* *10. Arts, Entertainment, and Recreation*
*2. What are the top 10 **industries** predicted to have the most future job openings/growth in the local service area?*	*1. Specialty Trade Contractors* *2. Food Services and Drinking Places* *3. Ambulatory Health Care Services* *4. Educational Services* *5. Administrative and Support Services* *6. Self-Employed Workers, Primary Job* *7. Professional, Scientific, and Technical Services* *8. Nursing and Resident Care Facilities* *9. Clothing and Clothing Accessories Stores* *10. Construction of Buildings*
*3. What are the top 10 **occupations** predicted to have the most future job openings/growth in the local service area?*	*1. Chief Executives* *2. General and Operations Managers* *3. Legislators* *4. Marketing Managers* *5. Sales Managers* *6. Administrative Services Managers* *7. Computer and Information Systems Managers* *8. Financial Managers* *9. Industrial Production Managers* *10. Purchasing Managers*

4. *What will be the 10 fastest growing **industries** (by percentage change of jobs) in the local service area?*	1. *Specialty Trade Contractors* 2. *Wood Product Manufacturing* 3. *Nonmetallic Mineral Product Manufacturing* 4. *Construction of Buildings* 5. *Water Transportation* 6. *Furniture and Home Furnishings Stores* 7. *Heavy and Civil Engineering Construction* 8. *Nursing and Residential Care Facilities* 9. *Ambulatory Health Care Services* 10. *Management of Companies and Enterprises*
5. *What will be the 10 fastest growing **occupations** (by percentage change of jobs) in the local service area?*	1. *Plasterers and Stucco Masons* 2. *Drywall and Ceiling Tile Installers* 3. *Roofers* 4. *Cargo and Freight Agents* 5. *Cost Estimators* 6. *Sheet Metal Workers* 7. *Cement Masons and Concrete Finishers* 8. *Physicians Assistants* 9. *Health Specialties Teachers, Postsecondary* 10. *Health Diagnosing and Treating Practitioners, All Other*
6. *What training is offered in the **agricultural** and **service** industries within the local service area?*	*None to report in our area.*
7. *What **employment** opportunities are available in the agricultural and service industries within the local service area?*	*None to report in our area.*

4. Project Design and Implementation (a-h)

a. Objectives and Timelines

Performance Target Plan for PY 26/27		
Performance Measures	**ADULT**	**YOUTH**
Total Participants	39	41
Attained a Credential	13	9
Entered Employment	TBD	TBD
Measurable Skill Gains	13	9
Reportable Individuals	8	4

Timeline for PY 26/27	
Quarters	**Plan to Achieve Measurable Objectives**
Quarter 1: July – September	6 Adults, 4 Youth to be identified and recruited at MTC, STC; all Manatee, Sarasota, and Charlotte County High Schools. Farm and community recruitment.
Quarter 2: October – December	5 Adults, 4 Youth to be identified and recruited at MTC, STC; all Manatee, Sarasota, and Charlotte County High Schools. Farm and community recruitment.
Quarter 3: January – March	6 Adults, 4 Youth to be identified and recruited at MTC, STC; all Manatee, Sarasota, and Charlotte County High Schools. Farm and community recruitment.
Quarter 4: April – June	5 Adults, 3 Youth to be identified and recruited at MTC, STC; all Manatee, Sarasota, and Charlotte County High Schools. Farm and community recruitment.

b. Participant Assessment

During the comprehensive assessment process, all program participants are pre-tested to determine their reading and math levels. This includes participants enrolled in Adult Basic Education (ABE), English for Speakers of other Languages (ESOL), General Educational Development (GED), Employability Skills, Career and Technical Education (CTE), Paid Work Experience (PWE), and On-the-Job Training (OJT). After intake, participants who can speak English are given the Test of Adult Basic Education (TABE). Limited English proficient (LEP) students are given Comprehensive Adult Student Assessment Systems (CASAS).

Upon enrollment in Manatee Technical College (MTC)-Adult Education program, Limited English Proficiency students (LEP) are assessed with the Florida Department of Education (FLDOE) approved Comprehensive Adult Student Assessment Systems (CASAS), a test used for basic skills, for placement in English literacy classes.

For Program Year 2026-27 it is planned that all program participants will complete a formal career assessment. "*My Next Move*" of Occupational Information Network (O*NET) online is the new Interest Profiler used by our Case Managers to help clients to find out what their interests are and how they relate to the world of work. The sections include sixty questions that cover self-assessment, occupational search, occupational requirements, interest and skills, new work options, and academic/college preparation. Upon completion, the case manager counsels each participant and assists in the completion of the Individual Employment Plan that establishes goals and steps to obtain full-time employment with benefits.

Using the assessment information, Department of labor Employment and Training Administration (DOLETA's) suite of online career tools, the labor market demands and the training programs available, the case manager develops a comprehensive Individual Employment Plan (IEP) for each participant which is aligned to both the participant's career aptitude and Workforce Innovation Opportunity (WIOA) guidelines and which takes into consideration the student's needs, background, barriers, and goals for employment. The purpose of the IEP is to set a realistic program goal and the steps to remove barriers to employment. This is not an ESE IEP, but a plan focused on Educational and Training Goals. The case manager proposes a recommended schedule based on testing results, past vocational experience, personal qualities, student interest, educational background, and class/program availability. If On the Job Training (OJT) or Paid Work Experience is indicated, an appropriate site is located for the participant. As the participant nears the end of his/her training, a post-test is administered documenting both possible employability enhancements and determining a participant's academic progress.

Initial Assessment/Post Assessment: Initial assessment includes the Test of Adult Basic Education (TABE) and O*Net Online career interest inventory. An initial assessment will determine eligibility and evaluate the needs. Eligible applicants are selected according to their need, which includes educational/vocational deficiencies and economic factors. Client motivation and interest and availability of programs designed for client's needs are also considered. The program orientation carried out by the coordinator includes a general introduction to program services of counseling, training, and job placement. Each participant is given a student handbook and informed of Farmworker Education Program Policies and Procedures.

Diagnostic Testing: During the comprehensive assessment process, all program participants are pre-tested to determine their reading and math levels. This includes participants enrolled in Adult ABE, ESOL, GED, Employability Skills, Vocational Education, Work Experience (WE), and OJT. The Test of Adult Basic Education (TABE), Level A, is the standardized test of basic skills used by both the Adult Education and Vocational Departments. Limited English Proficiency (LEP) are given a CASAS Placement Test, if unable to comprehend the TABE.

For Program Year 2026-27, it is planned that all 80 program participants will complete a formal vocational assessment system. The system, *My Next Move*, covers twelve interrelated sections including self-assessment, occupational search, occupational requirements, interest and skills, new work options, academic/college preparation, financial aid, career planning, decision-making, and short-term or four-year course strategies. Once testing is finished, the case manager counsels each participant and assists in the completion of the Individual Employment Plan that establishes goals and the steps to complete these goals. If On the Job Training (OJT) or Work Experience (WE) is indicated, an appropriate site is located for the participant.

As the participant nears the end of his/her training, a post-test is administered documenting both possible employability enhancements and determining a participant's academic progress. For reliable measurement purposes, every attempt is made to administer the same test as the pre-test (TABE, CASAS).

Technology-Based English Instruction: If English instruction is deemed necessary for participants enrolling in a specific career/technical education program, they will have the opportunity to participate concurrently in technology-based English instruction using Internet-based programs such as *Burlington English*, *Native Accent*, *Rosetta Stone*, or *Common Core Achievement* available via Manatee County Schools Adult General Education program.

Career-Oriented Service Plan: In accordance with our partnership with CareerSource, the FCDP serves as a resource center where information on training programs and local, regional, and state labor market is available to all customers. Bulletin boards display job openings and are updated weekly. So that clients may receive additional assistance, FCDP recruiters help all clients enroll in the ***Employ Florida Marketplace*** system. Assistance for WAGES and unemployment compensation is provided by the CareerSource Suncoast Career Centers in Bradenton, Sarasota, and Venice.

Training Providers: The three Jobs and Career Resource Centers of the CareerSource Suncoast (formerly Workforce Board), Manatee, and Suncoast Technical Colleges, Hillsborough Community College, Manatee Chamber of Commerce, the Latin Chamber of Commerce and State College of Florida play vital roles in the Economic Development Council to develop vocational training that meets the workforce demand in our area. These organizations are training providers for our students.

c. Training and Other Services

i. Adult Participants:

Planned Allowable Activities and Services	
Career Services	**How program plans to offer services that will be provided:**
• Basic Career Services	Determine if a participant is eligible to receive assistance. Assist Participant with job search, resume preparation and introduce them to the labor market where they can match their skills with labor market employers.
• Individualized Career Services	Complete Initial Assessment as well as aptitude assessment to complete and develop the IEP Plan with Participant on a step-by-step plan to obtain Career Training that will lead to full-time high pay employment.
• Follow up Services	Maintain contact with Participant after placement to advise on work ethic questions or guidance.
Training Services	
• Occupational Skills Training	Provide paid work experience matching career training to help individual the training skills to maintain a full-time job.
• Registered Apprenticeship	Refer to Stephen Seville (Apprenticeship Programs DOE) and CareerSource Suncoast.
• On the Job Training (*optional*)	
Related Assistance Services	
• Emergency Assistance to Reportable Individuals	We will refer Reportable Individuals to ALPI for Emergency Assistance for Housing/Rent, Food, Gas/Transportation.
• Pesticide and worker safety training (*optional*)	

ii. **MSFW/NFJP Youth Services:**

Planned Youth Required Services	
Youth Program Elements	**How program plans to offer services that will be provided:**
1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention	Study skills-training for students in specific study skills mode, good study habits, instruction with practice, and constructive feedback after feedback. Collaboration with Migrant Education Program of the School District of Manatee County, ESOL Department of the SDMC, and ESOL Program at Manatee Technical College, Camp Program
2. Alternative Secondary School Dropout Recovery Services	Utilizing current organizational tools and agency specific/ Workforce. Collaboration with Manatee Technical College and their GED Program.
3. Paid and Unpaid Work Experience	On the job training opportunities-paid on the job learning. Collaboration with Manatee Technical College.
4. Occupational Skills Training	Occupational Skills Training criteria with results focused on generating a post-secondary credential.
5. Education Offered Concurrently with Workforce Preparation	Specific Occupational Training.
6. Leadership Development Opportunities	Training decision making, including determining priorities and problem solving. Collaborations with UnidosNow and Beth-El Farm Working Ministries / Harvesting Dreams Program.
7. Youth Supportive Services	Assistance with educational testing. Referrals to community partnerships for services including referrals to health services, legal services, food pantries, and other wrap-around services.
8. Adult Mentoring	Career options exposure that includes job requirements & Employability Prospects/Viability. Collaborations with UnidosNow and Beth-El Farm Working Ministries / Harvesting Dreams Program.
9. Follow up Services	Provide access to activities that help youth prepare for/transition to postsecondary education & training.
10. Comprehensive Guidance and Counseling	Career Counseling provided by Case Managers in collaboration with Graduation Enhancement Technician of the Migrant Education Program, school counselors.
11. Financial Literacy Education	Teach youth about credit reports, credit scores, and protecting against identity theft. Referral to Financial Literacy Classes offered by CHS at Daughtry Elementary School.

12. Entrepreneurial Skills Training	Important basics regarding starting and running a business.
13. Services that Provide Labor Market Information	Employ Florida Labor Market information in local area. Assistance with registering in Employ Florida, training on how to use it, assistance in office to expand search.
14. Postsecondary Preparation and Transition Activities	Successful completion of HS Diploma, GED or equivalency assessment. Information provided about scholarships. Assistance completing FAFSA.

d. Apprenticeship Capability: Participants interested in Apprenticeship Programs will be referred to Steve Seville, the Region's Apprenticeship and Training Representative for Florida and FCDP Manatee Advisory Board Member.

Apprenticeship Capability	
Local Registered Apprenticeship Training Representative (ATR):	Stephen Seville Apprenticeship Office, c/o State College of Florida
ATR Contact Information: ○ Phone ○ Email ○ Address	941-363-7223 Stephen.Seville@fldoe.org 7131 Professional Parkway, East Lakewood Ranch, Florida 34240
List Local Apprenticeship & Pre-Apprenticeship Programs:	ACF Sarasota Bay Chef Association, GNJ FL007900025 Cook (Hotel & Restaurant) 6000 Time-Based Hospitality & Tourism Seville Region 7 Brian Knecht (941) 924-1365 62438 brian_knecht@sarasota.k12.fl.us P. O. BOX 17434 Sarasota 34276 Sarasota County Bartelt Packaging, LLC Apprenticeship, INJ 2020-FL-75839 Machine Builder 2400 Competency-Based Manufacturing Seville Region 7Jennifer Rains (941) 359-4000 jennifer.rains@khs.com 5501 N. Washington Blvd Sarasota 34243 Sarasota County CareerSource Suncoast Apprenticeship Program GNJ 2018-FL-71010 Additive Manufacturing Technician (Manufacturing and Production Technician) 2000 Time-Based Manufacturing Seville Region 7 Anthony Gagliano (941) 343-8819 agagliano@careersourcesc.com 3660 N. Washington Boulevard Sarasota 34234 Sarasota County CareerSource Suncoast Apprenticeship Program GNJ 2018-FL-71010 Industrial Maintenance Mechanic 8000 Time-Based Manufacturing Seville Region 7 Anthony Gagliano (941) 343-8819 agagliano@careersourcesc.com 3660 N. Washington Boulevard Sarasota 34234 Sarasota County CareerSource Suncoast Apprenticeship Program GNJ 2018-FL-71010 Industrial Production Supervisor (Manager) 4000 Time-Based Manufacturing Seville Region 7 Anthony Gagliano

(941) 343-8819 agagliano@careersourcesc.com 3660 N. Washington Boulevard Sarasota 34234 Sarasota County CareerSource Suncoast Apprenticeship Program GNJ 2018-FL-71010 Project Manager 2000 Time-Based Architecture & Construction Seville Region 7 Anthony Gagliano (941) 343-8819 agagliano@careersourcesc.com 3660 N. Washington Boulevard Sarasota 34234 Sarasota County CareerSource Suncoast Apprenticeship Program GNJ 2018-FL-71010 Tool And Die Maker (Die Manufacturer) 8000 Competency-Based Manufacturing Seville Region 7 Anthony Gagliano (941) 343-8819 agagliano@careersourcesc.com 3660 N. Washington Boulevard Sarasota 34234 Sarasota County CareerSource Suncoast Apprenticeship Program GNJ 2018-FL-71010 Laundry-Machine Mechanic 6650 Competency-Based Manufacturing Seville Region 7 Anthony Gagliano (941) 343-8819 agagliano@careersourcesc.com 3660 N. Washington Boulevard Sarasota 34234 Sarasota County Childcare Apprenticeship Program of Manatee County FL007900014 Child Care Development Specialist 4000 Time-Based Education & Training Seville Region 7 Donna Desantis, Chairman (904) 665-7617 manateechildcare@gmail.com 6305 STATE ROAD 70 EAST Bradenton 34203 Manatee County Early Learning Coalition of Sarasota County Childcare Apprenticeship Program, GNJ 2023-FL-121458 Child Care Development Specialist 4000 Time-Based Education & Training Seville Region 7 Barbara Papantonakis (941) 954-4830 bpapantonakis@elcsarasota.org 6003 Honore Ave., Suite 106 Sarasota 36238 Sarasota County Florida Swimming Pool Association 2020-FL-75282 Swimming-Pool Servicer 4000 Time-Based Architecture & Construction Seville Region 7 Brittany Cagle (407) 450-7206 Brittany@FloridaPoolPro.com 2555 Porter Lake Dr., Suite 106 Sarasota 34240 Sarasota County Manasota Masonry Apprenticeship GNJ FL001970018 Bricklayer (Construction) 6000 Time-Based Architecture & Construction Seville Region 7 Dennis Neal, Chairman (941) 224-3787 tedpodgis@earthlink.net P. O. Box 19799 Sarasota 34276 Sarasota County Manasota PHCC Plumbing Apprenticeship Program, Inc. GNJ FL001950012 Plumber 8000 Time-Based Architecture & Construction Seville Region 7 Robb Wolf, Chairman (850) 433-7396 Robbie.wolf@sarasotacountyschools.net 4748 Beneva Road Sarasota 34233 Sarasota County Manatee Technical College Apprenticeship Program-GNJ 2024-FL-126935 Child Care Development Specialist 4000 Competency-Based Education & Training Seville Region 7 Michelle Meluch; Justin Erickson (941) 751-7900 ext-46004 meluchm@manateeschools.net;

	ericksonj@manateeschools.net 6305 State Road 70, East Bradenton 34203 Manatee County New Town Healthcare Apprenticeship Program, GNJ 2022-FL-112662 Dental Assistant 2000 Competency-Based Health Science Seville Region 7 Angela Miles (941) 306-6275 Holy1957@gmail.com PO Box 2785 Sarasota 34230 Sarasota County New Town Healthcare Apprenticeship Program, GNJ 2022-FL-112662 Dental Office Administrator 4000 Time-Based Business Management and Administrative Seville Region 7 Angela Miles (941) 306-6275 Holy1957@gmail.com PO Box 2785 Sarasota 34230 Sarasota County New Town Healthcare Apprenticeship Program, GNJ 2022-FL-112662 Dental Office Coordinator 2000 Time-Based Business Management and Administrative Seville Region 7 Angela Miles (941) 306-6275 Holy1957@gmail.com PO Box 2785 Sarasota 34230 Sarasota County Sarasota Child Care Apprenticeship Program GNJ FL007910008 Child Care Development Specialist 4000 Time-Based Education & Training Seville Region 7 Constance Snyder (904) 665-7617 elizabeth.ellis@sarasotacountyschools.net 4748 BENEVA ROAD Sarasota 34233 Sarasota County Sarasota County Fire Department JATC FL007830023 Fire Medic 7000 Time-Based Law, Public Safety & Security Seville Region 7 William Costello (941) 861-2190 mhaslem@scgov.net 400 NORTH BENEVA ROAD Sarasota 34232 Sarasota County Technical Education Council, LLC 2019-FL-72946 Electrical Technician (Low Voltage Technician) 8000 Time-Based Architecture & Construction Seville Region 7 Kelsey Usher (941) 410-0039 Kelsey@technicaleducationcouncil.com 168 Sarasota Center Blvd. Sarasota 34234 Sarasota County Technical Education Council, LLC 2019-FL-72946 Electrician (Alternate Title: Interior Electrician) 8000 Time-Based Architecture & Construction Seville Region 7 Kelsey Usher (941) 410-0039 Kelsey@technicaleducationcouncil.com 168 Sarasota Center Blvd. Sarasota 34234 Sarasota County Technical Education Council, LLC 2019-FL-72946 Roofer 4000 Time-Based Architecture & Construction Seville Region 7 Kelsey Usher (941) 410-0039 Kelsey@technicaleducationcouncil.com 168 Sarasota Center Blvd. Sarasota 34234 Sarasota County Volt Power Company Apprenticeship Program INJ FL006156744 Line Installer-Repairer 8000 Time-Based Energy Seville Region 7 Daniel Welch, President Of Training (561) 842-1063 dwelch@tdsolutions.com 2950 Lena Road Bradenton 34211 Manatee County
Number of participants placed in apprenticeship programs:	None of our participants have shown interest in apprenticeship programs. Most have a desire to complete a technical degree.

Plan to enroll participants into registered apprenticeship and pre-apprenticeship programs:	Participants interested in Apprenticeship Programs will be referred to Stephen Seville. We are also exploring the possibility of farmers in our area to start their own apprenticeship programs in collaboration with CareerSource Suncoast to provide them expanded knowledge and opportunities at better wages.
Past successes and challenges:	N/A

e. Collaboration with Local Agencies

The FCDP has an excellent partnership and a good referral system with community and business organizations, farm owners, Manatee District Schools, and programs serving the farm worker population. Agencies providing supportive services are the Association of Farm Worker Opportunity Programs, Catholic Charities, GROW Early Learning, Career Source Suncoast, Manatee County Health Department, Legal Services of Manasota, Family Services, Goodwill, HOPE, and Migrant Education Program. Health services are provided by MCR Health Services (formerly known as Manatee County Rural Health Services), Manatee Memorial Hospital Indigent Program, and We Care Manatee. Facilities are provided by Falkner Farms, and School District of Manatee County. Legal services are provided by Gulf Coast Legal Services. Domestic violence advocacy is provided by Helping Out People Every Day (HOPE) Family Services. Shelter and emergency services are provided by Salvation Army of Manatee County. Food and clothes are provided by Meals on Wheels, Goodwill, Children's Home Society at Daughtry Elementary, and Stillpoint House of Prayer. Tutoring, counseling, and training for farmworker youth are provided by CareerSource Suncoast.

f. Collaboration with the Local Workforce Development Board (LWDB)

A fully executed Memorandum of Understanding (MOU), with current signature, is included in this application. The FCDP has had an MOU with CareerSource Suncoast (Region 18 Workforce Board) since the year 2000. We have an excellent partnership with them. One of the local CareerSource Florida Regional Team is present at MTC Monday through Thursday—MTC provides an office for their staff to work directly with students. The Collaboration agreement is attached.

g. Local Advisory Board

The Manatee FCDP Local Advisory Council (LAC) has been in existence for many years and very active since 1998. The Manatee LAC follows state guidelines for its organizational structure and how business is conducted. The overall mission of the LAC is to assist in program planning, marketing, and to provide information regarding job availability and placement possibilities to benefit participants' success. Local issues to discuss during the School Year 2026-27, sponsorships, apprenticeships, community needs for skills, jobs and trainings. Four LAC meetings are scheduled for the 2026-27 school year. A list of members is included in the attachments.

h. Recruitment/Enrollment Plan

The Recruitment Enrollment Plan consists of the dissemination and sharing of information about the FCDP to migrant and seasonal farmworkers, as well as collaborating agencies, the local community, and other organized entities. FCDP Manatee uses a variety of outreach and recruitment strategies in English, Spanish, and Creole. Program promotions are done with the Migrant Education Program during their Migrant Resource Fairs, CareerSource Suncoast One-Stop Centers annual Job Fair, MCR (Manatee County Rural) Health Services Fairs, and East Coast Migrant Head Start Project in Myakka Annual Backpack Giveaway Sponsored by MCR and

Tropicana. Home and school visits are made in areas where large concentrations of farmworkers reside. Information is disseminated through community events like sporting events and free health clinics. Announcements are made in local news media including Spanish language publications, as well as through attendance at CareerSource Suncoast board meetings and other interagency meetings. Manatee Technical College also promotes the program on the college website in English, Spanish, Haitian Creole, or any other language using Google Translate. MTC's website, Facebook page, Twitter, and You-Tube channel include news releases, photos of events, and general information on Manatee FCDP. Information includes services the FCDP offers, where and when services can be obtained, and information on program eligibility.

i. Evidence of Capability

The Farmworker Career Development Program of School District of Manatee County (SDMC) has been successfully operating since 1965. Since 1998, our program has helped establish a family literacy site in Falkner Migrant Camp in Myakka City, offering English and ABE classes, heat & stress, Pesticides and Occupational Safety and Health Administration (OSHA) training, tutoring, free health care services and other trainings. We have a long history of meeting or exceeding our communities' educational and training expectations, as well as goals and deliverables for federal, state, and local grants.

Evidence of Capability - Past Performance		
Performance Measures	**PY 24/25**	**PY 25/26**
Total Participants	98	78*
Entered Employment	37	33*
Attained a Credential	20	20*
Measurable Skill Gains	40	39*

*At the moment of completing this document, 2025-2026 Year has not finished. Therefore, these numbers do not reflect the complete data of the year.

Budget

To accomplish the goals of this project, Manatee requests to use the project budget to pay for staff costs for salaries and benefits of three Farm Worker Career Development staff: a Coordinator/Recruiter (1.0 FTE), a Bookkeeper/Case Manager (1.0 FTE), and Case Manager/Recruiter (1.0 FTE). The staffing arrangement for this large program meets or exceeds the optimal staffing patterns directed by FLDOE but exceeds the salary/benefit criteria at 81% of the allocation. Without the 1% overage, the bookkeeper/case manager would go from 40 hours to 30 hours per week, which would interrupt the FCDP functions performed by the bookkeeper/case manager for those 10 hours each week. Those functions/duties include participants receiving training allowances and stipends, participant courses enrollments, outreach efforts via participant and vendor FCDP information, as well as entering case notes into the Employ Florida trackers for the participants and uploading trackers and timesheets for all exciting participants. Given that our projected goals for this year have increased, we believe it is very important to have both case managers at a full 40 hours, as this would give our program the opportunity to ensure that our performance targets are met.

Travel will support mileage within the county and out of county travel for outreach and recruitment, meetings, and trainings. The total for in and out of county travel will not exceed $4,200. Out-of-country travel will cover staff expenses for recruitment in Sarasota and Charlotte Counties, as well as select areas of Ruskin, Arcadia, and Wimauma; state and national conferences, as well as meetings outside Manatee County. Other expenses include Related Assistance, Allowance/stipend that will assist participants for training attendance, as an aid for transportation, gas, etc. and for measurable skills gain for training completion, as well as for placements. A

Stipend per program year for participants obtaining a recognized credential and one for Job Placement following guidelines.

Other Program Costs: Materials and Supplies (clients) $4,000 for uniforms and items/tools required in classes and/or training as well as for job placements; Tuition dues and fees $15,000 for classes, testing and industry certifications for participants enrolled in training programs such as in adult education, career and technical education; Textbooks and Workbooks $461.28 for class requirement or term; Printing and Copying $200.

Indirect cost is figured at the district approved rate of 5%. All expenses are allowable, realistic, accurate, and clearly relate to and reflect project activities, objectives, and outcomes. In-kind contributions include the office space and utilities, which are valued at $35,000 and support services (academic and career counseling and financial aid), valued at $75,000, provided by Manatee Technical College, for a combined in-kind of $110,000 from the School District of Manatee County.

Per Justification for having a bookkeeper/support services provider: While located at Manatee Technical College (MTC) until 2018 our program was under their grants manager who made sure bookkeeping for FCDP was done. Upon releasing our program to a stand-alone project under Manatee County Schools Adult, Career and Technical Education (ACT), all program duties became the coordinator's responsibility. Since Internal Control does not allow the coordinator to handle bookkeeper duties, a bookkeeper was needed to continue the program. Upon our move, the accountant for adult education suggested for Carolina to move from secretary position to bookkeeping as she was already doing part of it at MTC. This would also grant her access to our budget reports and different tasks. Several adjustments were made for PY2019-2020 to promote her to Bookkeeper, though she continued and continues to assist with many secretarial and other

support services duties. By School District Standards, this program cannot function without a bookkeeper. Though housed with the Manatee County Schools Adult, Career and Technical Education (ACT) we are a stand-alone program, totally responsible for our being. This has been and continues to be since PY2018-19. Bookkeeper will also provide support in Case Management and Recruitment efforts.

FLORIDA DEPARTMENT OF EDUCATION
Request for Application (RFA Discretionary)
2026-2027 Farmworker Career Development Program (FCDP)
Attachment A
Allocation Funding Amount

The Allocation Chart is subject to change based on the final federal allocation. All awardees will be notified regarding their final allocation prior to the issuance of their Program Year (PY) 2026-2027, DOE 200, Award Notification. The method of payment will be Federal cash advances made by state warrant or electronic funds transfer (EFT). Requests for federal cash advance must be made through FDOE's Florida Grants System (FLAGS).

Formula: Funding amount divided by the participant totals equals the cost per participant of $7,611.

Agency Number	2026-2027 Projected Subrecipient Agency Allocations and Counties Served		Allocation	Participant Totals	Cost Per Participant
540-TBD	Regions 7, 8, 9, 10, 11	Putnam County School District Counties: Alachua, Bradford, Clay, Duval, Flagler, Marion, Nassau, Union, Putnam, St. Johns, Volusia	$258,759	34	$7,611
290-TBD	Regions 14, 15, 16	Hillsborough County School District Counties: Hillsborough, Pinellas, Pasco	$350,084	46	$7,611
530-TBD	Region 17	Polk County School District Counties: Polk	$266,368	35	$7,611
410-TBD	Regions 18, 24	Manatee County School District Counties: Charlotte, Manatee, Sarasota	$281,589	37	$7,611
282-TBD	Region 19	South Florida State College Counties: Desoto, Hardee, Highlands	$296,810	39	$7,611
562-TBD	Regions 19, 20	Indian River State College Counties: Indian River, Martin, Okeechobee, St. Lucie	$380,526	50	$7,611
110-TBD	Regions 21, 24	Collier County School District Counties: Hendry, Collier, Lee, Glades, Palm Beach	$350,084	46	$7,611
761-TBD	Regions 22, 23	Miami-Dade County Community Action and Human Services Counties: Miami-Dade, Monroe	$471,852	62	$7,611
Totals			*$2,656,072	349	$7,611

*Total of funding amounts may vary based upon performance and USDOL funding levels.

FLORIDA DEPARTMENT OF EDUCATION
Request for Application (RFA Discretionary)
2026-2027 Farmworker Career Development Program (FCDP)
Attachment E
Program Purpose and Overview of Allowable Activities and Services

The program's purpose is to strengthen the ability of eligible Florida farmworkers and their families to achieve economic self-sufficiency. The program serves eligible farmworkers and their dependents that have the following socio-economic and educational barriers, as identified by the United States Department of Labor for WIOA, Title I, Section 167 funded programs:

• Dropout	• Unemployment claimant
• Unemployed	• Unemployment funds exhausted
• Limited English proficient	• Offender or parolee
• English reading below grade 9	• Individuals with disability
• Math skill below grade 9	• Single parent with dependent under 18
• Migrant Farmworker	• Pregnant / parenting youth
• Seasonal Farmworker	• Long term agriculture employed
• Economically disadvantaged	• Lacks work history outside agriculture
• Food stamp recipient	• Transportation hardship
• Veteran	• Homelessness
• Foster youth	

Allowable Program Activities
To meet the education, training and employment needs of farmworkers and their families, program funds should be used to provide individuals with **Career Services** and **Training Services** as described in Section 134, paragraph (d)(2) of the Act. These services must reflect the needs of the farmworkers and their dependents in the service areas and include the services and training necessary to achieve each participant's employment goals.

Career Services
Services to be delivered by the program are listed below and are authorized by 20CFR §678.45-430.
Basic Career Services:

- Eligibility determinations.
- Outreach, intake, and orientation to the information and services available through the workforce system.
- Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
- Labor exchange services, including:
  - Job search and placement assistance and career counseling; and
  - Appropriate recruitment and other business services on behalf of employers.
- Provision of referrals to and coordination of activities with other programs and services.
- Labor market information, including listings of job vacancies and the skills needed to obtain these jobs, and the occupations that are in demand in the local area and the earnings and skill requirements for such occupations.
- Information about the performance and cost of eligible training providers.
- Information about how the local workforce investment area is performing.
- Information about supportive services available in the area and referral to these services.
- Information about applying for unemployment compensation; and
- Assistance with establishing eligibility for non-WIOA programs of financial aid for training and education programs.

Individualized Career Services are to be provided by local areas as appropriate to help individuals obtain or retain employment, and may include the following:

- Comprehensive and specialized assessments of skill levels and service needs, which may include use of diagnostic testing and other assessment tools, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Developing an individual employment plan (IEP).
- Group counseling.
- Individual counseling.
- Career planning.
- Short-term pre-vocational services, including the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct.
- Internships and work experiences that are linked to careers.
- Workforce preparation activities.
- Financial literacy services include educating participants on how to create budgets; opening bank accounts; managing spending, credit, and debt; making informed financial decisions; understanding identity theft and the significance of credit reports and scores; etc.
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrate education and training programs.

Follow-up services must be provided, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Work Experience (Optional)

An internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period. Work experience can be conducted in the private, nonprofit and public sectors. Work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act [20CFR §680.180]. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Training Services

Training services may include the following [WIOA sec. 134(C)(3)(D) and 167(D) and 20 CFR §680.200]:

- Occupational skills training, including training for nontraditional employment.
- On-the-job training (OJT).
- Registered Apprenticeship.
- Incumbent worker training.
- Programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skills upgrading and retraining.
- Entrepreneurial training.
- Transitional jobs.
- Job readiness training is provided in combination with the services listed above.
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with training services; and

- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

On-the-Job-Training
FCDP sub-recipients may utilize on-the-job training (OJT) as a training strategy to increase participant skills and to incentivize hiring of participants. OJT is provided under a contract between the sub-recipient with an employer in the public, non-profit, or private sectors. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement, typically up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training. In limited circumstances, the reimbursement may be up to 75 percent of the wage rate of the participant [WIOA sec. 134(c)(3)(h) and 20 CFR §680.700].

The OJT contract must be limited to the period required for the participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of time, FCDP sub recipients should consider the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan [WIOA sec. 3(44) and 20 CFR §680.700]. FCDP sub-recipients must not contract with an employer who has exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions equal to those provided to regular employees who have worked as similar length of time and are doing the same type of work [WIOA sec. 194(4) and 20CFR§680.700].

Customized Training
Customized training is designed to meet the specialized skill needs or requirements of one or more employers. Customized training is conducted through a commitment by the employer to retain the individual after successful completion of training. The employer is required to pay a significant share of the cost of the training. Customized training offers opportunities for employers to train individuals in their specific needs and gives the individual a chance to learn and gain desired skills specific to an employer or industry. [cf. State of Florida WIOA Unified Plan Two-Year Modification]

Registered Apprenticeship (Optional)
Registered Apprenticeship is a highly structured training system in which the apprentice works full-time during the day for a sponsoring employer, learning the skills of the trade through On-the-Job Training with a journey worker / mentor. Registered Apprenticeship is a commitment of a few years; not suitable for someone who cannot commit to a long-term training program.

For a complete list of registered apprenticeship occupations in Florida, visit: http://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/ (Florida Department of Education Division of Career and Adult Education Apprenticeship Section). By positioning apprenticeships as a proven model that helps employers build a highly skilled workforce, education and workforce partners are breaking through systemic barriers to strengthen the state's sector strategy initiatives.

Related Assistance Services
Related assistance can include, but is not limited to, the following activities [WIOA sec. 167(d) and 20 CFR §§685.110 and 380]:

- Emergency assistance.
- English language and literacy instruction.
- Pesticide and worker safety training.
- Work clothing.
- Transportation assistance.

- Housing (including permanent housing); and
- School dropout prevention and recovery activities.
- Reportable Individuals.

FLORIDA DEPARTMENT OF EDUCATION
Request for Application (RFA Discretionary)
2026-2027 Farmworker Career Development Program (FCDP)
Attachment F
Enrolling and Serving MSFW Youth

Under WIOA, FCDP sub-recipients may provide youth services to Florida farmworkers or dependents ages 14-24. NFJP youth may face many of the same barriers to employment that adult farmworkers do, such as lack of transportation, lack of diploma or high school equivalency, and farmworker status. In addition to these barriers, many youth participants face additional barriers, such as lack of basic life or employability skills, challenging family situations or homelessness, a history of substance abuse, or justice involvement. Because of this potential combination of barriers, many participants can best be served by programs and services that are designed specifically for youth participants.

NFJP Youth Enrollment

When enrolling as an NFJP participant as a farmworker Youth, NFJP sub-recipients should follow these steps:

- Make an eligibility determination based on TEGL 18-16, Change 2, and policy.
- Provide intake basic skills and career assessments.
- Develop an individual service strategy as part of the NFJP Youth's IEP, including which youth program would be appropriate for the individual; and
- Provide career, training, and related services or activities to the youth using the 14 elements.

NFJP participants between the ages of 14-24 can be identified as "**Youth**". Participants between ages 18 and 24 can be identified as "**Adults**" or "**Youth**" based on target needs. Assessments of the participant's skills, career-readiness, literacy, and supportive service needs should be taken into consideration when determining the appropriate program(s) for young adults. If, for example, they have already gained occupational skills through education or training, prior work experience, and family responsibilities, they should be enrolled as an NFJP Adult. Other participants might benefit from specific youth services based on their personal characteristics, such as maturity, drug and alcohol abuse, homelessness, foster care status, family abuse/neglect, literacy challenges, pregnancy, and lack of employability skills. NFJP participants cannot be designated as both NFJP youth and adult. They must be categorized as one or the other upon enrollment, and their outcomes reported accordingly.

FCDP sub-recipients should look to enroll out of school youth and/or high school dropouts so as not to compete with secondary schools who offer similar programs to youth. Sub-recipients should look for opportunities to enroll youth in adult education programs with identifiable career pathway initiatives aligned to high demand careers.

Career pathway strategies are imperative to the farmworker demographic; coordination of adult education, workforce development, and social services help youth obtain the skills needed to achieve economic self-sufficiency. Career pathways for adult education not only coordinate residents and adult education learners with career resources but attempts to provide structured work-based learning opportunities, targeted training and other services to accelerate the educational and career advancement of the individual, and an opportunity for the acquisition of at least one micro-credential of value and one postsecondary credential. By aligning programming, funding and services within and across the community, providers assist individuals with the transition into and out of education and training programs and employment.

Objective Assessment

As discussed above, for NFJP youth between 14 and 24 years of age FCDP sub-recipients should assess the farmworker youth's occupational skills, prior work experience, employability, and needs to determine whether the NFJP youth or NFJP adult program would best meet the needs of the participant. To conduct an objective assessment the methods used by the sub-recipient should include:

- Structured in-depth interviews.
- Skills and aptitude assessments.
- Performance assessments (for example, skills or work samples, including those that measure interest and capability to train in non-traditional employment).
- Interest or attitude inventories.
- Career guidance instruments.

NFJP participants cannot be designated as both NFJP "Adult" and NFJP "Youth". They must be categorized as one or the other upon enrollment, and their outcomes reported accordingly. Upon identifying a participant, it cannot be changed and must be kept as an "Adult" or "Youth" as originally identified.
Any questions regarding the categorization of an NFJP participant as an NFJP Adult or an NFJP Youth should be referred to the FCDP State Office for resolution.

NFJP Youth Co-enrollment
Individuals who meet the respective program eligibility requirements may participate in both NFJP and other WIOA youth programs (e.g., WIOA Youth) concurrently. Co-enrollment can facilitate effective partnerships and cost sharing across programs and can also provide the youth with access to further resources and services. FCDP sub-recipients should leverage these partnerships whenever possible, while also identifying and tracking the funding streams to avoid double-dipping and duplication of services.

To find possible partners for referral or co-enrollment of an NFJP youth participant, coordinate with the local CareerSource agency to determine whether a Standing Youth Committee has been designated. Standing Youth Committee members will be familiar with the local organizations who are serving youth, including those who provide services under the following USDOL grant initiatives:

- WIOA Youth formula grants – focusing primarily on Out-of-School Youth
- YouthBuild – education and construction skills for youth ages 16-24
- REO – re-entry programs and services for ex-offenders, including young adults.
- Job Corps – career development services for youth ages 16-24.

NFJP Youth 14 Program Elements
FCDP sub-recipients may provide activities and services to NFJP youth that include but are not limited to:

- Adult career services and training.
- Youth workforce investment activities specified in WIOA.
- Life skills activities, which may include self- and interpersonal skills development.
- Community service projects; and
- Other activities and services that conform to the use of funds for youth activities described in 20 CFR §681.

WIOA Youth Program Elements Refer to the Youth IEP Memorandum.
Under the WIOA Youth Program, local programs are required to offer the following program elements to each participant. NFJP youth participants should also have access to these 14 elements through the One-stop System, of which NFJP is a required partner. Based on each NFJP youth's IEP, referrals and co-enrollments to various desired WIOA Youth program elements not provided by NFJP can be pursued through local One-stop partners or other partner programs.

1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention

Tutoring, study skills training, and instruction lead to a high school diploma includes services such as providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, or providing tools and resources to develop learning strategies. Tutoring, study skills training, and instruction can be provided one-on-one, in a group setting, or through developed resources and workshops. Dropout prevention strategies intended to lead to a high school diploma include activities that keep a young person in-school and engaged in a formal learning and/or training setting. Strategies include, but are not limited to, tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction.

2. Alternative Secondary School and Dropout Recovery Services

Alternative secondary school services are services that assist youth who have struggled in traditional secondary education. Dropout recovery services are those that assist youth who have dropped out of school. Both types of services help youth to engage in education that leads to the completion of a recognized high school equivalent.

Examples of activities under this program include:

- Basic education skills training.
- Individualized academic instruction.
- English as a Second Language training.
- Credit recovery.
- Counseling and educational plan development.

3. Paid and Unpaid Work Experience

A WIOA Youth work experience is a planned, structured learning experience that takes place in a workplace for a limited period, and may take place in the private for-profit sector, the non-profit sector, or the public sector. Work experience provides the youth participant with opportunities for career exploration and skill development.

A key difference for WIOA youth work experiences (as compared to work experiences for adults and dislocated workers), is that they include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. This means that workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

Some types of work experience might include:

- Summer employment.
- Pre-apprenticeship programs.
- Internships and job-shadowing.
- OJT opportunities.

4. Occupational Skills Training

Occupational Skills Training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training must:

- Be outcome-oriented and focused on an occupational goal specified in the individual service strategy.
- Be of sufficient duration to impart the skills needed to meet the occupational goal; and
- Lead to the attainment of a recognized postsecondary credential.

5. Education Offered Concurrently with Workforce Preparation

Educational opportunities offered to WIOA youth must be offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. This should reflect an integrated education and training model where basic skills and occupational training are taught within the same time frame and connected to a specific occupation, occupational cluster, or career pathway.

6. Leadership Development Opportunities

Leadership development opportunities are opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors through:

- Exposure to postsecondary educational possibilities.
- Community and service-learning projects.
- Peer-centered activities, including peer mentoring and tutoring.
- Organizational and teamwork training.
- Training in decision-making.
- Citizenship training, including life skills like parenting and work behavior.
- Civic engagement activities that promote the quality of life in a community; and
- Other leadership activities that place youth in leadership roles, such as serving on a Standing Youth Committee.

7. Youth Supportive Services

Supportive Services for WIOA youth are services that enable an individual to participate in WIOA. activities. These include, but are not limited to:

- Linkages to community services.
- Assistance with transportation.
- Assistance with childcare and dependent care.
- Assistance with housing.
- Need-related payments.
- Assistance with educational testing.
- Reasonable accommodation for youth with disabilities.
- Legal aid services.
- Referrals to health care.
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes.
- Payments and fees for career and training-related proposals, tests, and certifications.

8. Adult Mentoring

Adult mentoring for WIOA youth must last at least 12 months and may take place both during the program and following exit from the program. It must be a formal relationship between a youth participant and an adult mentor that includes structured activities through which the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. It may also be offered in the workplace where the youth is matched with an employer or employee of a company. Group mentoring and mentoring remotely are acceptable, provided the youth is additionally matched with an individual mentor with whom he/she interacts face-to-face.

9. Follow-up Services

Follow-up services are critical services provided after a WIOA youth exits the program to help ensure. Youth success in employment and/or postsecondary education and training. Exit is recorded.

for a youth when 90 consecutive days of no services are received, retroactive to the last date of service. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services do not extend exit, and for WIOA youth may also include:

- Supportive services.
- Mentoring and/or coaching.
- Financial literacy education.
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- Activities that help youth prepare for and transition to postsecondary education and training.

All WIOA youth participants must be offered an opportunity to receive follow-up services that align with the individual service strategies identified in their IEP. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months after the program exit, unless the participant declines to receive follow-up services, or the participant cannot be located or contacted. Follow-up services may be provided for more than 12 months at the State or local WDB's discretion, even if the participant by then is older than 24. The types of services provided, and the duration of services must be determined based on the needs of the individual; therefore, the type and intensity of follow-up services may differ for each participant. Follow-up services must include more than only a contact attempted or made for securing documentation to report a performance outcome. Comparatively, follow-up services for participants in adult or dislocated worker programs who are placed in unsubsidized employment must be provided for up to 12 months after the first day of employment.

10. Comprehensive Guidance and Counseling

Comprehensive guidance and counseling provide individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. When referring participants to necessary counseling that cannot be provided by the local WIOA Youth program or its service providers, the sub-recipient must coordinate with the organization it refers to ensure continuity of service.

11. Financial Literacy Education

Financial literacy education refers to activities that provide WIOA youth with the knowledge and skills they need to achieve long-term financial stability. This education encompasses information and activities on a range of topics, such as creating budgets; setting up checking and saving accounts; managing spending, credit, and debt; understanding credit reports and credit scores; and protecting against identify theft.

The financial literacy education program element may include activities that:

- Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions.
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards.
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit.
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions.

- Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft, and in other ways understand their rights and protections related to personal identity and financial data.
- Support activities that address the financial literacy needs of non-English speakers, including providing support through the development and distribution of multilingual financial literacy and education materials.
- Support activities that address the financial literacy needs of youth with disabilities, including connecting them to benefits-planning and work-incentives counseling.
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as providing access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.

12. Entrepreneurial Skills Training

Entrepreneurial skills training provides the basics of starting and operating a small business, and develops the skills associated with entrepreneurship. Such skills may include, but are not limited to, the ability to:

- Take the initiative.
- Creatively seek out and identify business opportunities.
- Develop budgets and forecast resource needs.
- Understand various options for acquiring capital and the tradeoffs associated with each option.
- Communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

- Entrepreneurship education introduces the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and may include simulations of business startup and operation.
- Enterprise development that provides support and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants needed to begin business operations, and by providing more individualized attention to the development of viable business ideas.
- Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage; or they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

13. Services that Provide Labor Market Information

Labor market information refers to services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area and includes career awareness, career counseling, and career exploration services. Labor market information also identifies employment opportunities, and provides knowledge of job market expectations, including education and skill requirements and potential earnings. Numerous tools and proposals are available that are user-friendly and can be used to provide labor market and career information to youth. These tools can be used to help youth make appropriate decisions about education and careers.

14. Postsecondary Preparation and Transition Activities

These services include helping youth explore postsecondary education options, including technical training schools, community colleges, four-year colleges and universities, and Registered Apprenticeship programs.
Examples of other postsecondary preparation and transition activities include:

- Assisting youth to prepare for SAT/ACT testing.
- Assisting with college admission proposals.
- Searching and applying for scholarships and grants.
- Filling out the proper financial aid proposals and adhering to changing guidelines; and
- Connecting youth to postsecondary education programs.

FCDP Subrecipients will provide guidance for youth based on the results of assessments to assist them with their transition options. One of the goals of Florida's strategic vision for WIOA implementation is to improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities. FCDP sub recipients will guide the youth while keeping this goal in mind and assist them on their pathway to help them realize "The American Dream" of opportunity and success through hard work.

Integrated Education and Training

To transition to postsecondary education and training programs and eventually obtain employment leading to economic self-sufficiency, while exercising the rights and responsibilities of citizenship, an Integrated Education and Training (IET) service approach is used. The Division of Career and Adult Education (DCAE) promotes the planning, development and implementation of an integrated education and training (IET) service approach by providing concurrent and contextualized adult education and literacy activities in combination with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

The State of Florida WIOA Unified Plan outlines courses such as English Literacy for Career and Technical Education (ELCATE). This course is designed for ESOL students who have a goal of enrolling in a career and technical program; helps prepare students for a successful transition to and completion of career and technical education. As well as Adult ESOL College and Career Readiness Course, which is designed to improve advanced ESOL students' abilities to communicate in English, allowing them to acquire secondary level English language skills. College and career readiness standards are integrated into this course with the intention of successful transition to and completion of postsecondary education. [cf. State of Florida WIOA Unified Plan] With this coordination of efforts in place, FCDP sub recipients can greatly assist MSFW youth with their transition activities.

Common Performance Measures for Youth

The employment rate for Title I Youth is slightly different from the adult. Under WIOA, a Title I Youth in education or training programs would count positively towards both Employment Rate Measures (2nd and 4th quarter), as would employment.

Youth Employment/Education/Training Rate – 2nd Quarter after Exit is the percentage of participants in education or training activities, or in unsubsidized employment, during the second quarter after exit.

Youth Employment/Education/Training Rate – 4th Quarter after Exit is the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

FLORIDA DEPARTMENT OF EDUCATION
Request for Application (RFA Discretionary)
2026-2027 Farmworker Career Development Program (FCDP)
Attachment G
Special Conditions for WIOA, Section 167 Project Awards Form

General
The subrecipients agree to comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA) and all federal regulations, policies, or procedures that may replace or modify WIOA Title I, Section 167. The sub recipient agrees to fully perform the services prescribed in the Project Proposal and will comply with the Florida Department of Education (FDOE) Green Book, General Assurance, Terms and Conditions for Participation of Federal and State programs, which are required to be signed and submitted to FDOE prior to the issuance of grant award notification. The Department has the option of reducing project funding due to a project's failure to meet performance goals, meet minimum data accuracy requirements, or comply with the resolution of program, fiscal, or data validation/monitoring findings.

Operational Guidelines and Internal Procedures
Subrecipients must implement project operations as instructed in WIOA, Title I, Section 167, USDOL guidance notices/letters, all FCDP State Office policy related technical assistance papers, memos, and manuals no later than July 31 of the program year. The FCDP State Office requires the use of an online database Employ Florida (EF) and Grantee Performance Management System (GPMS) to conduct and manage daily business. The database is used to enter, update, and store participants' information. Access to Employ Florida requires successful completion of a Level 2 Security Background check every 5 years and completion of the Department of Economic Opportunity's Tier I, training. In addition, The Department of Revenue's SUNTAX is used to confirm participants' wages and employer information.

Program Branding
An organization's name and logo are the centerpiece of a brand and sets the stage for how an organization is perceived among its key stakeholders. All funded agencies must ensure that the office(s) supported by these funds are named, "Farmworker Career Development Program of Grant Host Agency Name" and that all program promotional materials, websites, agreements, memoranda of understanding, and contracts use this name (and the associated program logo) to identify and describe program services. In addition, telephone and email forms of communication should include this name as part of the ongoing effort to brand the program statewide as one whose main purpose is to build sustainable and rewarding careers for eligible farmworkers.

NFJP Eligibility Determination
Subrecipients will be required to have coordinators and all intake/case management staff successfully complete NFJP eligibility certification training provided by the FCDP State Office to determine and document participant eligibility for the FCDP program. Instructions on how to maintain source documentation validating eligibility criteria and entering applicable eligibility data into EF and GPMS provided for this purpose will be included in this eligibility certification training.

Project Planning and Placement Process
- **Individual Employment Plans** – The Individual Employment Plan (IEP) with associated counseling notes will be completed for each participant in Employ Florida prior to receipt of training services in accordance with FCDP State Office policy. The IEP establishes employment, education, and support goals for the individual, denotes barriers, and provides a service plan.

- **Assessment –** The participant initial assessment is to evaluate the career goals with an interest profiler, such as USDOL's O*NET My Next Move. The next step is to assess the participant's academic levels in reading, language, and mathematics, through administration of the TABE or CASAS within 60 days of NFJP Enrollment. If a participant falls below the 9th grade level, they are considered basic skills deficient, and this should be reflected in their application.

Additionally, they will need to posttest (TABE or CASAS) each year until they are no longer basic skills deficient. The test scores and interest profiler should support a specific employment goal. The following steps in the planning process are the development of a specific plan of action to improve any deficiencies in language and academic areas, the development and/or improvement of specific work-related skills through work-based experiences, career and technical coursework, or other post-secondary skill development program, and employability skills. Where possible, IEP goals should be accomplished concurrently instead of sequentially; and always kept current.

For NFJP Youth, the initial education and training goals must be linked to a career pathway ultimately resulting in the attainment of the overarching participant employment goal. The completed IEP must be signed electronically by the participant with a signature pad once the IEP is established and for any subsequent IEP updates. The original IEP and any updates must be stored electronically in the Staff Documents Section of EF and GPMS.

- **Participant Monthly Contact–** It is critically important that participant progress on accomplishing various steps identified in the IEP will be monitored monthly with participants. Participant's progress should be documented in Employ Florida with a monthly case note titled "Monthly Contact – Month".
- **Job-Driven Training** – All training provided to FCDP participants should be focused on ultimately resulting in a high-wage regionally in demand job for the participant and be provided by either the host educational agency or through a training provider identified on the sub-recipient's Eligible Training Provider List (ETPL).
- **Eligible Training Provider List (ETPL)** – All subrecipients must submit to the FCDP State Office a prospective ETPL for the funded program year with the grant proposal for review and approval. Sub-recipients may not encumber participant training funds on agencies/trainers not identified on the approved ETPL and/or received state office approval. In addition, all sub-recipients should focus on training opportunities for their participants. Each training provider must complete a training vendor application and submit the required attachments. The subrecipient will use these completed applications to compile the prospective ETPL. All vendor applications must be included with the ETPL sent to the FCDP State Office.
- **Targeted Occupation List (TOL)** – All sub-recipients must submit to the State Office a prospective TOL for the funded program year with the grant proposal for review and approval. Sub-recipients may not encumber participant training funds on programs not identified on the approved TOL and/or received state office approval. In addition, all sub-recipients should focus on apprenticeship and pre-apprenticeship training opportunities for their participants.
- **Placement and Transition** – Since the focus of the FCDP is to find meaningful and sustainable careers for farmworkers, subrecipients are expected to include in their project design strategies for assisting the target population with employment placement and transition services. These strategies should include the development of working partnerships with the local CareerSource team, prospective employers, and other community agencies charged with providing employment assistance to jobseekers. All placement and transition related activities provided to eligible participants should be documented in the case notes and the appropriate placement sections of Employ Florida.
- **Quarterly Narrative Reports (QNR)** – This is a federal requirement that includes participant success stories. All subrecipients must submit a quarterly narrative report on the last day of each

quarter; September 30, December 31, March 31 and June 30. Refer to **Attachment N** for a sample of specific formatting requirement.

- **Follow-Up Activities** – USDOL guidelines regarding this federal program require an organized, consistent, and accurate follow-up and process to be established for all eligible participants after their exit from the program. FCDP State Office guidelines regarding the structure, timing, and form of this follow-up must be adhered to ensure participants receive every assistance possible to be successful, but also, to ensure the accurate reporting of employment related performance data to USDOL. Follow-up wage information should be obtained from a valid external source such as wage records or direct employer contact and notated in EF/GPMS.

Work Experience, Employability Skills, and Workforce System Access

- **Grantee Performance Management System -** All FCDP participants must be registered in GPMS during the participant intake process. This registration includes the appropriate selection training type that will be included in the NFJP module of Employ Florida.
- **Employability Skills –** All FCDP participants will be provided employability skills training prior to their exit from the program through either a sub-recipient provided stand-alone program or through referral to an external provider who is listed on the sub-recipient's ETPL.
- **Work Experience** – Work experience (paid or unpaid) may be used to supplement employability skill training for participants who have been identified in the IEP as needing additional work-related experience before exited with employment. All work experience must be consistent with the participant's IEP. Paid Work Experience must be for a limited period and be administered in keeping with State Office policies. Participants may not be enrolled in paid Work Experience for more than 300 total hours without written approval from the State Director.

Collaboration with Local Agencies

Subrecipients must submit a list of 10 collaborative contacts on a quarterly basis. See sample provided.

- **Local Advisory Board** – A Local Advisory Board (LAB) must be established to assist participants to obtain meaningful employment. The LAB must operate within the guidelines set forth by the FCDP State Office for Local Advisory Board operations. Members of this Board should be comprised of key stakeholders in the community who will be able to inform the sub-recipients of any career opportunities for their NFJP participants. Membership shall include a minimum of two community job providers.
- **Title I Migrant Education Office** – Collaboration with the Title I Migrant Education Office(s) who serve migrant children in the service area of the FCDP is required and shall be documented with a signed collaboration agreement. This agreement should identify the specific way the collaboration will take place to include shared outreach efforts, program awareness building, and identification of ways in which program participants may benefit from this collaboration. It may be value-added to have a representative from the local Title I Migrant Education Office be an active member of the Local Advisory Board.
- **Other Agencies** – Local agencies who service the same targeted population of farmworkers may also be included.
- **Training Providers –** Training Provider agreements must be completed for each training provider listed on the ETPL and submitted to the FCDP State Office with the grant proposal. (Refer to ETPL section in this attachment).
- **Outreach Contacts –** FCDP must comply with the federal mandated outreach reporting. A minimum of 25 contacts per quarter are required to be submitted to the state office with the quarterly narrative reports.

Personnel Requirements

- **Time and Effort Reporting** – The subrecipient agrees that staff whose total annual compensation is derived from WIOA Title I, Sections 167 funds shall contribute 100% of compensated time to completion of approved WIOA Title I, Section 167 project activities. The subrecipient **must** submit to the State Office the Time and Effort form in September and March of the project year to document the staff who work 100% on a single cost objective. Time and Efforts forms are to be maintained for a period of five years.
- **Personal Activities Report (PAR)** – Subrecipient staff positions funded in part by WIOA Title I, Section 167 funds in combination with any other funds will be charged on a proportional basis based on actual activities. The subrecipient **must** submit to the FCDP office the PAR forms by the 6th of the following month. PAR forms are to be maintained for a period of five years. In addition, regardless of the funding source, all coordinators must document and submit the PAR form demonstrating a minimum of 50% of the time spent on leading the program site. Coordinators who spend 100% of their time leading the program site do not need to submit a PAR form.
- **Staffing Parameters** – Staffing and associated salary/benefits should meet staffing patterns outlined in the chart below. The staffing expenditures allocated to this project should include costs from July through June of the program year. Variations from this staffing pattern may be requested to the state office for approval, but must be temporary and strongly justified, avoiding jeopardizing the overarching goal of aiding farmworkers to build sustainable and rewarding careers Staff must be employees of the sub-recipient; staff may not be contracted out to vendors or other agencies. The assigned FCDP leader must work at least 50% for the program. Outreach and recruitment are federally mandated and a program requirement for all staff. All participant services and activities are job responsibilities for FCDP staff and should be included in the DOE budget narrative. Services and activities include but are not limited to; outreach and recruitment, assessments, related assistance services, career and training services, individual employment plans (IEP) and placement and follow-up of employment. The **Staffing Breakout Form**, must be included in the annual applications or proposals, and must meet the staffing pattern and the allocation percentage on or below the maximum. The form records the staff, staff positions and the salary and benefits charges for the project period. Any staff who require access to FCDP data systems must be included on the form to receive access.

FARMWORKER CAREER DEVELOPMENT PROGRAM STAFFING PATTERN	
Sub-Recipient Minimum Staff	Maximum Salary Plus Benefits Allocation
2.0 Full Time Equivalent (FTE)	80% of Project Funding

- **Position Descriptions and Personnel Selection** – The FCDP State Office will review the position descriptions of all projects funded positions to ensure they document the required knowledge, skills, and abilities for positions supporting the FCDP project. Salary schedules serve as the documentation to support the salaries charged to this project and must match the coordinating job descriptions. All personnel must attend ongoing professional development sessions provided by the FCDP State Office, complete required certifications related to their specific position and continuously seek to upgrade and enhance their professional skills related to effectively building participant career plans, project management best practices, and developing employment-seeking and referral skills.
- **Personnel Related Changes** – Subrecipients will immediately notify the FCDP State Office of any changes to personnel, salary, or FTEs. The FCDP office staff must be informed of the subrecipient interview process, and approve the selected candidates resume to ensure the

candidate meets the minimum program standards. State approval must be received by the subrecipient agency prior to the candidate's job offer. Upon the state office approval of the proposed changes, subrecipients will submit their revised staffing breakout form, **Attachment D**, within ten (10) days of the change. Any changes to salary or benefits as outlined in the originally approved staffing breakout form must be pre-approved by the state office before any project funds are encumbered for this purpose. All Personnel hired will be required to attend and complete "New Staff Training" provided by the FCDP State Office.

Fiscal Management

- **Cost Standards** - The sub-recipient agrees that WIOA Title I, Section 167 funds may only be used for activities allowable under WIOA Title I, Section 167. Costs must be necessary and reasonable for proper and efficient performance and administration of the project. The cost is allocable to a particular project grant if the goods or services involved are chargeable or assigned to such a project grant in accordance with relative benefits received. This would include the cost for compensation of employees for the time devoted and identified specifically to the performance of the project, cost of materials acquired, consumed, or expended specifically for the purpose of the project, and equipment and other approved capital expenditures.
- **Program** Costs - The sub-recipient agrees that administration expenses for the program year may not exceed five (5%) percent, including indirect cost, of total expenditures on the final report. Total expenditures are defined as the amount reported as Total All Categories (line 13) on the Florida Department of Education's Form DOE-599, Project Disbursement Report. Administration expenses are defined as those expenses reported in the Total Administration (line 9) cost category on the State of Florida, Department of Education's Form DOE-599, Project Disbursement Report.
- **Travel Costs** - The sub-recipient agrees that all staff charging travel costs to WIOA Title I, Section 167 funds must derive their salary from WIOA Title I, Section 167 funds and the travel must relate to WIOA Title I, Section 167 activities.
- **Travel Approval** - Sub-recipients must request prior permission in writing from the FCDP State Director for approval to charge out-of-state travel. Approval will be given only if such travel supports the goals of WIOA Title I, Section 167. Travel must comply with Section 112.061, Florida Statutes, as outlined in Section H of the **Green Book**, available at: Green Book
- **Project Amendments – Green Book Section B – page B-1** – Requests for realignment of funds between approved budget categories and any requests for additional funds prior to the end of the project year must be submitted to the FCDP State Office for review and approval using the appropriate budget and project amendment forms identified in the Green Book, Forms Project Amendment Request (DOE150) and Budget Amendment Narrative Form (DOE 151).
- **Electronic Budget and Monthly Disbursement Reports** – Funded agencies are required to submit the Budget Narrative Form, DOE at the beginning of the program year and agree to generate the monthly DOE-599, Project Disbursement Report, using the e599 (electronic 599) workbooks provided by the State Office at the beginning of the program year. Final certified copies of DOE 599 must be submitted monthly to the state office no later than twenty (20) days following the close of the reporting month, indicating the amount of funds expended (by budget category) for this project during the reporting month. Refer to the FCDP Policy Update - Monthly Reporting for additional information.
- **Funding Drawdowns in the Florida Grants System (FLAGS)** – Funded agencies are required to submit the monthly drawdowns justifications per FCDP Policy Update - Drawdowns.
- **Close-Out** – Each project must be closed out promptly after expiration or termination. The final expenditure report is due to the Office of the Comptroller no later than November 20 following the close of the Program Year. One copy must be submitted to the FCDP State Office. If the business operations of the subrecipient agency are suspended, such agency will deliver the most current program records within 30 days of the close of business to the FCDP State Office. The

FCDP State Office may terminate the project award for cause. In this event, a written termination notice will be prepared by the FCDP State Office to become effective thirty (30) days after such notice is given. In closing out projects, the following shall be observed: The closeout of a project does not affect the retention period for records or access rights by federal or state personnel. If a project is closed out without an audit, FDOE retains the right to disallow any appropriate amount after considering any recommended disallowances resulting from a subsequent audit.

Program Non-Compliance Policy
The subrecipient agrees that the FDOE may discontinue the project award, not refund the subrecipient, or impose special conditions if the sub-recipient has failed to provide services specified herein or in the project award or failed to achieve goals and identified performance standards.

Property Standards
The subrecipient may purchase items/property with a value or cost less than $1,000 without prior written approval from the FCDP State Office. However, all purchases must be necessary for the support of staff and/or participants and considered allowable activities WIOA Title I, Section 167. Sub-recipients must request written permission to purchase items/property with a value or cost of $1,000 or more. Property is defined as equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, with a value or cost of $1,000 or more and the normal expected life is one year or more. The subrecipient agrees that items purchased with WIOA Section 167 funds and defined as property with a cost of $1,000 or more may be inventoried by the FDOE.

Record Retention
The sub-recipient agrees to retain all records pertinent to the project award including financial, statistical, property and participant records, and supporting documentation for five years from the final closing date of the project award. If there is ongoing litigation or an outstanding audit involving those records, the subrecipient shall retain the records until resolution of the litigation or audit.

Audits
Private nonprofit organizations must provide an audit prepared in accordance with U. S. Department of Labor laws and regulations to the Office of the Comptroller and the Farmworker Career Development State Office.

Kathithea Johnson — Jul 23, 2026

Signature of Authorized Agency Representative — Date

Executive Director, Teaching & Learning

Title:

Memorandum of Understanding
for Workforce Development Partners

By and between

Suncoast Workforce Board, Inc. dba CareerSource Suncoast

And

Manatee Technical College-School
District of Manatee County

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between Suncoast Workforce Board Inc., dba CareerSource Suncoast, ("CS Suncoast"); and the School District of Manatee County, ("Partner"). CS Suncoast and Partner Manatee Technical College - School District of Manatee County are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CS Suncoast and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CS Suncoast to enable the Partner to integrate with the one-stop delivery system.

The Parties agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
    a. Adults
    b. Dislocated workers
    c. Youth
    d. Job Corps
    e. YouthBuild
    f. Native American programs
    g. Migrant and seasonal farmworker programs

2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III

3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA

4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)

5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Blind Services)

6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)

7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)

8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)

9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.

10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)

11. Employment and training activities carried out by the Department of Housing and Urban Development

12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)

13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)

14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Please list below additional partners in the local one-stop delivery system, as approved by the local workforce development board and CLEOs:

_____

_____

_____

_____

Section 4. Provision of Services

A. One-Stop Services. The following services will be provided through the local one-stop delivery system:
    1. Business Services:
        a. Make labor exchange activities and labor market information available to local employers.
        b. Develop relationships and networks with large and small employers and their intermediaries.
        c. Develop, convene, or implement industry/sector partnerships.
        d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.
    2. Job Seeker Services:
        a. Provide basic career services, including:
            1. Determinations of whether the individual is eligible to receive assistance;
            2. Outreach, intake, and orientation;
            3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
            4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
            5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
            6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
            7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
                a. Job vacancy listings in labor market areas;
                b. Information on job skills necessary to obtain the vacant jobs listed; and
                c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
            8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
            9. Information about how the local area is performing on local performance accountability measures;
            10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: childcare; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;

11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Provide individualized career services, including:
   1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
   2. Development of an individual employment plan;
   3. Group and/or individual counseling;
   4. Career planning;
   5. Short-term pre-vocational services;
   6. Internships and work experiences that are linked to careers;
   7. Workforce preparation activities;
   8. Financial literacy services;
   9. Out-of-area job search assistance and relocation assistance; and
   10. English language acquisition and integrated education and training programs.
   11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
   12. Provide employment services and related support being provided by the TANF program that qualify as career services.

c. Training Services:
   1. Occupational skills training, including training for non-traditional employment;
   2. On-the-job training;
   3. Incumbent worker training;
   4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
   5. Training programs operated by the private sector;
   6. Skills upgrading and retraining;
   7. Entrepreneurial training;
   8. Transitional jobs;
   9. Job readiness training;
   10. Adult education and literacy activities;
   11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

d. Youth Services:
   1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential;
   2. Alternative secondary school services, or dropout recovery services, as appropriate;
   3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
   4. Occupational skill training;

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services;
8. Adult mentoring;
9. Follow-up services;
10. Comprehensive guidance and counseling;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually through the one-stop delivery system by:
   1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
   2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
   3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:
   1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
   2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
   3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
   4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.

D. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
    1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
    2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.
    3. If applicable, additional information on cross-referral policies and procedures is outlined in Attachment: N/A

E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).

F. Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.

G. Accessibility. The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either collocate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of Infrastructure and Operating Costs

Costs of the infrastructure of the One-Stop career centers will be funded in accordance with **Attachment 1 – Infrastructure Funding Agreement**, incorporated herein by reference. As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026, whichever is later, through June 30, 2029, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CS Suncoast, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes, and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).

B. In the event of termination, the Parties will convene within 60 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

A. All notices required to be given to CS Suncoast under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CS Suncoast at its office located at 3660 N Washington Blvd, Sarasota FL, 34234, addressed to the President/CEO.

B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 215 Manatee Avenue W., Bradenton, FL 34205.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality, and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within sixty (60) calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

**The Remainder of This Page is Intentionally Left Blank*

Section 13. Signatures

IN WITNESS WHEREOF, Partner and CareerSource Suncoast have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

CareerSource Suncoast

Name: Josh Matlock

Signature: _____

Title: President/CEO

Date: _____

Approved by Partner:

School District of Manatee County

Name: Dr. Laurie Breslin

Signature: Laurie Breslin (Jun 25, 2026 07:38 EDT)

Title: Superintendent

Date: 06/25/2026

Approved by Chief Local Elected Official-

Manatee County:

Name: Tal Siddique

Signature: _____

Title: Manatee County Commissioner

Date: _____

Approved by Chief Local Elected Official

Sarasota County:

Name: Teresa Mast

Signature: _____

Title: Sarasota County Commissioner

Date: _____

ATTACHMENT I – INFRASTRUCTURE FUNDING AGREEMENT

I. Purpose

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds be spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget as the master budget necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

II. Partners

Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

III. One-Stop Operating Budget

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

CareerSource Suncoast
One Stop Operating Budget
Infrastructure Funding Agreement Budget
Comprehensive American Job Center
North Sarasota County Career Center
3660 North Washington Blvd
Sarasota, FL

Description	Estimated IFA Budget	
Infrastructure Costs:		
Office Rent includes Utilities & Bldg Maintenance	$288,137	
Copier Usage and Maintenance for Clients	$1,920	
Internet, Phone, Fax	$18,168	
Kiosk Software	$828	
Website Maintenance	$5,370	
Microsoft Defender and Enterprise Mobility	$9,206	
WIFI	$200	
Phones (Ring Central)	$8,887	
Total Infrastructure Costs		**$332,716**
Additional Services:		
IT Services - Crosswalk Maintenance	$2,419	
Total Additional Services		**$2,419**
Total One Stop Operating Budget		**$335,135**
FTEs Supporting the American Job Center (as of July 2025)		**38**
Cost per FTE = $283,990/32 FTEs (as of July 2026)		**$8,819**
Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of July 2025)		**$882**

IV. Cost Allocation Methodology

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule} and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week).

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

a) To remedy the imbalance of non-physically represented Partners, and

b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

V. PARTNER CONTRIBUTION (Based on all costs associated with the operation of the American Job Center)

Below is the contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE _____/_____=_____
Partner Physical Presence Contribution (*partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)*	1 FTE x Estimated Cost per FTE 1 FTE x $8,819 = $8,819 **(1 FTE represents 40 hours/week commitment)**
Partner Direct Linkage/Visual Presence Contribution *(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)*	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x $8,819 = $882 **(0.1 FTE represents 4 hours/week commitment)**

FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e., partner's program or administrative funds) may differ depending upon the partners' program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17- 16: Infrastructure Funding of the One-Stop Delivery System can be found at: TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 17-16 | U.S. Department of Labor (dol.gov).

Types. Funding for infrastructure costs and additional costs may be in the form of:

(1) CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS*
(2) Funding from philanthropic organizations or other private entities; or
(3) Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contributions or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

- **Cash**
  Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.
- **Non-Cash**
  - Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
  - Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.
  - The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.
- **Third-party In-kind**
  - Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-- one-stop Partner to:
  - Support the One-Stop Center in general; or
  - Support the proportionate share of One-Stop infrastructure costs of a specific partner.
  -

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR; 463.720; and 34 CFR 463.760]

Sources: The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner programs' requirements.

VI. Cost Reconciliation

The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding.

The Partner agrees to submit Infrastructure Funding agreement reports on a quarterly basis for the LWDB (CSS) to complete a reconciliation of budgeted and actual costs and updates of the allocation basis.

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation basis will be provided for the review.

The LWDB will submit invoices (if applicable) to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment, and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel

costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

VII. Term

The Term of this IFA shall commence on July 1, 2026 or the date last executed by both parties, whichever is later, through June 30, 2029. The IFA will be reviewed bi-annually for any cost fluctuations when determining subsequent years' proportionate cost share.

This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

VII. Amendments and Modifications

Neither this IFA nor any provision hereof may be changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified, return receipt requests, U. S. Mail.

IX. Merger

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating, and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations, or covenants not herein expressed shall be binding upon the parties.

X. Third Party Beneficiary

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this /FA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

XI. Governance

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

XII. Dispute Resolution

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within sixty calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Education to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

XII. Signatures

IN WITNESS WHEREOF, Partner and CSS have caused this Memorandum of Understanding to be duly executed as of the date set forth below.

LWDB: CareerSource Suncoast	Partner Agency: School District of Manatee County
Name: Joshua Matlock	Name: Dr. Laurie Breslin
Title: President/CEO	Title: Superintendent
Signature: _____	Signature: Laurie Breslin (Jun 25, 2026 07:36 EDT)
Date: _____	Date: 06/25/2026

Chief Local Elected Officials

Manatee Board of County Commissioners	Sarasota Board of County Commissioners
Name: _____	Name: _____
Title: Manatee County Commissioner	Title: Sarasota County Commissioner
Signature: _____	Signature: _____
Date: _____	Date: _____

ATTACHMENT A

Partner On-Site Representation Schedule

$335,135 estimated

Required Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virual Presence
WIOA, TANF, SNAP RESEA	DOL & HHS	CSS	27.00	71.05%	$238,122	Physical
Wagner Peyser	DOL	CSS	6.00	15.79%	$52,916	Physical
Veteran Program	DOL	CSS	3.00	7.89%	$26,458	Physical
TAA	DOL	CSS	0.00	0.00%	$0	Physical
Senior Community Employment Prog	DOL	AARP-Man/Sara	0.10	0.26%	$882	Virtual
Adult Ed & Literacy - GED	DOE	SCSB	1.00	2.63%	$8,819	Physical
Adult Ed & Literacy - GED	DOE	MCSB	0.10	0.26%	$882	Virtual
Migrant Seasonal Farmworker Jobs Prog	DOL/DOE	MCSB	0.10	0.26%	$882	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.26%	$882	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.26%	$882	Virtual
Job Corp	DOL	JC Pinellas CO	0.10	0.26%	$882	Virtual
CSBG	HHS	SC Health & Human Svcs	0.10	0.26%	$882	Virtual
CSBG	HHS	Step-Up Suncoast	0.10	0.26%	$882	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.26%	$882	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.26%	$882	Virtual
Totals			**38.00**	**100.00%**	**$335,135**	

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Memorandum of Understanding

for Workforce Development Partners

By and between

Suncoast Workforce Board, Inc. dba, CareerSource Suncoast

And

Farmworker Career Development Program of the School District of Manatee County

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between Suncoast Workforce Board, Inc. dba, CareerSource Suncoast, ("CS Suncoast"); and Farmworker Career Development Program of the School District of Manatee County, ("Partner"). CS Suncoast and Partner Farmworker Career Development Program of the School District of Manatee County are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CS Suncoast and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CS Suncoast to enable the Partner to integrate with the one-stop delivery system.

The Parties agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
    a. Adults
    b. Dislocated workers
    c. Youth
    d. Job Corps
    e. YouthBuild
    f. Native American programs
    g. Migrant and seasonal farmworker programs

2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III
3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA
4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Blind Services)
6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
11. Employment and training activities carried out by the Department of Housing and Urban Development
12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Please list below additional partners in the local one-stop delivery system, as approved by the local workforce development board and CLEOs:

Section 4. Provision of Services

A. One-Stop Services. The following services will be provided through the local one-stop delivery system:
    1. Business Services:
        a. Make labor exchange activities and labor market information available to local employers.
        b. Develop relationships and networks with large and small employers and their intermediaries.
        c. Develop, convene, or implement industry/sector partnerships.
        d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.
    2. Job Seeker Services:
        a. Provide basic career services, including:
            1. Determinations of whether the individual is eligible to receive assistance;
            2. Outreach, intake, and orientation;
            3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
            4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
            5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
            6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
            7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
                a. Job vacancy listings in labor market areas;
                b. Information on job skills necessary to obtain the vacant jobs listed; and
                c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
            8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
            9. Information about how the local area is performing on local performance accountability measures;
            10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: childcare; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;

11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Provide individualized career services, including:
   1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
   2. Development of an individual employment plan;
   3. Group and/or individual counseling;
   4. Career planning;
   5. Short-term pre-vocational services;
   6. Internships and work experiences that are linked to careers;
   7. Workforce preparation activities;
   8. Financial literacy services;
   9. Out-of-area job search assistance and relocation assistance; and
   10. English language acquisition and integrated education and training programs.
   11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
   12. Provide employment services and related support being provided by the TANF program that qualify as career services.

c. Training Services:
   1. Occupational skills training, including training for non-traditional employment;
   2. On-the-job training;
   3. Incumbent worker training;
   4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
   5. Training programs operated by the private sector;
   6. Skills upgrading and retraining;
   7. Entrepreneurial training;
   8. Transitional jobs;
   9. Job readiness training;
   10. Adult education and literacy activities;
   11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

d. Youth Services:
   1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential;
   2. Alternative secondary school services, or dropout recovery services, as appropriate;
   3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
   4. Occupational skill training;

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services;
8. Adult mentoring;
9. Follow-up services;
10. Comprehensive guidance and counseling;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually through the one-stop delivery system by:
   1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
   2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
   3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:
   1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
   2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
   3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
   4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.

D. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
   1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
   2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.
   3. If applicable, additional information on cross-referral policies and procedures is outlined in Attachment: N/A

E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).

F. Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.

G. Accessibility. The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either collocate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of Infrastructure and Operating Costs

Costs of the infrastructure of the One-Stop career centers will be funded in accordance with **Attachment 1 – Infrastructure Funding Agreement**, incorporated herein by reference. As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026, whichever is later, through June 30, 2029, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CS Suncoast, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes, and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).

B. In the event of termination, the Parties will convene within 60 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

A. All notices required to be given to CS Suncoast under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CS Suncoast at its office located at 3660 N Washington Blvd, Sarasota FL, 34234, addressed to the President/CEO.

B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 1400 1st Avenue, Palmetto, FL 34221.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality, and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within sixty (60) calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

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Section 13. Signatures

IN WITNESS WHEREOF, Partner and CareerSource Suncoast have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

CareerSource Suncoast

Name: Joshua Matlock

Signature: _____

Title: President/CEO

Date: _____

Approved by Partner:

School District of Manatee County

Name: Dr. Laurie Breslin

Signature: Laurie Breslin (Jun 25, 2026 07:36:57 EDT)

Title: Superintendent

Date: 06/25/2026

Approved by Chief Local Elected Official-

Manatee County:

Name: Tal Siddique

Signature: _____

Title: Manatee County Commissioner

Date: _____

Approved by Chief Local Elected Official

Sarasota County:

Name: Teresa Mast

Signature: _____

Title: Sarasota County Commissioner

Date: _____

ATTACHMENT I – INFRASTRUCTURE FUNDING AGREEMENT

I. Purpose

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the One-Stop centers and relative benefits received and requiring that all funds be spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this One-Stop operating budget as the master budget necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received and will be reconciled on a quarterly basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

II. Partners

Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the One-Stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

III. One-Stop Operating Budget

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The Local Workforce Development Board based the budget on all costs associated with operating the America Job Center.

CareerSource Suncoast
One Stop Operating Budget
Infrastructure Funding Agreement Budget
Comprehensive American Job Center
North Sarasota County Career Center
3660 North Washington Blvd
Sarasota, FL

Description	Estimated IFA Budget	
Infrastructure Costs:		
Office Rent includes Utilities & Bldg Maintenance	$288,137	
Copier Usage and Maintenance for Clients	$1,920	
Internet, Phone, Fax	$18,168	
Kiosk Software	$828	
Website Maintenance	$5,370	
Microsoft Defender and Enterprise Mobility	$9,206	
WIFI	$200	
Phones (Ring Central)	$8,887	
Total Infrastructure Costs		$332,716
Additional Services:		
IT Services - Crosswalk Maintenance	$2,419	
Total Additional Services		$2,419
Total One Stop Operating Budget		$335,135
FTEs Supporting the American Job Center (as of July 2025)		38
Cost per FTE = $283,990/32 FTEs (as of July 2026)		$8,819
Direct Linkage/Virtual Presence = 0.1 x Cost per FTE (as of July 2025)		$882

IV. Cost Allocation Methodology

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment A (Partner On-site Representation Schedule} and will fund operating costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

Required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the infrastructure cost equivalent to a minimum of 0.1 FTE or 4 hours per week (1 FTE is equivalent to 40 hours/week).

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

a) To remedy the imbalance of non-physically represented Partners, and

b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefits received.

As outlined in the MOU, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

V. PARTNER CONTRIBUTION (Based on all costs associated with the operation of the American Job Center)

Below is the contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE _____/_____=_____
Partner Physical Presence Contribution (*partners who elected to have their representatives in the One-Stop on a FT or PT basis to serve customers)*	1 FTE x Estimated Cost per FTE 1 FTE x $8,819 = $8,819 **(1 FTE represents 40 hours/week commitment)**
Partner Direct Linkage/Visual Presence Contribution *(Partner who elects not to have their representative in the one-stop but offer a technology option to serve customers.)*	Minimum of 0.1 FTE or 4 hours per week 0.1 FTE x $8,819 = $882 **(0.1 FTE represents 4 hours/week commitment)**

FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional costs of operating a local One-Stop delivery system (i.e., partner's program or administrative funds) may differ depending upon the partners' program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEGL 17- 16: Infrastructure Funding of the One-Stop Delivery System can be found at: TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 17-16 | U.S. Department of Labor (dol.gov).

Types. Funding for infrastructure costs and additional costs may be in the form of:
(1) CASH, NON-CASH and THIRD-PARTY IN-KIND CONTRIBUTIONS*
(2) Funding from philanthropic organizations or other private entities; or
(3) Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contributions or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

- **Cash**
  Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.
- **Non-Cash**
  - Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
  - Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.
  - The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.
- **Third-party In-kind**
  - Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-- one-stop Partner to:
  - Support the One-Stop Center in general; or
  - Support the proportionate share of One-Stop infrastructure costs of a specific partner.
  -

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR; 463.720; and 34 CFR 463.760]

Sources: The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner programs' requirements.

VI. Cost Reconciliation

The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding.

The Partner agrees to submit Infrastructure Funding agreement reports on a quarterly basis for the LWDB (CSS) to complete a reconciliation of budgeted and actual costs and updates of the allocation basis.

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation basis will be provided for the review.

The LWDB will submit invoices (if applicable) to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the OSCC, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and, Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the One-Stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs would include service contracts with vendors or contractors, equipment, and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the One-Stop center as a whole would be personnel

costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center (OSCC) or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

VII. Term

The Term of this IFA shall commence on July 1, 2026 or the date last executed by both parties, whichever is later, through June 30, 2029 . The IFA will be reviewed bi-annually for any cost fluctuations when determining subsequent years' proportionate cost share.

This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. Neither this IFA nor any provision hereof may be changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

VII. Amendments and Modifications

Neither this IFA nor any provision hereof may be changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified, return receipt requests, U. S. Mail.

IX. Merger

This IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating, and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations, or covenants not herein expressed shall be binding upon the parties.

X. Third Party Beneficiary

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this /FA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

XI. Governance

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CSS. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CSS.

XII. Dispute Resolution

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Suncoast and the Director of the Partner organization. A joint decision shall be issued within sixty calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Education to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Suncoast and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

XII. Signatures

IN WITNESS WHEREOF, Partner and CSS have caused this Memorandum of Understanding to be duly executed as of the date set forth below.

LWDB: CareerSource Suncoast	Partner Agency: School District of Manatee County
Name: Joshua Matlock	Name: Dr. Laurie Breslin
Title: President/CEO	Title: Superintendent
Signature: _____	Signature: Laurie Breslin (Jul 25, 2026 07:36 EDT)
Date: _____	Date: 06/25/2026

Chief Local Elected Officials

Manatee Board of County Commissioners	**Sarasota Board of County Commissioners**
Name: _____	Name: _____
Title: Manatee County Commissioner	Title: Sarasota County Commissioner
Signature: _____	Signature: _____
Date: _____	Date: _____

ATTACHMENT A

Partner On-Site Representation Schedule

$335,135 estimated

Required Partners	Governance	Local Grantee	# of Staff	% of Total FTEs	Partner Contribution	Physical or Virual Presence
WIOA, TANF, SNAP RESEA	DOL & HHS	CSS	27.00	71.05%	$238,122	Physical
Wagner Peyser	DOL	CSS	6.00	15.79%	$52,916	Physical
Veteran Program	DOL	CSS	3.00	7.89%	$26,458	Physical
TAA	DOL	CSS	0.00	0.00%	$0	Physical
Senior Community Employment Prog	DOL	AARP-Man/Sara	0.10	0.26%	$882	Virtual
Adult Ed & Literacy - GED	DOE	SCSB	1.00	2.63%	$8,819	Physical
Adult Ed & Literacy - GED	DOE	MCSB	0.10	0.26%	$882	Virtual
Migrant Seasonal Farmworker Jobs Prog	DOL/DOE	MCSB	0.10	0.26%	$882	Virtual
Vocational Rehabilitation	DOE	VR	0.10	0.26%	$882	Virtual
Division of Blind Services	DOE	FL Div BS	0.10	0.26%	$882	Virtual
Job Corp	DOL	JC Pinellas CO	0.10	0.26%	$882	Virtual
CSBG	HHS	SC Health & Human Svcs	0.10	0.26%	$882	Virtual
CSBG	HHS	Step-Up Suncoast	0.10	0.26%	$882	Virtual
Dept Housing & Urban Development	HUD	MC Housing Authority	0.10	0.26%	$882	Virtual
Dept Housing & Urban Development	HUD	SC Housing Authority	0.10	0.26%	$882	Virtual
Totals			**38.00**	**100.00%**	**$335,135**	

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SCHOOL BOARD

Cindy Spray
Chair

Richard Tatem
Vice Chair

Chad Choate III
Heather Felton
Charlie Kennedy

SUPERINTENDENT

Dr. Laurie Breslin

P.O. Box 9069
Bradenton, FL 34206-9069
215 Manatee Avenue West
Bradenton, FL 34205
941.708.8770
www.manateeschools.net

SCHOOL DISTRICT OF MANATEE COUNTY

Agreement of Collaboration for Services to the Farmworker Population
(July 1, 2026 – June 30, 2027)

We agree to continue our collaboration to provide services to migrant and seasonal farmworkers and their dependents in the community to strengthen their ability to achieve economic self-sufficiency. This agreement is submitted to satisfy National Farmworker Jobs Program requirements during the 2026-2027 project year for the Farmworker Career Development Program (FCDP) of the School District of Manatee County (under the supervision of the Department of Adult, Career and Technical Education) and is between the FCDP of Manatee County and the Migrant Education Program (MEP) of the School District of Manatee County.

The primary role of the FCDP is to help farmworkers and their dependents to obtain sustainable, un-subsidized, full-time, nonagricultural employment. Activities include basic education, career counseling, occupational and workforce training, job placement, supportive services, and emergency assistance through a collaboration with community partners. Expectations: The FCDP will provide outreach opportunities to Manatee County MEP and will support their community efforts as appropriate. FCDP will also refer families to Manatee County MEP for services as appropriate.

The primary role of Manatee County MEP is to serve and support students from Migrant/Seasonal farm working families in Manatee County. Expectations: Manatee County MEP will provide outreach opportunities to the FCDP and will refer individuals to the FCDP as appropriate.

By working together, the FCDP and Manatee County MEP establish a strong linkage to help ensure accessibility to supportive services for the farmworker community.

Aníbal Rosario Planas — 7/1/2026

Aníbal J. Rosario Planas, Coordinator — Date
Farmworker Career Development Program
Manatee School District
1400 1st Avenue E Bldg. 5
Palmetto, FL 34221
O: 941-751-7947 x 42099
rosarioplanasa@manateeschools.net

Jul 2, 2026

Sandra Marines, Program Coordinator — Date
Migrant Education Program
Manatee County School District
2501 63rd Ave E, Bradenton, FL 34203
O: 941-751-6550 x 43333
mariness@manateeschools.net

SCHOOL BOARD

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Richard Tatem
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SUPERINTENDENT

Dr. Laurie Breslin

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SCHOOL DISTRICT OF MANATEE COUNTY

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We agree to continue our collaboration to provide services to migrant and seasonal farmworkers and their dependents in the community to strengthen their ability to achieve economic self-sufficiency. This agreement is submitted to satisfy National Farmworker Jobs Program requirements during the 2026-2027 project year for the Farmworker Career Development Program (FCDP) of the School District of Manatee County (under the supervision of the Department of Adult, Career and Technical Education) and is between Children's Home Society (CHS) and the FCDP of Manatee County.

The primary role of the FCDP is to help farmworkers and their dependents to obtain sustainable, un-subsidized, full-time, nonagricultural employment. Activities include basic education, career counseling, occupational and workforce training, job placement, supportive services, and emergency assistance through a collaboration with community partners. Expectations: The FCDP will provide outreach opportunities to CHS and support their community efforts as appropriate.

The primary role of CHS is to establish community partnerships that can provide services and support to the families being served at Blanche H. Daughtrey Elementary School. Expectations: CHS will provide outreach opportunities to the FCDP and will refer individuals to the FCDP as appropriate.

By working together, the FCDP and CHS establish a strong linkage to help ensure accessibility to supportive services for the farmworker community.

Aníbal Rosario Planas — 6/30/2026

Aníbal J. Rosario Planas, Coordinator — Date
Farmworker Career Development Program
Manatee School District
1400 1st Avenue E Bldg. 5
Palmetto, FL 34221
O: 941-751-7947 x 42099
rosarioplanasa@manateeschools.net

Jessie Garcia — Jul 6, 2026

Jessie Garcia, Community Partnership School Director — Date
Children's Home Society
Blanche H. Daughtrey Elementary School
515 63rd Ave E, Bradenton, FL 34203
941-751-7023
Jessie.garcia@chsfl.org

SCHOOL BOARD

Cindy Spray
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Richard Tatem
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Chad Choate III
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SUPERINTENDENT

Dr. Laurie Breslin

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Bradenton, FL 34205
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SCHOOL DISTRICT OF MANATEE COUNTY

Agreement of Collaboration for Services to the Farmworker Population
(July 1, 2026 – June 30, 2027)

We agree to continue our collaboration to provide services to migrant and seasonal farmworkers and their dependents in the community to strengthen their ability to achieve economic self-sufficiency. This agreement is submitted to satisfy National Farmworker Jobs Program requirements during the 2026-2027 project year for the Farmworker Career Development Program (FCDP) of the School District of Manatee County (under the supervision of the Department of Adult, Career and Technical Education) and is between the FCDP of Manatee County and Whole Child Manatee.

The primary role of the FCDP is to help farmworkers and their dependents to obtain sustainable, un-subsidized, full-time, nonagricultural employment. Activities include basic education, career counseling, occupational and workforce training, job placement, supportive services, and emergency assistance through a collaboration with community partners. Expectations: The FCDP will provide outreach opportunities to Whole Child Manatee and support their community efforts as appropriate. FCDP will also refer families to Whole Child Manatee for services as appropriate.

Whole Child Manatee is an organization that aims to build connections between agencies in the Manatee County area to provide a wide variety of services to families in need, specially looking out for the wellbeing of children. They provide assistance in the way of referrals to agencies in the area, coordination of services, assistance to apply for benefits, among others. Expectations: Whole Child Manatee will provide outreach opportunities to the FCDP and will refer individuals to the FCDP as appropriate.

By working together, the FCDP and Whole Child Manatee establish a strong linkage to help ensure accessibility to supportive services for the farmworker community.

Aníbal Rosario Planas — 7/2/2026

Aníbal J. Rosario Planas, Coordinator — Date
Farmworker Career Development Program
Manatee School District
1400 1st Avenue E Bldg. 5
Palmetto, FL 34221
O: 941-751-7947 x 42099
rosarioplanasa@manateeschools.net

Kim Ross — Jul 2, 2026

Kim Ross, Coordinator — Date
Whole Child Manatee
O: 941-749-3059 x. 3092
kim.ross@mymanatee.com

GET THERE
Farmworker Career Development Program

Farmworker Career Development Program
School District of Manatee County
Local Advisory Board

Jessie Garcia (Chair)	Children's Home Society	Jessie.Garcia@chsfl.org	941-751-7023 x.58003
Orlando Alvarado (Co-Chair)	Volunteer	landi453@hotmail.com	787-425-1529
Sandra Marines	Migrant Education Program Manatee County	mariness@manateeschools.net	941-751-6550 x.43333
Daniel Jaime	GROW Early Learning	djaime@growearlylearning.org	863-285-8210
Nirma Marrero-Padilla	GROW Early Learning	nmarrero@growearlylearning.org	941-322-6064
Craig Warzecha	Bradenton Marauders	Craig.Warzecha@pirates.com	941-269-4790
Karena Ballard	Bradenton Marauders	Karena.Ballard@pirates.com	412-323-5000 x.4358
Jose Cordovez	CareerSource Suncoast	jcordovez@careersourcesc.com	941-800-3360
Linda Benavides	Centerstone	Linda.Benavides@centerstone.org	941-782-4226
Yadira Leyja	Centerstone	Yadira.Leyja@centerstone.org	941-782-4226
Nelly Nelson	IFAS Extension	nelly.nelson@ufl.edu	941-722-4524 x.1854
William De La Torres, Pastor	St. Mary's Episcopal Church	wdelat@hotmail.com	941-722-5292
Esperanza Gamboa	MCR Health	egamboa@mcr.health	941-776-4000
Lisa Murray	Gulf Coast Legal Services	lisam@gulfcoastlegal.org	941-746-6151 x.122
Sandra Alves	Family Resources	salves@Family-Resources.org	941-741-3575
Teresita Matos-Post	Beth-El Farm Working Ministry	teresita@beth-el.org	813-773-7599
Stephen Seville	DOE, Apprenticeship Programs	Stephen.Seville@fldoe.org	941-363-7223
Natalie Caukwell	Goodwill	Natalie.Caukwell@gimi.org	941-355-2721 x.293
Margie Genter	Goodwill	margieg@gimi.org	941-355-2721 x.155
Sara Torres	Children's Home Society	sara.torres@mymanatee.org	941-749-3059
Char Young	HOPE Family Services	char.young@HOPEFAMILYSERVICE.ORG	941-747-8499
Dora Amaro	HOPE Family Services	dora.amaro@HOPEFAMILYSERVICE.ORG	941-747-8499
Laurel Lynch	HOPE Family Services	Laurel.lynch@hopefamilyservice.org	941-730-0074
Alexandra DeMartino	UnidosNow	alex@unidosnow.org	941-363-6259
Evelyn Almodóvar	UnidosNow	evelyn@unidosnow.org	941-363-6259

DRAFT

PY 2025-2026 Local Targeted Occupations List

Workforce Development Area 18 - Manatee and Sarasota Counties

Sorted by Standard Occupational Classification Code

Effective July 1, 2025

SOC Code †	Occupational Title †	HSHW ††	LMEC Training Code †††	Qualifying Level ††††
111021	General and Operations Managers	HSHW	6	R
112021	Marketing Managers	HSHW	6	R
112022	Sales Managers	HSHW	6	R
113012	Administrative Services Managers	HSHW	6	R
113021	Computer and Information Systems Managers	HSHW	6	R
113031	Financial Managers	HSHW	6	R
113071	Transportation, Storage, and Distribution Managers	HSHW	6	N
113121	Human Resources Managers	HSHW	6	S
119021	Construction Managers	HSHW	6	R
119051	Food Service Managers	HSHW	3	R
119111	Medical and Health Services Managers	HSHW	6	R
119141	Property, Real Estate, and Community Association Managers	HSHW	6	R
119151	Social and Community Service Managers	HSHW	6	N
119199	Managers, All Other	HSHW	6	R
131020	Buyers and Purchasing Agents	HSHW	6	S
131031	Claims Adjusters, Examiners, and Investigators	HSHW	3	R
131041	Compliance Officers	HSHW	6	R
131051	Cost Estimators	HSHW	6	R
131071	Human Resources Specialists	HSHW	6	R
131081	Logisticians	HSHW	6	R
131082	Project Management Specialists	HSHW	6	R
131111	Management Analysts	HSHW	6	R
131121	Meeting, Convention, and Event Planners		6	N
131141	Compensation, Benefits, and Job Analysis Specialists	HSHW	6	S
131151	Training and Development Specialists		6	R
131161	Market Research Analysts and Marketing Specialists	HSHW	6	R
131199	Business Operations Specialists, All Other	HSHW	6	R
132011	Accountants and Auditors	HSHW	6	R
132020	Property Appraisers and Assessors	HSHW	6	S
132051	Financial and Investment Analysts	HSHW	6	N
132052	Personal Financial Advisors	HSHW	6	S
132053	Insurance Underwriters	HSHW	6	S
132072	Loan Officers	HSHW	6	S
132099	Financial Specialists, All Other	HSHW	6	N
151211	Computer Systems Analysts	HSHW	6	R
151212	Information Security Analysts	HSHW	6	S
151231	Computer Network Support Specialists	HSHW	5	S
151232	Computer User Support Specialists	HSHW	4	R
151241	Computer Network Architects	HSHW	6	S
151244	Network and Computer Systems Administrators	HSHW	6	R
151251	Computer Programmers	HSHW	6	S
151252	Software Developers	HSHW	6	R
151253	Software Quality Assurance Analysts and Testers	HSHW	6	R
151254	Web Developers	HSHW	5	N
151255	Web and Digital Interface Designers	HSHW	5	N
151299	Computer Occupations, All Other	HSHW	6	R
152031	Operations Research Analysts	HSHW	6	S
152051	Data Scientists	HSHW	6	S
172051	Civil Engineers	HSHW	6	R
172112	Industrial Engineers	HSHW	6	S
172141	Mechanical Engineers	HSHW	6	N
173011	Architectural and Civil Drafters	HSHW	5	S
173031	Surveying and Mapping Technicians		5	S
191042	Medical Scientists, Except Epidemiologists	HSHW	6	N
195011	Occupational Health and Safety Specialists	HSHW	6	S
211018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors		6	R
211021	Child, Family, and School Social Workers		6	R
211023	Mental Health and Substance Abuse Social Workers	HSHW	6	N
211093	Social and Human Service Assistants		3	R
211094	Community Health Workers		6	N

SOC Code †	Occupational Title †	HSHW ††	LMEC Training Code †††	Qualifying Level ††††
211099	Community and Social Service Specialists, All Other		6	N
232011	Paralegals and Legal Assistants	HSHW	5	R
251071	Health Specialties Teachers, Postsecondary	HSHW	6	N
252012	Kindergarten Teachers, Except Special Education	HSHW	6	R
252021	Elementary School Teachers, Except Special Education		6	R
252022	Middle School Teachers, Except Special and Career/Technical Education		6	R
252031	Secondary School Teachers, Except Special and Career/Technical Education	HSHW	6	R
252052	Special Education Teachers, Kindergarten and Elementary School		6	S
252058	Special Education Teachers, Secondary School	HSHW	6	S
253099	Teachers and Instructors, All Other		6	N
271011	Art Directors	HSHW	6	N
271014	Special Effects Artists and Animators	HSHW	6	N
271024	Graphic Designers		6	R
271025	Interior Designers		6	R
272012	Producers and Directors	HSHW	6	N
273031	Public Relations Specialists	HSHW	6	R
273043	Writers and Authors	HSHW	6	R
291126	Respiratory Therapists	HSHW	5	N
291141	Registered Nurses	HSHW	6	R
291292	Dental Hygienists	HSHW	5	R
292010	Clinical Laboratory Technologists and Technicians		5	R
292034	Radiologic Technologists and Technicians	HSHW	5	R
292052	Pharmacy Technicians		4	R
292056	Veterinary Technologists and Technicians		5	R
292057	Ophthalmic Medical Technicians		4	R
292061	Licensed Practical and Licensed Vocational Nurses		4	R
292072	Medical Records Specialists		4	R
292081	Opticians, Dispensing		4	R
292099	Health Technologists and Technicians, All Other		4	R
312011	Occupational Therapy Assistants	HSHW	5	R
312021	Physical Therapist Assistants	HSHW	5	R
319011	Massage Therapists		4	S
319091	Dental Assistants		4	R
319092	Medical Assistants		4	R
319097	Phlebotomists		4	R
332011	Firefighters	HSHW	4	R
333051	Police and Sheriff's Patrol Officers	HSHW	5	R
351011	Chefs and Head Cooks		5	R
371012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers		3	R
391014	First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services		3	N
391022	First-Line Supervisors of Personal Service Workers		3	R
411011	First-Line Supervisors of Retail Sales Workers		3	R
411012	First-Line Supervisors of Non-Retail Sales Workers	HSHW	3	R
413021	Insurance Sales Agents	HSHW	4	R
413031	Securities, Commodities, and Financial Services Sales Agents	HSHW	6	R
413091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel		6	R
414011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	HSHW	6	S
414012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	HSHW	3	R
419021	Real Estate Brokers		4	S
419022	Real Estate Sales Agents		4	R
431011	First-Line Supervisors of Office and Administrative Support Workers	HSHW	3	S
433031	Bookkeeping, Accounting, and Auditing Clerks		3	S
433051	Payroll and Timekeeping Clerks		3	S
434031	Court, Municipal, and License Clerks		3	R
434161	Human Resources Assistants, Except Payroll and Timekeeping		5	S
435061	Production, Planning, and Expediting Clerks		3	R
436011	Executive Secretaries and Executive Administrative Assistants	HSHW	3	S
436012	Legal Secretaries and Administrative Assistants		3	S
436013	Medical Secretaries and Administrative Assistants		3	R
439199	Office and Administrative Support Workers, All Other		3	S
471011	First-Line Supervisors of Construction Trades and Extraction Workers	HSHW	3	R
472031	Carpenters		4	R
472111	Electricians		4	R
472152	Plumbers, Pipefitters, and Steamfitters		4	R
474011	Construction and Building Inspectors	HSHW	4	R
491011	First-Line Supervisors of Mechanics, Installers, and Repairers	HSHW	3	R

SOC Code †	Occupational Title †	HSHW ††	LMEC Training Code †††	Qualifying Level ††††
492011	Computer, Automated Teller, and Office Machine Repairers		4	S
492022	Telecommunications Equipment Installers and Repairers, Except Line Installers	HSHW	4	R
492098	Security and Fire Alarm Systems Installers		4	R
493021	Automotive Body and Related Repairers		4	R
493023	Automotive Service Technicians and Mechanics		4	R
493031	Bus and Truck Mechanics and Diesel Engine Specialists	HSHW	4	S
493042	Mobile Heavy Equipment Mechanics, Except Engines	HSHW	4	R
493051	Motorboat Mechanics and Service Technicians		4	R
499021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers		4	R
499041	Industrial Machinery Mechanics	HSHW	4	R
499052	Telecommunications Line Installers and Repairers		4	R
499062	Medical Equipment Repairers	HSHW	5	N
499071	Maintenance and Repair Workers, General		4	L
511011	First-Line Supervisors of Production and Operating Workers	HSHW	3	R
514041	Machinists		4	R
514121	Welders, Cutters, Solderers, and Brazers		4	R
519061	Inspectors, Testers, Sorters, Samplers, and Weighers		4	R
531047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	HSHW	3	S
533032	Heavy and Tractor-Trailer Truck Drivers		4	R

†SOC Code and Occupational Title refers to Standard Occupational Classification codes and titles.
††HSHW = High Skill/High Wage = (Mean Wage - $29.98/hour & Entry Wage - $19.14/hour).
†††Labor Market Estimating Conference (LMEC Educational Requirements) Training Code:
3 = Some College, No Degree
4 = Post Secondary Non-Degree Award
5 = Associate Degree
6 = Bachelor's Degree
††††Qualifying Level:
L = Meets local review criteria.
R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data.
S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data.
N = Meets national wage and openings criteria based on national Labor Market Statistics employer survey data.

Sources: Florida Commerce, Bureau of Labor Market Statistics, 2025-26 Regional Demand Occupations List (RDOL)

CareerSource Suncoast (LWDB 18) PY2026-2027 Eligible Training Provider List

Access Computer Training **1537 Dale Mabry Hwy, Suite 101** **Lutz, FL 33548** **(813) 326-2628(813) 326-2628** **www.accesscomputertraining.com**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Cyber Defense and Incident Response Professional	N	N	Diploma	Yes	15-1212	180	$ 250	$ -	$ 10,400	$ 10,650	100%	$ 32.00	12/12/12
Introduction to Bookkeeping	N	N	Diploma	Yes	43-3031	32	$ 250	$ -	$ 2,900	$ 3,150	80%	$ 22.00	12/12/12
ITIL4.0 Certification Prep	N	N	Diploma	Yes	15-1211	16	$ 2	$ -	$ 2,295	$ 2,545	No Data	No Data	12/12/12
Project Management Professional Certification (PMP) Prep	N	N	Diploma	Yes	13-1082	40	$ 250	$ -	$ 3,400	$ 3,650	100%	$ 28.00	12/12/12
Security+ Certification Prep	N	N	Diploma	Yes	15-1212	60	$ 250	$ -	$ 3,400	$ 3,650	100%	$ 28.00	12/12/12
American Vocational Academy **Enterprise Ct. Suite D 1080** **34275 Nokomis, Fl.** **(941)281-2541** **www.americanvocationalacademy.com**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Heating, Ventilation, and Air Conditioning Technician	N	N	Cert	Yes	49-9021	240	$ 150	$ -	$ 5,745	$ 5,895	99%	$ 19.00	12/12/12
Charlotte Technical College - (CTC) **18150 Murdock Circle** **Port Charlotte, FL** **(941) 255-7000** **www.yourcharlotteschools.net/ctc**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Dental Assisting Technology and Management - ATD	Y	N	Cert	No	31-9091	1230	$ 45	$ 170	$ 6,073	$ 5,969	85%	$ 21.00	10/10/10
Master Automotive Service Technology 1 & 2 (with AC and Heating)	Y	N	Cert	No	49-3023	1200	$ 45	$ -	$ 7,125	$ 7,170	67%	$ 22.00	9/10/9
Practical Nursing	Y	N	Cert	Yes	29-2061	1350	$ 45	$ 372	$ 7,724	$ 7,246	89%	$ 26.00	11/11/11
Coding Clarified Academy 101 N. **Monroe St. Suite 800 Tallahassee, Fl. 32301** https://codingclarified.com/	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Professional Medical Coding Curriculum	N	N	Cert	Yes	29-2072	80	$ -	$ -	$ 5,999	$ 5,999	75%	$ 25.00	12/12/12
Computer Coach IT Training **5005 N. Hesperides St** **Tampa, FL 33614** **(813) 947-0552** **www.computercoach.com**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Computer Support Technician	N	N	Cert	Yes	15-1232	176	$ 100	$ -	$ 11,100	$ 11,200	90%	$ 21.43	9/9/9
Cyber Security Specialist	N	N	Cert	Yes	15-1212	214	$ 100	$ -	$ 14,600	$ 14,700	85%	$ 23.00	9/9/9
Front End Web Development	N	N	Cert	Yes	27-1024	216	$ 100	$ -	$ 11,500	$ 11,600	76%	$ 20.00	9/9/9
IT Security Professional	N	N	Cert	Yes	15-1212	136	$ 100	$ -	$ 11,100	$ 11,200	88%	$ 23.00	9/9/9

Fleet Force Driving School **8437 Tuttle Avenue #345** **Sarasota, FL 34243** **(941) 770-4235** **www.fleetforcetruckdrivingschool.com**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Class A CDL License Certification	N	N	Cert	Yes	53-3032	160	$ -	$ 184	$ 6,995	$ 7,179	90%	$ 26.00	9/9/9
Class B CDL License Certification	N	N	Cert	Yes	53-3032	40	$ -	$ 184	$ 3,495	$ 3,679	98%	$ 22.00	9/9/9
Galen College of Nursing Is - Tampa **10200 Dr/ MLK Jr. St. N.** **St.** **Petersburg, FL 33716** **(727) 722-9292** **Employ Florida Training Provider ID # 2337243** **www.galencollege.edu/**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Associate Degree in Nursing - LPN/LVN to ADN Bridge	Y	AS/RN	Yes	Yes	29-1141	360	$ 290	$ -	$ 42,290	$ 42,580	65%	$ 37.31	12/12/12
Associate Degree in Nursing - Two-Year Option	Y	AS/RN	Yes	Yes	29-1141	360	$ 290	$ -	$ 42,290	$ 42,580	64%	$ 34.41	12/12/12
Galen College of Nursing - Sarasota **501 N. Cattlemand Rd. Unit 200** **Sarasota, Fl. 34232** **(941) 343-4646** **Employ** **Florida Training Provider ID #** **www.galencollege.edu/**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Associate Degree in Nursing - LPN/LVN to ADN Bridge	Y	AS/RN	Yes	Yes	29-1141	360	$ 290	$ -	$ 42,290	$ 42,580	79%	$ 36.07	12/12/12
Manatee Technical College (MTC) **6305 State Road 70 East** **Bradenton, FL 34203** **(941) 751-7900** **www.ManateeTech.edu**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Accounting Operations	Y	N	Cert	Yes	43-3031	1050	$ 45	$ -	$ 4,124	$ 4,169	94%	$ 23.66	10/10/10
Applied Cyber Security	Y	N	Cert	Yes	15-1231	750	$ 45	$ -	$ 3,145	$ 3,190	90%	$ 35.26	9/9/9
Automotive Collision Technology Technician	Y	N	Cert	No	49-3021	1400	$ 45	$ -	$ 7,634	$ 7,679	96%	$ 24.85	9/9/9
BuildingTrades and Construction Design Technologies	Y	N	Cert	Yes	47-1011	1050	$ 45	$ -	$ 6,284	$ 6,329	80%	$ 22.47	9/9/9
Diesel Systems Technician 1	Y	N	Cert	Yes	49-3031	1050	$ 45	$ -	$ 5,255	$ 5,300	74%	$ 23.88	9/9/9
Electricity	Y	N	Cert	Yes	47-2111	1500	$ 45	$ -	$ 7,080	$ 7,125	69%	$ 29.98	9/9/9
Fire Fighter	N	N	Cert	Yes	33-2011	492	$ 45	$ 464	$ 3,548	$ 4,057	96%	$ 28.62	10/10/10
Fire Fighter/Emergency Medical Technician Combo	Y	N	Cert	Yes	33-2011	792	$ 45	$ 464	$ 5,346	$ 5,855	91%	$ 44.44	10/10/10
Florida Law Enforcement Academy	Y	N	Cert	Yes	33-3051	770	$ 45	$ 496	$ 3,908	$ 4,449	100%	$ 34.80	10/10/10
Heating Ventilation AC Ref - HVAC/R (Full Time) Day	Y	N	Cert	Yes	49-9021	1350	$ 45	$ -	$ 5,514	$ 5,559	83%	$ 28.75	9/10/9
Heating Ventilation AC Ref - HVAC/R (Part Time) Evening	Y	N	Cert	Yes	49-9021	750	$ 45	$ -	$ 3,971	$ 4,016	97%	$ 28.75	9/10/9
Machining Technologies	Y	N	Cert	No	51-4041	1500	$ 45	$ -	$ 5,442	$ 5,487	77%	$ 27.00	9/9/8
Marine Services Technology	Y	N	Cert	Yes	49-3051	1350	$ 45	$ -	$ 6,971	$ 7,016	100%	$ 23.85	9/9/9
Massage Therapy	Y	N	Cert	Yes	31-9011	750	$ 45	$ 90	$ 4,418	$ 4,553	94%	$ 27.86	9/10/10
Master Automotive Services Technology (Full Time)	Y	N	Cert	No	49-3023	1800	$ 45	$ -	$ 7,896	$ 7,941	79%	$ 23.88	9/10/9
Medical Assisting	Y	N	Cert	Yes	31-9092	900	$ 45	$ 214	$ 6,602	$ 6,861	75%	$ 21.25	10/10/10
Pharmacy Technician ATD	Y	N	Cert	Yes	29-2052	1050	$ 45	$ 214	$ 4,435	$ 4,694	73%	$ 20.90	10/11/10
Practical Nursing	Y	N	Cert	Yes	29-2061	1350	$ 45	$ 379	$ 8,573	$ 8,997	75%	$ 29.97	11/11/11
Welding Technology	Y	N	Cert	No	51-4121	1050	$ 45	$ -	$ 6,945	$ 6,990	88%	$ 22.62	9/9/9

Meridian College **7020 Professional Parkway East** **Sarasota, FL 34240** **(941) 377-4880** **www.meridian.edu**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Dental Assistant	Y	Y	Diploma	Yes	31-9091	51	$ 25	$ -	$ 16,000	$ 16,025	72%	$ 18.50	10/10/10
Medical Assistant(Diploma)	Y	Y	Diploma	Yes	31-9092	48	$ 25		$ 19,100	$ 19,125	78%	$ 18.25	10/10/10
Medical Assisting - Associate Degree	Y	Y	AS	Yes	31-9092	96	$ 25	$ -	$ 38,300	$ 38,325	75%	$ 18.75	12/12/12
Meridian West Central College **201 Montgomery Avenue** **Sarasota, FL 34243** **(941) 893-5543** www.meridianwestcentral.college	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Associate Degree in Nursing	N	Y	AS	Yes	29-1141	77	$ 360	$ -	$ 36,331	$ 36,691	89%	$ 37.00	12/12/12
Licensed Practical Vocational Nurse Training	N	No	Cert	Yes	29-2061	77	$ 250	$ -	$ 18,315	$ 18,565	100%	$ 29.00	12/12/12
My IT Future Institute **5402 W Laurel St.** **Tampa, FL 33607** **(813) 387-3500** https://myitfuture.com/	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
AWS and Azure Cloud Support	N	N	Cert	Yes	15-1231	144	$ -	$ -	$ 10,995	$ 10,995	N/A	N/A	10/10/10
AWS Cloud Practitioner and SYSIOS Administrator	N	N	Cert	Yes	15-1231	72	$ -	$ -	$ 6,500	$ 6,500	N/A	N/A	10/10/10
Cyber Security Analyst	N	N	Cert	Yes	15-1212	108	$ -	$ -	$ 7,500	$ 7,500	100%	$ 32.85	10/10/10
Cyber Security Forensic and Intrusion Analyst	N	N	Cert	Yes	15-1212	144	$ -	$ -	$ 10,995	$ 10,995	100%	$ 36.00	10/10/10
Cyber Security IT Professional	N	N	Cert	Yes	15-1231	216	$ -	$ -	$ 12,995	$ 12,995	97%	$ 28.26	10/10/10
Master Certified Cyber Security & Information Assurance Mgt.	N	N	Cert	Yes	15-1212	88	$ -	$ -	$ 9,000	$ 9,000	100%	$ 35.00	10/10/10
Mobile Device and Desktop Support Technician	N	N	Cert	Yes	15-1231	180	$ -	$ -	$ 9,995	$ 9,995	100%	$ 30.00	10/10/10
Network Security Technician	N	N	Cert	Yes	15-1231	144	$ -	$ -	$ 7,500	$ 7,500	100%	$ 26.00	10/10/10
Prep. Program Cisco Certified Network Associate (CCNA)	N	N	Cert	Yes	15-1231	72	$ -	$ -	$ 5,990	$ 5,990	100%	$ 33.65	10/10/10
Prep. Program for Microsoft Cerified Azure Administator Assoc.	N	N	Cert	Yes	15-1231	80	$ -	$ -	$ 2,975	$ 2,975	100%	$ 46.65	10/10/10
Project Management Professional (PMP)	N	N	Cert	Yes	13-1082	89	$ -	$ -	$ 6,500	$ 6,500	100%	$ 32.21	10/10/10
Roadmaster Drivers School, Inc. **5025 Orient Road** **Tampa, FL 33610** **(727) 342-6420** **www.roadmaster.com**	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Class A ELDT Behind-the-Wheel Training (CDL)	N	N	Diploma	No	53-3032	180	$ -	$ 200	$ 7,495	$ 7,695	91%	$ 27.62	9/9/9
Southern Technical College (Port Charlotte Campus) **950** **Tamiami Trail #109** **Port** **Charlotte, Fl. 33953** **(941) 391-** **8888** https://www.southerntech.edu/locations/port-charlotte/	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Electrical Technology	Y	Y	Diploma	Yes	47-2111	600	$ -	$ -	$ 16,995	$ 16,995.00	83%	$ 20.11	12/12/12
Medical Assistant - Diploma	Y	Y	Diploma	Yes	31-9092	720	$ -	$ -	$ 18,900	$ 18,900.00	79%	$ 19.75	12/12/12

State College of Florida (SCF) Manatee-Sarasota 5840 26th Street West Bradenton, FL 34207 (941) 752-5000 *Includes all Campus Locations in Manatee and Sarasota County www.scf.edu	PELL Eligible (Y/N)	Credit Bearing (Y/N)	Credential	Stackable (Y/N)	SOC Code	Clock/ Credit Hours	Non-ITA Application Fees	Non-ITA Program Screening Fees	Total ITA Allowable Costs	Total Program Cost	Graduation Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
CompTIA Security +	N	N	Cert	Yes	15-1212	72	$ -	$ -	$ 3,250	$ 3,250	100%	$ 31.00	9/9/9
Dental Hygiene	Y	Y	AS	Yes	29-1292	88	$ -	$ -	$ 17,785	$ 17,785	80%	$ 42.00	13/13/13
Nursing ASN (Artic-to BS Degree)	Y	Y	AS	Yes	29-1141	72	$ -	$ 100	$ 12,127	$ 12,227	81%	$ 34.00	13/13/13
Occupational Therapy Assistant	Y	Y	AS	No	31-2011	74	$ -	$ -	$ 11,782	$ 11,782	71%	$ 33.00	12/12/12
Physical Therapy Assistant	Y	Y	AS	No	31-2021	74	$ -	$ -	$ 11,386	$ 11,386	83%	$ 29.00	12/12/12

Suncoast Technical College (STC) 4748 Beneva Road Sarasota, FL 34233 (941) 924-1365 www.suncoast.edu	PELL Eligible (Y/N)	Credit Bearing (Y/N)	Credential	Stackable (Y/N)	SOC Code	Clock/ Credit Hours	Non-ITA Application Fees	Non-ITA Program Screening Fees	Total ITA Allowable Costs	Total Program Cost	Graduation Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Accounting Operations	Y	N	Cert	Yes	43-3031	1050	$ 25	$ -	$ 5,518	$ 5,543	80%	$ 23.07	10/10/10
Business Management and Analysis	Y	N	Cert	Yes	11-1021	900	$ 25	$ -	$ 5,400	$ 5,425	100%	$ 22.09	9/9/9
Carpentry	Y	N	Cert	Yes	47-2031	1200	$ 25	$ -	$ 5,905	$ 5,930	100%	$ 23.29	9/9/9
Computer Aided Drawing and Modeling	Y	N	Cert	Yes	17-3011	1200	$ 25	$ -	$ 4,648	$ 4,673	80%	$ 26.18	10/10/10
Crossover from Correctional Officer to Law Enforcement Officer	N	N	Cert	Yes	33-3051	518	$ 25	$ -	$ 2,430	$ 2,455	87%	$ 27.02	10/10/10
Electricity	Y	N	Cert	Yes	47-2111	1200	$ 25	$ -	$ 6,538	$ 6,563	98%	$ 18.87	9/9/9
Fire Fighter	N	Y	Cert	Yes	33-2011	492	$ 25	$ 120	$ 6,114	$ 6,259	89%	$ 24.16	10/10/10
Florida Law Enforcement Officer	Y	N	Cert	Yes	33-3051	770	$ 25	$ 30	$ 4,836	$ 4,891	90%	$ 27.02	10/10/10
Heating Ventilation AC Ref HVAC/R 1	Y	N	Cert	Yes	49-9021	750	$ 25	$ -	$ 5,215	$ 5,240	100%	$ 21.47	9/10/9
Machining Technologies	Y	N	Cert	Yes	51-4041	1200	$ 25	$ -	$ 6,223	$ 6,248	78%	$ 23.52	9/9/9
Marine Service Technologies	Y	N	Cert	Yes	49-3051	1350	$ 25	$ -	$ 9,749	$ 9,774	88%	$ 21.62	9/9/9
Master Automotive Services Technology	Y	N	Cert	Yes	49-3023	1800	$ 25	$ -	$ 9,867	$ 9,892	87%	$ 20.67	10/10/10
Medical Administrative Specialist	Y	N	Cert	Yes	43-6013	1050	$ 25	$ -	$ 5,248	$ 5,273	88%	$ 19.23	9/9/9
Practical Nursing	Y	N	Cert	Yes	29-2061	1350	$ 25	$ 305	$ 7,979	$ 8,309	71%	$ 26.46	11/11/11
Professional Culinary Arts-Food Service Manager	Y	N	Cert	Yes	35-1011	1200	$ 25	$ -	$ 6,483	$ 6,508	88%	$ 18.30	9/9/9
Professional Nursing (LPN-RN)	Y	N	Cert	Yes	29-1141	900	$ 25	$ 305	$ 7,048	$ 7,378	No Data	$ 35.68	11/11/11
Web Application Development & Programming	Y	N	Cert	Yes	15-1252	1050	$ 25		$ 3,987	$ 4,012	No Data	$ 32.68	9/9/9

Registered Apprenticeship Programs

Fleet Force Driving School 8437 Tuttle Avenue #345 Sarasota, FL 34243 (941) 770-4235 www.fleetforcetruckdrivingschool.com	PELL Eligible (Y/N)	Credit Bearing (Y/N)	Credential	Stackable (Y/N)	SOC Code	Clock/ Credit Hours	Non-ITA Application Fees	Non-ITA Program Screening Fees	Total ITA Allowable Costs	Total Program Cost	Graduation Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Heavy and Tractor Trailor Truck Driver	N	N	Cert	N/A	533032	160	$ -	$ -	$ 6,995	$ 6,995	No Data	$ 32.55	Dplm/GED

FloridaMakes 800 North Magnolia Ave, Suite 1800 Orlando, FL 32803 (407) 450-7206 www.floridamakes.com	PELL Eligible (Y/N)	Credit Bearing (Y/N)	Credential	Stackable (Y/N)	SOC Code	Clock/ Credit Hours	Non-ITA Application Fees	Non-ITA Program Screening Fees	Total ITA Allowable Costs	Total Program Cost	Graduation Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Industrial Manufacturing Technician	N	N	Cert	N/A	173026	200	$ -	$ -	$ 1,600	$ 1,600	No Data	$ 23.08	Dplm/GED
Production Technologist Associate	N	N	Cert	N/A	512099	154	$ -	$ -	$ 1,225	$ 1,225	No Data	$ 17.51	Dplm/GED
Quality Control Technician	N	N	Cert	N/A	173026	216	$ -	$ -	$ 1,600	$ 1,600	No Data	$ 23.08	Dplm/GED
Manasota Air Conditioning Contracting Association **1121 W. Price Blvd., #140 North Port, FL 34288** **(941) 404-3407** www.macca.us	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Heating and Air Conditioning Installer/Servicer	N	N	Cert	N/A	499021	144	$ -	$ -	$ 4,725	$ 4,724	100%	$ 17.00	Dplm/GED
Roots Engineering Services, LLC. **Commerce Dr STE 10, Venice, FL 34292 795 (941) 275-6004** https://rootsengineering.com/	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Robotics Technician	N	N	Cert	N/A	1730241	144	$ -	$ -	$ 4,750	$ 4,750	N/A	$ 26.00	12/12/12
Tampa Area Electrical JATC **5625 Harney Road** **Tampa, FL 33610** **(813) 621-3002** www.tampajatc.org	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Electrician	N	N	Cert	N/A	472111	900	$ -	$ -	$ 4,745	$ 4,745	75%	$ 35.00	Dplm/GED
Tampa Bay Pipe Trades JATC **3601 McIntosh Rd.** **Dover, FL 33527** **(813) 636-0123** www.tampajatc.org	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Heating, Ventilation, and Air Conditioning	N	N	Cert	N/A	499021	246	$ 267	$ -	$ 21,204	$ 21,471	No Data	$ 43.53	Dplm/GED
Pipefitters	N	N	Cert	N/A	472152	246	$ 267	$ -	$ 21,204	$ 21,471	No Data	$ 42.69	Dplm/GED
Plumber	N	N	Cert	N/A	472152	246	$ 267	$ -	$ 21,204	$ 21,471	No Data	$ 42.69	Dplm/GED
Technical Education Council (TEC) **168 Sarasota Center Blvd. Sarasota, Fl 34240.** **(941) 363-1632** www.technicaleducationcouncil.com	**PELL Eligible (Y/N)**	**Credit Bearing (Y/N)**	**Credential**	**Stackable (Y/N)**	**SOC Code**	**Clock/ Credit Hours**	**Non-ITA Application Fees**	**Non-ITA Program Screening Fees**	**Total ITA Allowable Costs**	**Total Program Cost**	**Graduation Rate**	**Average Wage at Placement**	**Basic Skills Grade Level R / M / L**
Electrician	N	N	Cert	N/A	472111	144	$ -	$ -	$ 6,000	$ 5,200	100%	$ 25.00	12/12/12

Notes:

> ITA = WIOA Individual Training Account/CSS Scholarship
> Other Third-Party Costs ITA = Required for training completion from a third party vendor (licensure, books, uniforms, tools, etc.)
> Basic Skills Grade Level R = Reading, M = Math, L= Language

PY 2024-2025 ELIGIBLE TRAINING PROVIDER LIST

REVISION DATE: JULY 2024

LTOL Entry Wage	Tier	ITA Payment
Up to $15.00 =	Tier 1	Up to $10,000.00
$15.01 and above =	Tier 2	Up to $15,000.00

NAICS Code	High Skill High Wage	TOL Occupational Titles	Program Title	School	Location	Entrance Requirement - - - - Open Entry Open Exit	Clock/Credit Hours	Tuition	Books, Fees and Other Cost	TOTAL Program Cost	Reading	Math	Language	Completion Award	LTOL Entry Wage Per Hour	LTOL Mean Wage Per Hour	Maximum Payment Tier
48		Captains, Mates, and Pilots of Water Vessels	Professional Mariner Training Program	Charles F. Chapman School of Seamanship, Inc.	Stuart	High School Diploma/GED; 18 years of age	360.0 weeks	$8,700.00	$150.00	$8,850.00	10	10	10	Diploma	$16.62	$30.97	$8,850.00
62		Dental Assistants	Dental Assisting	Fortis	Port St. Lucie	High School Diploma/GED	60 credits	$19,444.00	$1,910.00	$21,354.00	10	10	10	Diploma	$17.70	$23.14	$15,000.00
23		Heating, A.C., & Refrigeration Mechanics & Installers	Heating, Ventilation, Air Conditioning and Refrigeration	Fortis	Port St. Lucie	High School Diploma/GED	64 credits	$19,452.00	$1,553.00	$21,005.00	10	10	10	Diploma	$15.39	$21.93	$15,000.00
92		Medical Assistants	Medical Assisting	Fortis	Port St. Lucie	High School Diploma/GED	46 credits	$15,964.00	$901.00	$16,865.00	10	10	10	Diploma	$15.81	$18.61	$15,000.00
92		Medical Assistants	Medical Assisting with Basic X-Ray Operation	Fortis	Port St. Lucie	High School Diploma/GED	62 credits	$19,469.00	$1,375.00	$20,844.00	10	10	10	Diploma	$15.81	$18.61	$15,000.00
62		Licensed Practical & Licensed Vocational Nurses	Practical Nursing	Fortis	Port St. Lucie	High School Diploma/GED	82 credits	$24,108.00	$2,212.00	$26,320.00	11	11	11	Diploma	$21.10	$24.79	$15,000.00
62	Yes	Registered Nurses	Nursing (RN)	Fortis	Port St. Lucie	High School Diploma/GED	100 credits	$48,268.00	$3,438.00	$51,706.00	12	12	12	A.S. Degree	$28.21	$36.87	$15,000.00
81		Automotive Service Technicians and Mechanics	Automotive Service Management Technician	Indian River State College	Fort Pierce	High School Diploma/GED	24 credits	$2,802.41	$2,511.99	$5,314.40	10	10	10	Certificate	$15.06	$23.34	$5,314.40
81		Automotive Service Technicians and Mechanics	Automotive Service Management Technology	Indian River State College	Fort Pierce	High School Diploma/GED	68 credits	$7,057.04	$2,711.99	$9,769.03	10	10	10	A.A.S. Degree	$15.06	$23.34	$9,769.03
81		Automotive Service Technicians and Mechanics	Automotive Service Technology I	Indian River State College	Fort Pierce Stuart	High School Diploma/GED	1,050 hours	$2,688.00	$2,526.49	$5,214.49	9	10	9	Certificate	$15.06	$23.34	$5,214.49
81		Automotive Service Technicians and Mechanics	Automotive Service Technology II	Indian River State College	Stuart	Currently/ Previously Employed as a Automotive Tech	750 hours	$1,920.00	$2,465.74	$4,385.74	9	10	9	Certificate	$15.06	$23.34	$4,385.74
81		Automotive Service Technicians and Mechanics	General Automotive Technician	Indian River State College	Fort Pierce	High School Diploma/GED	44 Credits	$4,680.01	$2,871.99	$7,552.00	9	10	9	Certificate	$15.06	$23.34	$7,552.00
23		Brick Masons and Block Masons	Masonry Apprenticeship	Indian River State College	Fort Pierce	High School Diploma/GED	6,000 hours	Fee Exempt	$100.00	$100.00	9	9	9	Certificate	$16.77	$23.90	$100.00
23	Yes	Construction and Building Inspectors	Building Construction Technology	Indian River State College	Fort Pierce	High School Diploma/GED	60 credits	$5,226.80	$644.25	$5,871.05	10	10	10	A.S. Degree	$21.05	$29.54	$5,871.05
62	Yes	Dental Hygienists	Dental Hygiene	Indian River State College	Fort Pierce	Selective Admission	88 credits	$9,088.00	$4,093.02	$13,181.02	12.9	12.9	12.9	A.S. Degree	$27.08	$34.65	$13,181.02
61		Electricians	Electrical Apprenticeship	Indian River State College	Vero Beach Fort Pierce Stuart	18 years of age	8,400 hours	Fee Exempt	$400.00	$400.00	9	9	9	Certificate	$18.21	$24.05	$400.00
31	Yes	Fire Fighters	Firefighting Basic Recruit Academy	Indian River State College	Fort Pierce	Selective Admission: EMT, Physical Agility Test	492 Clock Hours	$2,152.42	$1,757.40	$3,909.82	10	10	10	Certificate	$18.67	$29.15	$3,909.82
11	Yes	General and Operations Managers	Business Administration	Indian River State College	Fort Pierce	High School Diploma/GED	60 credits	$8,228.80	$3,442.27	$9,672.07	10	10	10	A.S. Degree	$21.89	$50.65	$9,672.07
23		Heating, A.C., & Refrigeration Mechanics & Installers	Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)	Indian River State College	Vero Beach Fort Pierce	High School Diploma/GED	750 hours	$1,920.00	$1,253.56	$3,173.56	9	10	9	Certificate	$15.39	$21.93	$3,173.56

PY 2024-2025 ELIGIBLE TRAINING PROVIDER LIST

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NAICS Code	High Skill High Wage	LTOL Occupational Titles	Program Title	School	Location	Entrance Requirement - A - B - C - Open Entry Open Exit	Clock/Credit Hours	Tuition	Books, Fees and Other Cost	TOTAL Program Cost	Reading	Math	Language	Completion Award	LTOL Entry Wage Per Hour	LTOL Mean Wage Per Hour	Maximum Payment Tier
23		Heating, A.C., & Refrigeration Mechanics & Installers	Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) II	Indian River State College	Vero Beach Fort Pierce	Prerequisite of HVAC/R1	600 hours	$1,936.00	$1,193.56	$2,729.56	9	10	9	Certificate	$15.39	$21.93	$2,729.56
23		Heating, A.C., & Refrigeration Mechanics & Installers	Air Conditioning, Refrigeration, and Heating Systems Technology	Indian River State College	Fort Pierce	High School Diploma/GED	24 credits	$2,490.72	$1,293.81	$3,784.53	10	10	10	Certificate	$15.39	$21.93	$3,784.53
23		Heating, A.C., & Refrigeration Mechanics & Installers	Air Conditioning, Refrigeration, and Heating Systems Technology Degree	Indian River State College	Fort Pierce	High School Diploma/GED	24 credits	$6,641.92	$1,762.56	$8,404.48	10	10	10	A.A.S Degree	$15.39	$21.93	$8,404.48
48		Heavy and Tractor-Trailer Truck Drivers	Commercial Vehicle Driving	Indian River State College	Ft. Pierce	Minimum 18 Years of Age	160 hours	$7,500.00	$156.25	$7,656.25	9	9	9	Class A CDL	$16.59	$22.72	$7,656.25
3033		Industrial Engineering Technologists and Technicians	Industrial Systems Maintenance	Indian River State College	Ft. Pierce	TABE scores of 710 - Reading; 730 - Math; 71 - Language Arts	600 hours	$3,500.00	$328.75	$3,828.75	12	12	12	Certificate	$20.97	$28.96	$3,828.75
62		Licensed Practical & Licensed Vocational Nurses	Practical Nursing	Indian River State College	Fort Pierce	Selective Admission	1,350 hours	$3,750.00	$4,541.00	$8,291.00	11	11	11	Certificate	$23.10	$24.79	$8,291.00
62		Clinical Laboratory Technologists and Technicians	Medical Laboratory Technology	Indian River State College	Fort Pierce	Selective Admission	76 credits	$7,892.00	$5,781.28	$13,673.28	12	12	12	A.S. Degree	$16.88	$25.72	$13,673.28
62	Yes	Medical and Health Services Managers	Health Services Management	Indian River State College	Fort Pierce	Selective Admission	60 credits	$6,400.00	$280.00	$6,680.00	12	12	12	A.S. Degree	$29.70	$48.34	$6,680.00
62	Yes	Medical and Health Services Managers	Healthcare Management	Indian River State College	Ft. Pierce	Selective Admission	60 credits	$6,580.00	$290.00	$6,870.00	12	12	12	BS Degree	$29.70	$48.34	$6,870.00
62		Medical Assistants	Medical Assisting	Indian River State College	Port St. Lucie	Selective Admission	1,300 hours	$3,328.00	$3,075.93	$6,403.93	10	10	10	Certificate	$16.81	$18.61	$6,403.92
62		Medical Assistants	Medical Assisting Apprenticeship	Indian River State College	Ft. Pierce	18 years of age, High School Diploma/GED	2344 hours	Fee Exempt	$394.00	$394.00	10	10	10	Certificate	$16.81	$18.61	$394.00
62		Nursing Assistant	Certified Nursing Assistant	Indian River State College	Ft. Pierce	Selective Admission	165 hours	$470.00	$1,076.00	$1,646.00	10	10	10	Certificate	$15.03	$17.13	$1,646.00
62	Yes	Paramedics	Paramedic	Indian River State College	Fort Pierce	Selective Admission	42 credits	$4,405.00	$4,185.85	$8,660.85	10	10	10	Certificate	$21.51	$26.58	$8,660.85
33		Pharmacy Technicians	Pharmacy Technician	Indian River State College	Fort Pierce	Selective Admission	1050 clock hours	$2,699.00	$3,570.00	$6,269.00	10	11	10	Certificate	$15.64	$18.07	$6,269.00
62		Phlebotomists	Phlebotomy	Indian River State College	Fort Pierce	Selective Admission	165 hours	$304.40	$1,840.65	$2,345.05	8	8	8	Certificate	$15.60	$18.03	$2,345.05
62	Yes	Physical Therapist Assistants	Physical Therapist Assistant	Indian River State College	Fort Pierce	Selective Admission	74 credits	$7,684.00	$5,538.89	$13,222.89	12	12	12	A.S. Degree	$23.30	$30.35	$13,222.89
23		Plumbers, Pipefitters & Steamfitters	Plumbing Apprenticeship	Indian River State College	Fort Pierce	High School Diploma/GED	8220 hours	Fee Exempt	$0.00	$0.00	9	9	9	Certificate	$16.51	$22.57	$0.00
92		Police & Sheriff's Patrol Officers	Law Enforcement Basic Recruit Training	Indian River State College	Fort Pierce	Selective Admission	770 hours	$2,342.40	$2,307.80	$4,650.20	11	11	11	Certificate	$21.67	$29.72	$4,650.20
54	Yes	Radiologic Technologist	Radiography	Indian River State College	Fort Pierce	Selective Admission	77 credits	$7,995.00	$6,436.76	$14,431.76	11	11	11	A.S. Degree	$27.71	$38.67	$14,431.76

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62	Yes	Registered Nurses	Nursing (RN)	Indian River State College	St. Lucie, Martin, Indian River	Selective Admission	72 credits	$7,476.00	$6,714.00	$14,190.00	12	12	12	A.S Degree	$28.21	$36.87	$14,190.00
62	Yes	Respiratory Therapists	Respiratory Care	Indian River State College	Fort Pierce	Selective Admission	76 credits	$7,995.00	$7,539.57	$15,534.57	11	11	11	A.S Degree	$28.65	$31.75	$15,000.00
31-33		Sheet Metal Workers	MSSC Certified Production Technician Training and Certification	Indian River State College	Fort Pierce	High School Diploma/GED	144 hours	$1,783.00	$717.00	$2,500.00	10	9	10	Certificate	$17.06	$22.54	$2,500.00
62		Surgical Technologist	Surgical Services	Indian River State College	Fort Pierce	Selective Admission	64 credits	$6,646.00	$3,417.55	$10,063.55	10	10	10	A.S. Degree	$20.44	$25.10	$10,063.55
23		Welders, Cutters, Solderers & Brazers	Welding Technology	Indian River State College	Fort Pierce	High School Diploma/GED	1,050 hours	$2,688.00	$2,165.69	$4,853.69	10	10	10	Certificate	$17.58	$23.01	$4,853.69
54		Bookkeeping, Accounting, and Auditing Clerks	Associate of Arts in Accounting	Keiser University	Port St. Lucie	High School Diploma or GED, Pass Entrance Exam.	20 months	$57,120.00	$7,680.80	$64,800.80	12.9	12.9	12.9	A.A. Degree	$14.53	$21.70	$10,000.00
13	Yes	Accountants and Auditors	Bachelor of Arts in Accounting	Keiser University	Port St. Lucie	High School Diploma or GED, Pass Entrance Exam.	40 months	$114,468.00	$15,577.60	$130,045.60	12.9	12.9	12.9	B.A. Degree	$21.81	$37.56	$15,000.00
11		Business Operations Specialists, All Other	Bachelor of Arts in Business Administration	Keiser University	Port St. Lucie	High School Diploma or GED, Pass Entrance Exam.	40 months	$114,680.00	$10,103.95	$124,783.95	12.9	12.9	12.9	B.A. Degree	$18.12	$32.63	$15,000.00
92	Yes	Police & Sheriff's Patrol Officers	Associate of Arts in Criminal Justice	Keiser University	Port St. Lucie	High School Diploma or GED, Pass Entrance Exam	20 months/60 credits	$57,340.00	$5,938.10	$63,278.10	11	11	11	A.A. Degree	$21.67	$29.72	$15,000.00
62	Yes	Medical and Health Services Managers	Associate of Arts in Health Services Administration	Keiser University	Port St. Lucie	High School Diploma or GED, Pass Entrance Exam.	20 months/60 credits	$57,340.00	$5,888.15	$63,228.15	11	11	11	A.A. Degree	$29.70	$49.34	$15,000.00
62	Yes	Medical and Health Services Managers	Bachelor of Arts in Health Services Administration	Keiser University	Port St. Lucie	High School Diploma or GED, Pass Entrance Exam.	40 months	$114,680.00	$10,103.95	$124,783.95	12.9	12.9	12.9	B.A. Degree	$29.70	$49.34	$15,000.00
54	Yes	Computer Network Support Specialists	Associate of Science in Information Technology	Keiser University	Port St. Lucie	High School Diploma or GED, Pass Entrance Exam	20 months/60 credits	$57,340.00	$7,651.75	$64,991.75	11	11	11	A.S. Degree	$22.41	$36.48	$15,000.00
33		Medical Assistants	Associate of Science in Medical Assisting	Keiser University	Port St. Lucie	High School Diploma or GED, Pass Entrance Exam	16 months	$45,872.00	$5,936.55	$51,808.55	10	10	10	A.S Degree	$15.81	$18.61	$15,000.00
54	Yes	Radiologic Technologist	Associates of Science in Radiologic Technology	Keiser University	Port St. Lucie	High School Diploma or GED, Pass Entrance Exam	24 months	$68,808.00	$7,946.55	$76,754.55	11	11	11	A.S. Degree	$21.71	$28.62	$15,000.00

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62	Yes	Registered Nurse	Associate of Science in Nursing	Keiser University	Port St. Lucie	High School Diploma or GED; Pass Entrance Exam	25 months/72 credits	$71,675.00	$12,537.69	$84,212.69	12.9	12.9	12.9	A.S Degree	$28.21	$36.87	$15,000.00
62	Yes	Registered Nurse	Bachelor of Science in Nursing (Fast Track)	Keiser University	Port St. Lucie	High School Diploma or GED; Pass Entrance Exam	20 months	$57,340.00	$10,597.00	$67,937.00	12.9	12.9	12.9	B.S Degree	$28.21	$36.87	$15,000.00
54		Paralegals and Legal Assistants	Associate of Arts in Paralegal Studies	Keiser University	Port St. Lucie	High School Diploma or GED; Pass Entrance Exam	20 months	$57,340.00	$6,789.00	$64,129.00	10	10	10	A.A. Degree	$17.05	$24.48	$15,000.00
54	Yes	Information Security Analysts	Certified Information Systems Security Professional	My IT Future Institute	Orlando, FL	High School Diploma/GED	36 clock hours	$3,078.00	$749.00	$3,827.00	11	11	11	Diploma	$33.60	$50.19	$3,827.00
54	Yes	Computer User Support Specialists	CompTIA A+/Network+	My IT Future Institute	Orlando, FL	High School Diploma/GED	72 clock hours	$5,582.00	$908.00	$6,500.00	11	11	11	Diploma	$18.22	$27.46	$6,500.00
54	Yes	Information Security Analysts	Master Certificate in Cyber Security & Information Assurance	My IT Future Institute	Orlando, FL	High School Diploma/GED	88 clock hours	$7,074.00	$1,926.00	$9,000.00	11	11	11	Diploma	$33.60	$50.19	$9,000.00
54	Yes	Project Management Specialists	Project Management Professional	My IT Future Institute	Orlando, FL	High School Diploma/GED	79.2 clock hours	$4,613.00	$774.00	$5,387.00	11	11	11	Diploma	$24.75	$41.55	$5,387.00
54	Yes	Information Security Analysts	Cyber Security IT Professional	My IT Future Institute	Orlando, FL	High School Diploma/GED	180 clock hours	$11,093.00	$1,902.00	$12,995.00	11	11	11	Diploma	$33.60	$50.19	$12,995.00
54	Yes	Computer Network Support Specialists	Network Security Technician	My IT Future Institute	Orlando, FL	High School Diploma/GED	108 clock hours	$6,144.00	$1,356.00	$7,500.00	11	11	11	Diploma	$22.41	$39.48	$7,500.00
54	Yes	Information Security Analysts	Cyber Security Analyst	My IT Future Institute	Orlando, FL	High School Diploma/GED	108 clock hours	$5,587.00	$1,913.00	$7,500.00	11	11	11	Diploma	$33.60	$50.19	$7,500.00
54	Yes	Network and Computer Systems Administrators	Cisco Certified Network Associate	My IT Future Institute	Orlando, FL	High School Diploma/GED	72 clock hours	$4,806.00	$1,184.00	$5,990.00	11	11	11	Diploma	$24.70	$40.31	$5,990.00
54	Yes	Computer Network Support Specialists	Computer Support Specialist with Security	PC Professor	West Palm Beach	High School Diploma/GED	216 clock hours	$8,820.00	$1,050.00	$9,870.00	11	11	11	Certificate	$22.41	$35.48	$9,870.00
54	Yes	Web Developers	Full Stack Web Developer	PC Professor	West Palm Beach	High School Diploma/GED	324 clock hours	$13,780.00	$950.00	$14,730.00	11	11	11	Certificate	$30.69	$47.88	$14,730.00
54	Yes	Information Security Analysts	IT Security Professional	PC Professor	West Palm Beach	High School Diploma/GED	108 clock hours	$5,262.00	$1,800.00	$7,062.00	11	11	11	Certificate	$33.60	$50.19	$7,062.00
48		Heavy and Tractor-Trailer Truck Drivers	Commercial Vehicle Driving	Sage Truck Driving School	Ft. Pierce	Minimum 18 Years of Age, Valid Driver's License, CDL permit, Clean MVR	160 clock hours	$4,823.20	$400.00	$5,223.20	9	9	9	Certificate	$16.59	$22.72	$5,223.20
23		Heating, A.C., & Refrigeration Mechanics & Installers	HVAC/R	Treasure Coast Technical College	Vero Beach	High School Diploma/GED	750 clock hours	$2,990.00	$1,810.00	$3,800.00	10	10	10	Certificate	$16.60	$22.83	$3,800.00
62		Licensed Practical & Licensed Vocational Nurses	LPN Practical Nursing	Treasure Coast Technical College	Vero Beach	High School Diploma, HESI Assessment, Clearance on FDLE Level 2 Background Check, Drug Screen	1350 hours/ 11 months	$6,803.00	$2,165.00	$8,968.00	11	11	11	Certificate	$21.10	$24.79	$8,968.00

CAREER SOURCE RESEARCH COAST

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31		Medical Assistants	Medical Assistant	Treasure Coast Technical College	Vero Beach	Clearance FDLE Level 2 Background Check & Drug Screen, High School Diploma/GED	765 hours/ 27 weeks	$2,233.80	$1,860.00	$4,093.80	10	10	10	Certificate	$15.81	$18.01	$4,093.80
31		Nursing Assistant	Nursing Assistant	Treasure Coast Technical College	Vero Beach	Clearance FDLE Level 2, High School Diploma/GED and Background Check	105 hours/ 10 weeks	$481.80	$857.00	$1,338.80	8	8	8	Certificate	$15.03	$17.14	$1,338.80
67		Nursing Assistant	Patient Care Technician	Treasure Coast Technical College	Vero Beach	Clearance FDLE Level 2, High School Diploma/GED and Background Check	600 hours/10 months	$1,752.00	$2,234.00	$3,986.00	9	9	9	Certificate	$15.03	$17.14	$3,986.00
31		Phlebotomists	Phlebotomy	Treasure Coast Technical College	Vero Beach	High School Diploma/GED	165 hours/ 10 weeks	$481.80	$749.00	$1,230.80	9	9	9	Certificate	$15.60	$18.03	$1,230.80
23		Welders, Cutters, Solderers & Brazers	Welding Technology	Treasure Coast Technical College	Vero Beach	High School Diploma/GED	1050 hrs/10 months	$3,066.00	$3,655.00	$6,731.00	10	10	10	Certificate	$17.58	$23.01	$6,731.00
62	Yes	Paramedics	Paramedic	Treasure Coast Medical Institute	Ft. Pierce	High School Diploma/GED; 18 years of age; Valid Florida Driver's License; Drug Screen, Level II Background Check; Current Florida State EMT License; Current AHA BLS Card	1110 clock hours/37 months	$6,900.00	$2,721.00	$9,621.00	10	10	10	Certificate	$21.53	$26.58	$9,621.00
23		Electricians	Electrical Apprenticeship	ABC Institute	Coconut Creek, FL	18 years old/Drivers License/SS Card and/or Residency Card/Work Permit	144 hours/year plus 2000 OJT hours	$0.00	$0.00	$0.00	10	17	10	Certificate	$18.21	$24.05	$0.00

CareerSource RESEARCH COAST

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54	HSHW	Information Security Analysts	Cybersecurity Support Technician	ACI Learning Tech Academy	Centennial, CO	18 years old/HS Diploma/GED	One year of OJT and 753 hours of Related Instruction	$10,985.00	$0.00	$10,985.00	N/A	N/A	N/A	Certificate	$35.60	$50.19	$10,985.00
54	HSHW	Computer User Support Specialists	Computer User Support Specialists	ACI Learning Tech Academy	Centennial, CO	18 years old/HS Diploma/GED	One year of OJT and 128 hours of Related Instruction	$11,685.00	$0.00	$11,685.00	N/A	N/A	N/A	Certificate	$18.22	$27.46	$11,685.00
31-33	Yes	Industrial Engineering Technologists and Technicians	Industrial Manufacturing Technician Registered Apprenticeship	CareerSource Research Coast	Martin County, St. Lucie County, Indian River County	High School Diploma/GED; 18 years of age; US Citizen; Valid drivers license	204 hours plus 2,036 OJT hours	$0.00	N/A	$0.00	9	9	9	Certificate	$20.97	$28.96	$0.00
49		Stockers and Order Fillers	Certified Logistics Technician Registered Apprenticeship	CareerSource Research Coast	Martin County, St. Lucie County, Indian River County	High School Diploma/GED; 18 years of age; US Citizen; Valid drivers license	160 hours plus 2160-3000 OJT hours	$0.00	N/A	$0.00	9	9	9	Certificate	$13.92	$16.71	$0.00
32	Yes	Architectural and Civil Drafters	Truss Design Technician Registered Apprenticeship	CareerSource Research Coast	Martin County, St. Lucie County, Indian River County	High School Diploma/GED; 18 years of age; US Citizen; Valid drivers license	148 hours plus 2,000 OJT hours	$0.00	N/A	$0.00	9	9	9	Certificate	$19.11	$25.27	$0.00
71		Motorboat Mechanics and Service Technicians	Marine Service Technician Registered Apprenticeship	CareerSource Research Coast	Martin County, St. Lucie County, Indian River County	High School Diploma/GED; 18 years of age; US Citizen; Valid drivers license	172 hours plus 3,000 OJT	$0.00	N/A	$0.00	9	9	9	Certificate	$17.86	$25.00	$0.00
54		Computer Network Support Specialists	Tech Support Specialist Registered Apprenticeship	CareerSource Research Coast	Martin County, St. Lucie County, Indian River County	High School Diploma/GED; 18 years of age; US Citizen; Valid drivers license	328 hours plus 2,000 OJT	$0.00	N/A	$0.00	9	9	9	Certificate	$22.41	$36.48	$0.00
54	Yes	Computer Network Support Specialists	Network Support Specialist Registered Apprenticeship	CareerSource Research Coast	Martin County, St. Lucie County, Indian River County	High School Diploma/GED; 18 years of age; US Citizen; Valid drivers license	568 hours plus 2,000 OJT	$0.00	N/A	$0.00	9	9	9	Certificate	$22.41	$36.48	$0.00

SQL

PY 2024-2025 ELIGIBLE TRAINING PROVIDER LIST

REVISION DATE: JULY 2024

LTOL Entry Wage:	Tier:	ITA Payment
Up to $15.00 =	Tier 1	Up to $10,000.00
$15.01 and above =	Tier 2	Up to $15,000.00

NAICS Code	High Skill High Wage	TOL Occupational Titles	Program Title	School	Location	Entrance Requirement - - - - Open Entry Open Exit	Clock/Credit Hours	Tuition	Books, Fees and Other Cost	TOTAL Program Cost	Reading	Math	Language	Completion Award	LTOL Entry Wage Per Hour	LTOL Mean Wage Per Hour	Maximum Payment Tier
54	Yes	Information Security Analysts	Cyber Security Specialist Registered Apprenticeship	CareerSource Research Coast	Martin County, St. Lucie County, Indian River County	High School Diploma/GED; 18 years of age; US Citizen; Valid drivers license	783 hours plus 2,000 OJT	$0.00	N/A	$0.00	9	9	9	Certificate	$39.80	$50.19	$0.00
44		Pharmacy Technicians	Pharmacy Technician Apprenticeship	CVS Health	Indian River, St. Lucie and Martin Counties	High School Diploma/GED	Up to 12 months	$2,543.87	N/A	$2,543.87	10	10	10	Certificate	$15.64	$18.07	$2,543.87
62		Social and Human Services Assistants	Peer Specialist/Recovery Support Specialist	Florida Behavioral Health Association	Indian River, St. Lucie and Martin Counties	High School Diploma/GED, 18 years old, possess and maintain a current and valid driver's license	144 hours of related technical education plus 12 months of on the job training	$0.00	N/A	$0.00	10	10	10	Certificate	$14.57	$18.10	$0.00
62		Substance Abuse and Behavioral Disorder Counselors	Counselor/Addictions Counselor	Florida Behavioral Health Association	Indian River, St. Lucie and Martin Counties	High School Diploma/GED, 18 years old, possess and maintain a current and valid driver's license	270 hours of related technical education plus 18 months of on the job training	$0.00	N/A	$0.00	10	10	10	Certificate	$17.90	$26.04	$0.00
23		Electricians	Florida East Coast Electrical JATC Registered Apprenticeship	Florida East Coast Electrical JATC	West Palm Beach	18 years of age; HS Diploma/GED; Valid DL; SS card; Completion of 1 credit of Algebra or NJATC math course	5 years; School attendance bi-monthly	$0.00	Books $600 yr; Laptop computer	Estimated $4,000	10	12	10	Certificate	$18.21	$24.05	$4,000.00
23		Carpenters	Carpentry Apprenticeship Program	Florida Training Services	Port St. Lucie	18 years of age; valid Driver's License	4 years	$0.00	Books $121; Tools $500	$621.00	10	10	10	Certificate	$16.10	$21.27	$621.00
23		Electricians	Florida Training Services Apprenticeship; GNJ	Florida Training Services	Port St. Lucie	18 years old; Read, write and speak English	4 years	$0.00	Books $149.99	$149.99	9	9	9	Certificate	$18.21	$24.05	$149.99
23		Plumber	Florida Training Services Apprenticeship; GNJ	Florida Training Services	Port St. Lucie	18 years old; Read, write and speak English	4 years	$0.00	Books $89.99	$89.99	9	9	9	Certificate	$16.51	$22.57	$89.99
23		Heating & Air Conditioning Installer-Servicer	Florida Training Services Apprenticeship; GNJ	Florida Training Services	Port St. Lucie	18 years old; Read, write and speak English	4 years	$0.00	Books $79.99	$79.99	9	9	9	Certificate	$16.09	$22.83	$79.99
72		Cooks, Restaurant	Culinary Operations Apprenticeship	Indian River State College	Vero Beach	18 years of age	336 hours of related learning and 670 hour of On-the-Job Training	Fee-Exempt	$2,243.40	$2,243.40	9	9	9	Certificate	$18.09	$36.00	$2,243.40

PY 2024-2025 ELIGIBLE TRAINING PROVIDER LIST

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NAICS Code	High Skill High Wage	TOL Occupational Titles	Program Title	School	Location	Entrance Requirement Open Entry - Open Exit	Clock/Credit Hours	Tuition	Books, Fees and Other Cost	TOTAL Program Cost	Reading	Math	Language	Completion Award	LTOL Entry Wage Per Hour	LTOL Mean Wage Per Hour	Maximum Payment Tier
54		Computer User Support Specialists	Computer Support Specialist Apprenticeship	Learning Alliance Corporation Apprenticeship, GNJ	Tampa, FL	Age 18, High School Diploma/GED, Valid Driver's License with Picture ID	960 hours of related technical education plus 2000-2500 hours of on the job learning.	$0.00	Tuition $0, Related Instruction $5000.00	$5,000.00	9	9	9	Certificate	$18.22	$22.16	$5,000.00
54	Yes	Information Security Analysts	Cyber Security Support Technician Apprenticeship	Learning Alliance Corporation Apprenticeship, GNJ	Tampa, FL	Age 18, High School Diploma/GED, Valid Driver's Licence with Picture ID	144 hours of related technical education plus 2000 hours of on the job learning.	$0.00	Tuition $0, Related Instruction $5000.00	$5,000.00	9	9	9	Certificate	$35.60	$50.09	$5,000.00
54	Yes	Database Administrator	Database Technician Apprenticeship	Learning Alliance Corporation Apprenticeship, GNJ	Tampa, FL	Age 18, High School Diploma/GED, Valid Driver's Licence with Picture ID	160 hours of related technical education plus 2000 hours of on the job learning.	$0.00	Tuition $0, Related Instruction $5000.00	$5,000.00	9	9	9	Certificate	$28.83	$48.41	$5,000.00
54		Market Research Analysts and Marketing Specialists	Internet Marketing Specialist Apprenticeship	Learning Alliance Corporation Apprenticeship, GNJ	Tampa, FL	Age 18, High School Diploma/GED, Valid Driver's Licence with Picture ID	144 hours of related technical education plus 2000 hours of on the job learning.	$0.00	Tuition $0, Related Instruction $5000.00	$5,000.00	9	9	9	Certificate	$14.33	$23.49	$5,000.00
51		Producers and Directors	Technical Director Apprenticeship	Learning Alliance Corporation Apprenticeship, GNJ	Tampa, FL	Age 18, High School Diploma/GED, Valid Driver's Licence with Picture ID	144 hours of related technical education plus 2000 hours of on the job learning.	$0.00	Tuition $0, Related Instruction $5000.00	$5,000.00	9	9	9	Certificate	$17.91	$30.87	$5,000.00
51	Yes	Telecommunications Equipment Installers and Repairers	Telecommunications Technician Apprenticeship	Learning Alliance Corporation Apprenticeship, GNJ	Tampa, FL	Age 18, High School Diploma/GED, Valid Driver's Licence with Picture ID	150 hours of related technical education plus 2000-2500 hours of on the job learning.	$0.00	Tuition $0, Related Instruction $5000.00	$5,000.00	9	9	9	Certificate	$22.72	$32.00	$5,000.00
31-33		Machinist	Advanced Manufacturing Apprenticeship Program	Machining Solutions	Lynnwood, FL	High School Diploma/GED	7,200 hours	$0.00	$0.00	$0.00	10	10	10	Certificate	$16.91	$23.87	$0.00

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PY 2024-2025 ELIGIBLE TRAINING PROVIDER LIST

REVISION DATE: JULY 2024

LTOL Entry Wage	Tier	ITA Payment
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NAICS Code	High Skill High Wage	TOL Occupational Titles	Program Title	School	Location	Entrance Requirement Y = Yes N = No Open Entry Open Exit	Clock/Credit Hours	Tuition	Books, Fees and Other Cost	TOTAL Program Cost	Reading	Math	Language	Completion Award	LTOL Entry Wage Per Hour	LTOL Mean Wage Per Hour	Maximum Payment Tier
54	Yes	Software Developers	Application Developer	OpenClassrooms	Wilmington, Delaware	High School Diploma/GED, Fundamentals of computer literacy, Basic knowledge of IT including computer hardware, HTML/CSS and Python.	400 hours or related technical instruction plus 2000 hours of on the job training	$0.00	$0.00	$0.00	11	11	11	Certificate of Completion	$31.79	$53.91	$0.00
54	Yes	Statisticians	Data Analyst	OpenClassrooms	Wilmington, Delaware	Associate's Degree in economics, finance, sales, marketing, software development or STEM or high school diploma plus two years of professional experience in the above.	400 hours or related technical instruction plus 2000 hours of on the job training	$0.00	$0.00	$0.00	12	12	12	Certificate of Completion	$19.58	$40.10	$0.00
54		Search Marketing Strategists	Digital Marketer	OpenClassrooms	Wilmington, Delaware	High School Diploma, English B2 level for non-native speakers	400 hours or related technical instruction plus 2000 hours of on the job training	$0.00	$0.00	$0.00	10	10	10	Certificate of Completion			$0.00
54		Computer User Support Specialists	Help Desk Technician	OpenClassrooms	Wilmington, Delaware	High School Diploma/GED, English B2 level for non-native speakers	400 hours or related technical instruction plus 2000 hours of on the job training	$0.00	$0.00	$0.00	9	9	9	Certificate of Completion	$18.22	$27.16	$0.00
23		Welders, Structural Steel Workers	Palm Beach County Ironworkers IATC Registered Apprenticeship	Palm Beach County Ironworkers JATC	Riviera Beach	High School Diploma/GED, Valid DL	800 hours plus 5,600 - 8,000 OJT hours	$0.00	$18,900.00	$18,900.00	10	10	10	Certificate	$17.68	$23.01	$18,900.00
23		Plumbers, Pipefitters & HVAC	Skilled Construction Trades	Pipe U Registered Apprenticeship	West Palm Beach	FL Drivers License, Math evaluation, HS diploma/GED	5 years	No tuition	$900.00	$900.00	10	10	10	Journeymen License	$18.51	$27.57	$900.00
36		Aircraft Structure, Surfaces, Rigging and Systems Assemblers	Piper Aircraft Apprenticeship Program	Piper Aircraft	Vero Beach	High School Diploma/GED	4000	$4,000.00	$0.00	$4,000.00	10	10	10	Certificate	$15.90	$27.63	$4,000.00

Central Source
RESEARCH COAST

PY 2024-2025 ELIGIBLE TRAINING PROVIDER LIST

REVISION DATE: JULY 2024

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Up to $15.00 =	Tier 1	Up to $10,000.00
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NAICS Code	High Skill High Wage	TOL Occupational Titles	Program Title	School	Location	Entrance Requirement - - - - Open Entry Open Exit	Clock/Credit Hours	Tuition	Books, Fees and Other Cost	TOTAL Program Cost	Reading	Math	Language	Completion Award	LTOL Entry Wage Per Hour	LTOL Mean Wage Per Hour	Maximum Payment Tier
54	Yes	Human Resources Specialists	Human Resource Registered Apprenticeship	Society for Human Resource Management Foundation	Alexandria, Virginia	High School Diploma/GED, 17 years of age	100 hours of related technical education plus 1-2 years of on the job training	No tuition	$0.00	$0.00	10	10	10	Certificate	$17.48	$29.80	$0.00

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Quarterly Coordinator Report

Due: 9/30; 12/31; 3/31; 6/30

Section I. Site: ____Manatee_____

Section II. Summary of Grant Progress

The purpose of this section is to provide an executive summary of FCDP activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in the grant Statement of Work (SOW) and approved work plan/timeline. For the current quarter, please include a description of all new and ongoing:

- Services supported by the grant;
- Key activities completed, including partnership development and coordination;
- Performance improvement efforts being undertaken to meet goals for the performance year if projected goals for the quarter are not currently being met; and
- Additional activities performed by both the grantee and any sub-grantees, if applicable.

A. This may include additional information about service and training activities and outcomes to supplement site data.

B. Sub-grantees that are providing supportive services and specialized participant services, should include:

- A description of the type(s) of services offered in the quarter;
- How they were delivered; and
- How they contributed to a participant's ability to fully participate in grant-funded activities.

Section III. Progress toward Grant Goals

The purpose of this section is to describe the progress of the project goals, benchmarks, milestones, special events, important deadlines, and deliverables.

A. Provide any updates on the progress of the approved project timeline/work plan and program activities.

In terms of recruitment, the plan was focused on finding new recruitment opportunities that could potentially impact the farm working Haitian community in Manatee County. Our efforts allowed us contacts with various churches and an educational provider that work with mostly Haitian participants. This allowed us to start providing services to all qualifying students at this educational provider. From late May until June 30th, we were able to recruit 8 new participants. The expectancy is that we will continue to get referrals from this educational provider.

B. Utilize the timeline in the grant's SOW to identify all major program activities and training for the reporting quarter. The timeline will paint a picture of project flow that includes start

and end dates, schedule of activities, and projected outcomes. The timeline must be updated each quarter noting the actual date of each activity's completion as accomplished.

D. Include any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan, and how the project intends to resolve them.

E. Describe the next steps or key focus areas planned for the project in the next quarter.

Section IV. Development and Implementation of Effective Practices and Program Model Strategies.

The purpose of this section is to describe how the program model is achieving the program's intended purpose and the goals/objectives and activities outlined in the grant application and work plan.

This section may also reflect how equity is taken into account in the development and implementation of the program. "Equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment. The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

A. This may include:

- A description of outreach and/or recruitment activities
- Examples of the development and implementation of education and training programs
- Identifying and engaging industry sectors and employers
- Aligning policies and programs
- Measuring systems change and tracking performance
- Developing new, or enhancing existing, curriculum or industry training; and
- Creating new career assistance tools and resources.

B. Grantees may describe how any development and implementation activities (such as those outlined above) contribute to use of services by underserved populations and facilitate equitable service provisions across target populations and underserved communities. Grantees may also identify administrative barriers, statutory barriers, or other challenges they face in ensuring equitable use, service delivery and outcomes achieved.

C. Grantees may describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.

~~Section V. Status Update on Match and/or Leveraged Resources~~

Section VI. Status Update on Strategic Partnership Activities

The purpose of this section is to describe how partners are working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section is not intended to be a list of every partner meeting or communication, but rather should reflect the results and outcomes from such interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

A. Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.

B. This section may:

- Discuss how partners have engaged during the current phase of the project;
- Outline specific roles and contributions of each partner during this quarter;
- Identify any challenges encountered/resolved in the development and management of the partnership; and
- Report new partners that may have been included in the project, or identify any previous partners that may have left the project. Grantees with nothing to report should indicate as such.

Section VII. Status Update on Employer Engagement Strategies.

The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships and any efforts to develop new employer partnerships. This section may discuss how equity is taken into account in the identification of, engagement with, and services provided to employers and employer associations.

A. Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:

   - Increased employer involvement including employers serving as mentors;
   - Program staff and employers identifying ways to encourage continuous improvement to hire program participants;
   - New employer partnerships (e.g., increased number of employers); and
   - Positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

Section VIII. Key Issues and Technical Assistance Needs.

The purpose of this section is to describe any grant challenges and related technical assistance needs.

A. Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, describe actions taken or plans to address issues.

B. Describe questions the grantee may have, as well as any technical assistance needs.

Section IX. Significant Activities, Accomplishments, and Success Stories.

The purpose of this section is to provide additional, in-depth information regarding promising approaches, new processes, and/or lessons learned that are not addressed elsewhere in the report.

A. Report any other significant activities and accomplishments.

B. Describe in detail promising approaches, innovative processes, lessons learned, and grant- and participant-level success stories in this section each quarter, as appropriate.

C. Additionally, if appropriate, and with the participant's permission, please highlight one or two grant- or participant-level "success stories" from the program per quarter.

When documenting success stories, please describe the:

- Background, problem, issue, or concern prior to program involvement;
- Response or intervention provided by the project; and
- Results and outcomes, including who benefited and what changed or improved.

Grantees may also include promising practices and success stories as attachments to the report.

Evidence and Evaluation.

The purpose of this section is to provide information on how evidence and evaluations are being developed and applied. This information may help to plan for future evaluation needs.

A. Describe how the grantee is using or planning to use data, evidence, and evaluation findings to make improvements to programs and strategies. In this explanation, please include a discussion on accomplishments, strategies being implemented, and any barriers to success.
B. Please provide an update regarding the participation and status of any evaluations required as part of the funding announcement or award. Please include any requests for technical assistance related to these requirements.

C. Please include information regarding the grantee's participation in any studies or evaluations not required as part of the grant award, including any internal evaluations. Please describe the study, any data sources, and whether a third party is managing this project.

D. As part of the evaluations described above, or as a separate stand-alone data analysis project, is the grantee using, or have plans to use, administrative data to better understand the grant program or the population it serves? If so, what data sources has the grantee been able to use or planned/desired to use? If so, what research or management questions do/can these data help the grantee answer?

PLACEMENT ORDER	ITEM	APPLICANT	✓ FDOE STAFF Check appropriate box below	
		Indicate Page Numbers Below	Complete	Incomplete
1	DOE 100A, Application Proposal – with signature of agency head	1		
2	Risk Analysis (DOE 610 or DOE 620) – if applicable	N/A	N/A	
3	DOE, Budget Narrative Form	2-3		
	Projected Equipment Purchases Form – if applicable	N/A	N/A	
	Contractual Service Agreements – if applicable	N/A	N/A	
4	General Education Provisions Act (GEPA)	4-5		
5	Support Strategic Imperatives	6		
6	Project Performance Accountability Form	7-8		
7	Vendor/Subrecipient Determination Checklist	N/A	N/A	
8	DOE 599, Project Disbursement Form	9-11		
9	Staffing Breakout Form, Job Descriptions and Salary Schedules	12-20		
	Narrative Components			
10	a. Project Abstract or Summary (2 page maximum)	21		
	b. Project Need	22-23		
	c. Labor Market Assessment	23-24		
	d. Project Design and Implementation:	24-37		
	Objectives and Timelines	24-25		
	Participant Assessments	25-28		
	Training and Other Services	29		
	Adult Participants	29		
	Youth Participants	30-31		
	Apprenticeship Capability – if applicable	31-34		
	Collaboration with Local Agencies	34		
	Collaboration with the Local Workforce Development Board	34-35		
	Local Advisory Board	35		
	Recruitment/Enrollment Plan	35-36		
	Evidence of Capability	36-37		
11	Budget Narrative	38-40		
	Attachments Included			
12	A - Allocation Chart	41		
13	E - Program Purpose and Overview of Allowable Activities Services	42-45		
14	F - Enrolling and Serving MSFW Youth Program	46-52		
15	G - Special Conditions for WIOA Project Awards Form – with signature of agency head	53-58		
16	H - Collaboration Agreements	59-95		
17	I - Local Advisory Board	96		
18	J - Targeted Occupation List	97-99		
19	K - Eligible Training Provider List	100-109		
20	M - Quarterly Narrative Report Format	110-114		
21	Proposal Review Criteria and Checklist	115		

AGENDA ITEM NO. 10.5

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of the New and Renewal Clinical Experience Agreements for Manatee Technical College (MTC) Pharmacy Technician and Dental Assisting Students for the 2026-2029 School Years (No Financial Impact)

Executive Summary
The School District 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 offices 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 valuable hands-on learning experience, but also placements resulting in permanent jobs for the students after they finish their training.

A copy of the agreements are attached for review.

Clinical Experience Providers for Pharmacy Technician and Dental Assisting:
- America's Pharmacy, LLC
- David Freeman DMD, MS, PL
- Hedges Prescription Shop of Sarasota, Inc.
- I Love My Dentist Sarasota, PLLC
- Walgreen Co.

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 new and renewal clinical experience agreements for Manatee Technical College (MTC) Pharmacy Technician and Dental 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: Kaththea Johnson

Attachments:
Clinical Experience Agreement with America's Pharmacy, Board Date, 09.15.2026
Clinical Experience Agreement with David Freeman, Board Date, 09.15.2026
Clinical Experience Agreement with Hedges Prescription, Board Date, 09.15.2026
Clinical Experience Agreement with I Love My Dentist Sarasota, PLLC, Board Date, 09.15.2026
Clinical Experience Agreement with Walgreens Co, Board Date, 09.15.2026

The School District of Manatee County, Florida
Affiliation Agreement for Clinical Practice
with America's Pharmacy, LLC

This Agreement is entered into by and between The School District of Manatee County, Florida, (District) and America's Pharmacy, LLC, a Florida Limited Liability Company, (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, America's Pharmacy, LLC 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 08/08/2026

By: _____

(Affiliate Authorized Signature)

Title: Pharmacist Manager- Owner

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: **America's Pharmacy LLC**

Address: **3470 17th St. Sarasota FL 34235**

Phone Number: **941-955-7700**

Authorized Representative's Name: ELDER SORIA

Authorized Representative's Title: **PHARMACIST MANAGER-OWNER**

Email Address: AmericasPharmacySRQ@gmail.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.

Signature of Authorized Representative

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/06/2026

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	CONTACT NAME: Darysse Howlett
PMC Advantage Insurance Services Inc An ISU Member 808 Hwy 18 W, PO Box 500 Algona IA 50511	PHONE (A/C, No, Ext): (515) 295-9433 FAX (A/C, No): E-MAIL ADDRESS: Darysse.Howlett@pmca.agency

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Houston Specialty Insurance Co	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

Americas Pharmacy LLC
3470 17th St
Sarasota FL 34235-8905

COVERAGES **CERTIFICATE NUMBER:** CL263212919 **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 [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y	N	AH-HS-PL-0001259-00	03/01/2026	03/01/2027	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ Included
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ Included
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability	Y	N	AH-HS-PL-0001259-00	03/01/2026	03/01/2027	Each claim	$1,000,000
							Aggregate	$3,000,000

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

SEE ADDITIONAL REMARKS SCHEDULE

CERTIFICATE HOLDER

Tallywood Centre Condominium
Assoc c/o Willis Mgmt LLC
4343 Turkey Hammock Rd
Sarasota FL 34240-9271

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

Kathleen Smucker

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AGENCY CUSTOMER ID: 00033366

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
PMC Advantage Insurance Services Inc	Americas Pharmacy LLC
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

ADDITIONAL NAMED INSURED: LAKEN PHARMACY LLC AMERICAS PHARMACY III

COVERED OPERATIONS/SERVICES;
RETAIL PHARMACY AT THE FOLLOWING LOCATIONS:

AMERICAS PHARMACY: 3470 17TH ST, SARASOTA, FL 34235

AMERICAS PHARMACY II: 5612 14TH ST E STE W, BRADENTON, FL 34203

LAKEN PHARMACY LLC AMERICAS PHARMACY III: 4352 W VINE ST, KISSIMMEE, FL 34746

AMERICA'S PHARMACY IV: 4560 TAMIAMI TRL STE 5, PORT CHARLOTTE, FL 33980

AMERICA'S PHARMACY V: 11109 W COLONIAL DR, OCOEE, FL 34761

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Detail by Entity Name

Florida Limited Liability Company
AMERICA'S PHARMACY, LLC

Filing Information

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State	FL
Status	ACTIVE
Last Event	LC AMENDMENT
Event Date Filed	03/04/2019
Event Effective Date	NONE

Principal Address

3470 17TH ST
SARASOTA, FL 34235

Changed: 06/25/2019

Mailing Address

3470 17TH ST
SARASOTA, FL 34235

Changed: 06/25/2019

Registered Agent Name & Address

AMARAL RIBEIRO FILHO, EDUARDO JOSE, MANAGER
3470 17TH ST
SARASOTA, FL 34235

Name Changed: 01/14/2020

Address Changed: 01/14/2020

Authorized Person(s) Detail

Name & Address

Title MANAGER MANAGED

SORIA, ELDER E
3470 17TH ST
SARASOTA, FL 34235

Annual Reports

Report Year	Filed Date
2024	01/24/2024
2025	02/03/2025
2026	01/09/2026

01/09/2026 -- ANNUAL REPORT	View image in PDF format
02/03/2025 -- ANNUAL REPORT	View image in PDF format
01/24/2024 -- ANNUAL REPORT	View image in PDF format
01/27/2023 -- ANNUAL REPORT	View image in PDF format
02/02/2022 -- ANNUAL REPORT	View image in PDF format
01/08/2021 -- ANNUAL REPORT	View image in PDF format
01/14/2020 -- ANNUAL REPORT	View image in PDF format
03/04/2019 -- LC Amendment	View image in PDF format
01/22/2019 -- ANNUAL REPORT	View image in PDF format
01/16/2018 -- ANNUAL REPORT	View image in PDF format
01/19/2017 -- ANNUAL REPORT	View image in PDF format
03/11/2016 -- ANNUAL REPORT	View image in PDF format
02/09/2015 -- ANNUAL REPORT	View image in PDF format
11/25/2014 -- Florida Limited Liability	View image in PDF format

Florida Department of State, Division of Corporations

The School District of Manatee County, Florida
Affiliation Agreement for Clinical Practice
with DAVID H. FREEMAN, DMD, MS, PL.

This Agreement is entered into by and between The School District of Manatee County, Florida, (District) and DAVID H. FREEMAN, DMD, MS, PL., a Florida Limited Liability company, (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, DAVID H. FREEMAN, DMD, MS, PL. 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_____

By: _____

(Affiliate Authorized Signature)

Title: MANAGING MEMBER

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. 07/19/23

Vendor Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: DAVID H. FREEMAN, DMD, MS, PL

Address: 2050 Proctor Road Suite A Sarasota, FL 34231

Phone Number: 941-953-7500

Authorized Representative's Name: DAVID H. FREEMAN, DMD, MS, PL

Authorized Representative's Title: Dentist

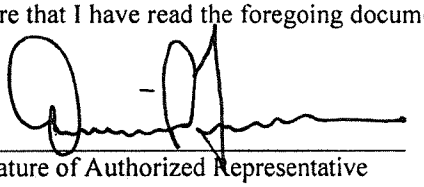
Email Address: tiffanycaldwell@comcast.net

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

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/25/2026

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 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 Atlas Insurance Agency 7120 Beneva Road Sarasota FL 34238	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 941-366-8424 **FAX (A/C, No):** 941-552-4099 **E-MAIL ADDRESS:** atlas247@atlasinsuranceagency.com
INSURED DRDAVID-01 Dr. David Freeman DMD, MS, PL 3300 South Tamiami Trail, LLC 2050 Proctor Rd, Ste. A Sarasota FL 34231-4367	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** The Cincinnati Insurance Company — 10677 **INSURER B :** Zenith Insurance Company — 13269 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 34394028 **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** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			ENP0513190	1/5/2026	1/5/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 1,000,000 $ 500,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS [ ]						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ $ $ $ $
A	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED X RETENTION $ 0			ENP0513190	1/5/2026	1/5/2027	EACH OCCURRENCE AGGREGATE [ ]	$ 5,000,000 $ 5,000,000 $
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		Z065942623	1/2/2026	1/2/2027	[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
A A	Crime Professional Liability			ENP0513190 ENP0513190	1/5/2026 1/5/2026	1/5/2027 1/5/2027	Employee Theft Aggregate Limit	500,000 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Coverage is subject to policy forms, conditions & exclusions.

CERTIFICATE HOLDER

Insurance Purpose Only

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

Thomas W. Kocho

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Detail by Entity Name

Florida Limited Liability Company
DAVID H. FREEMAN, D.M.D., M.S., P.L.

Filing Information

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Principal Address

2050 Proctor Road
Suite A
SARASOTA, FL 34231

Changed: 01/09/2017

Mailing Address

2050 Proctor Road
Suite A
SARASOTA, FL 34231

Changed: 01/09/2017

Registered Agent Name & Address

FREEMAN, DAVID HDMD, MS
2050 Proctor Road
Suite A
SARASOTA, FL 34231

Address Changed: 01/09/2017

Authorized Person(s) Detail

Name & Address

Title MGRM

FREEMAN, DAVID HDMD, MS
2050 Proctor Road
Suite A
SARASOTA, FL 34231

Annual Reports

Report Year	Filed Date
2024	02/01/2024
2025	01/10/2025
2026	03/04/2026

03/04/2026 -- ANNUAL REPORT	View image in PDF format
01/10/2025 -- ANNUAL REPORT	View image in PDF format
02/01/2024 -- ANNUAL REPORT	View image in PDF format
02/09/2023 -- ANNUAL REPORT	View image in PDF format
01/24/2022 -- ANNUAL REPORT	View image in PDF format
01/15/2021 -- ANNUAL REPORT	View image in PDF format
01/23/2020 -- ANNUAL REPORT	View image in PDF format
02/03/2019 -- ANNUAL REPORT	View image in PDF format
02/12/2018 -- ANNUAL REPORT	View image in PDF format
01/09/2017 -- ANNUAL REPORT	View image in PDF format
03/26/2016 -- ANNUAL REPORT	View image in PDF format
01/18/2015 -- ANNUAL REPORT	View image in PDF format
01/20/2014 -- ANNUAL REPORT	View image in PDF format
01/30/2013 -- ANNUAL REPORT	View image in PDF format
02/28/2012 -- ANNUAL REPORT	View image in PDF format
01/07/2011 -- ANNUAL REPORT	View image in PDF format
01/09/2010 -- ANNUAL REPORT	View image in PDF format
03/29/2009 -- ANNUAL REPORT	View image in PDF format
01/07/2008 -- ANNUAL REPORT	View image in PDF format
01/08/2007 -- ANNUAL REPORT	View image in PDF format
02/01/2006 -- ANNUAL REPORT	View image in PDF format
01/05/2005 -- ANNUAL REPORT	View image in PDF format
04/26/2004 -- ANNUAL REPORT	View image in PDF format
11/12/2003 -- Florida Limited Liabilites	View image in PDF format

Florida Department of State, Division of Corporations

The School District of Manatee County, Florida
Affiliation Agreement for Clinical Practice
with Hedges Prescription Shop of Sarasota, Inc.

This Agreement is entered into by and between The School District of Manatee County, Florida, (District) and Hedges Prescription Shop of Sarasota, Inc., 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, Hedges Prescription Shop of Sarasota, 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 8/5/2026

By: _____ 8/5/2026

(Affiliate Authorized Signature)

Title:
Phcy Mgr/Owner_____

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

CUSTOMER NUMBER: 0100023325

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/20/2026

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	CONTACT NAME:	
PMC ADVANTAGE INSURANCE SERVICES INC 808 US HWY 18 WEST, PO BOX 500 ALGONA, IA 50511	PHONE (A/C, No. Ext): 800-247-5930	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: PHARMACISTS INSURANCE COMPANY	13714
INSURED HEDGES PRESCRIPTION SHOP OF SARASOTA INC 24 N LIME AVE SARASOTA FL 34237-6120	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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			VST 0008828 01	02/25/2026	02/25/2027	EACH OCCURRENCE	$	1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$	100,000
							MED EXP (Any one person)	$	5,000
							PERSONAL & ADV INJURY	$	Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$	3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$	2,000,000
	OTHER						WATER LEGAL LIABILITY	$	Included
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$	
	ANY AUTO						BODILY INJURY (Per person)	$	
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$	
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$	
								$	
	UMBRELLA LIAB X OCCUR			UCL 0162112 07	02/25/2026	02/25/2027	EACH OCCURRENCE	$	1,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$	1,000,000
	DED X RETENTION $ 10,000							$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			WCV 0162999 07	02/25/2026	02/25/2027	X PER STATUTE OTH-ER		
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$	500,000
	If yes, describe under DESCRIPTIONS OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	$	500,000
							E.L. DISEASE - POLICY LIMIT	$	500,000
	PHARMACY SERVICES PROFESSIONAL LIABILITY - CLAIMS MADE			PSP 0166396 01 Retro Date 02/25/2026	02/25/2026	02/25/2027	PER OCCURRENCE	$	1,000,000
							AGGREGATE	$	3,000,000
							RX PRODUCTS		Included

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

See Remarks for Additional Named Insureds
See Remarks for Location Schedule
See Individual Policy Declarations for more information

CERTIFICATE HOLDER

FOR EVIDENCE ONLY

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

Michelle Chally

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CUSTOMER NUMBER: 0100023325
LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
PMC ADVANTAGE INSURANCE SERVICES INC	HEDGES PRESCRIPTION SHOP OF SARASOTA INC 24 N LIME AVE SARASOTA FL 34237-6120
POLICY NUMBER VST 0008828 01	
CARRIER: PHARMACISTS INSURANCE COMPANY — NAIC CODE: 13714	EFFECTIVE DATE: 02/25/26

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: EVIDENCE OF COMMERCIAL LIABILITY INSURANCE

If the policy noted on this certificate is not in effect, this proof of coverage is not valid.

ADDITIONAL NAMED INSURED

24 NORTH LIME LLC, 24 N LIME AVE, SARASOTA, FL 34237-6120

PREMISES SCHEDULE

1 - 1	HEDGES HEALTHMART PHARMACY 24 N LIME AVE, SARASOTA, FL 34237-6120

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Vendor Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: Hedges HealthMart Pharmacy

Address: 24 N Lime Ave

Phone Number: 941-366-2424

Authorized Representative's Name: Chris Mottram

Authorized Representative's Title: Pharmacy Manager/Owner

Email Address: cmottrx@gmail.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.

Signature of Authorized Representative

Detail by Entity Name

Florida Profit Corporation
HEDGES PRESCRIPTION SHOP OF SARASOTA, INC.

Filing Information

Document Number	P07000004548
FEI/EIN Number	20-8297114
Date Filed	01/10/2007
State	FL
Status	ACTIVE

Principal Address

24 N LIME AVE
SARASOTA, FL 34237

Mailing Address

24 N LIME AVE
SARASOTA, FL 34237

Registered Agent Name & Address

MOTTRAM, CHRIS COWNER
24 N LIME AVE
SARASOTA, FL 34237

Name Changed: 04/12/2009

Officer/Director Detail

Name & Address

Title MR

MOTTRAM, CHRIS COWNER
24 N LIME AVE
SARASOTA, FL 34237

Annual Reports

Report Year	Filed Date
2024	04/12/2024
2025	05/05/2025
2026	04/10/2026

04/10/2026 -- ANNUAL REPORT View image in PDF format

05/05/2025 -- ANNUAL REPORT	View image in PDF format
04/12/2024 -- ANNUAL REPORT	View image in PDF format
04/24/2023 -- ANNUAL REPORT	View image in PDF format
02/15/2022 -- ANNUAL REPORT	View image in PDF format
03/12/2021 -- ANNUAL REPORT	View image in PDF format
01/20/2020 -- ANNUAL REPORT	View image in PDF format
04/11/2019 -- ANNUAL REPORT	View image in PDF format
03/29/2018 -- ANNUAL REPORT	View image in PDF format
02/10/2017 -- ANNUAL REPORT	View image in PDF format
03/28/2016 -- ANNUAL REPORT	View image in PDF format
01/21/2015 -- ANNUAL REPORT	View image in PDF format
04/23/2014 -- ANNUAL REPORT	View image in PDF format
04/29/2013 -- ANNUAL REPORT	View image in PDF format
04/12/2012 -- ANNUAL REPORT	View image in PDF format
03/16/2011 -- ANNUAL REPORT	View image in PDF format
04/08/2010 -- ANNUAL REPORT	View image in PDF format
04/12/2009 -- ANNUAL REPORT	View image in PDF format
04/04/2008 -- ANNUAL REPORT	View image in PDF format
01/10/2007 -- Domestic Profit	View image in PDF format

Florida Department of State, Division of Corporations

The School District of Manatee County, Florida
Affiliation Agreement for Clinical Practice
with I LOVE MY DENTIST SARASOTA, PLLC

This Agreement is entered into by and between The School District of Manatee County, Florida, (District) and I LOVE MY DENTIST SARASOTA, PLLC, a Florida Limited Liability Company, (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, I LOVE MY DENTIST SARASOTA, PLLC 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 8-18-24 By: Mark Hall

(Affiliate Authorized Signature)

Title: Owner

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: I Love My Dentist Sarasota, PLLC

Address: 4044 Sawyer Road, Sarasota, FL 34233

Phone Number: 941-929-9580

Authorized Representative's Name: Dr. Melanie Holden

Authorized Representative's Title: Dentist

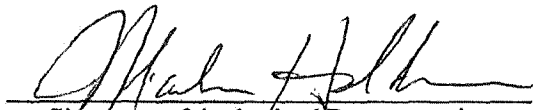
Email Address: ilovemydentistsarasota@gmail.com

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

MELAYEA-02 JBERRIAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/10/2026

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	CONTACT NAME:	
FDA Services Inc. 545 John Knox Road Suite 201 Tallahassee, FL 32303	PHONE (A/C, No, Ext): (800) 877-7597	FAX (A/C, No): (850) 681-9782
	E-MAIL ADDRESS: insurance@fdaservices.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : TDC - The Doctors Company	14347
INSURED	INSURER B :	
Melanie Yeager Holden, DMD 5872 Tidewood Avenue Sarasota, FL 34231	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ 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	Professional Liabili	X		0949534	6/5/2026	6/5/2027	Claim	1,000,000
A	Professional Liabili	X		0949534	6/5/2026	6/5/2027	Aggregate	3,000,000

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

CERTIFICATE HOLDER

The School District of Manatee County, Florida
PO BOX 9069
Bradenton, FL 34206

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

ACORD 25 (2016/03) © 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Detail by Entity Name

Florida Limited Liability Company
I LOVE MY DENTIST SARASOTA, PLLC

Filing Information

Document Number	L17000197431
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Date Filed	09/22/2017
State	FL
Status	ACTIVE

Principal Address

4044 SAWYER ROAD
SARASOTA, FL 34233

Changed: 01/20/2020

Mailing Address

4044 SAWYER ROAD
SARASOTA, FL 34233

Changed: 01/20/2020

Registered Agent Name & Address

Holden, Melanie Y, Dr.
4044 SAWYER ROAD
SARASOTA, FL 34233

Name Changed: 01/26/2023

Address Changed: 01/26/2023

Authorized Person(s) Detail

Name & Address

Title MGR

HOLDEN, MELANIE, DMD
4044 SAWYER ROAD
SARASOTA, FL 34233

Annual Reports

Report Year	Filed Date
2024	03/04/2024
2025	01/07/2025
2026	01/06/2026

01/06/2026 -- ANNUAL REPORT	View image in PDF format
01/07/2025 -- ANNUAL REPORT	View image in PDF format
03/04/2024 -- ANNUAL REPORT	View image in PDF format
01/26/2023 -- ANNUAL REPORT	View image in PDF format
01/04/2022 -- ANNUAL REPORT	View image in PDF format
01/14/2021 -- ANNUAL REPORT	View image in PDF format
01/20/2020 -- ANNUAL REPORT	View image in PDF format
02/11/2019 -- ANNUAL REPORT	View image in PDF format
01/16/2018 -- ANNUAL REPORT	View image in PDF format
09/22/2017 -- Florida Limited Liability	View image in PDF format

Florida Department of State, Division of Corporations

WALGREENS EXPERIENTIAL LEARNING PROGRAM AGREEMENT

(Pharmacy Tech or Other Non-Pharmacy Student) *

This Experiential Learning Program Agreement (the "**Agreement**") has been entered into as of September 15, 2026 by and between Walgreen Co., an Illinois corporation, on behalf of itself and its domestic subsidiaries, with its principal place of business at 108 Wilmot Road, Deerfield, Illinois 60015 ("**Walgreen**") and the following The School Board of Manatee County a public educational institution with its primary address 5520 Lakewood Ranch Blvd, Bradenton Florida 34211 and such additional schools/campuses as listed in Exhibit A, attached hereto, and incorporated herein.

WHEREAS, the Organization has established a curriculum or program to train its students, trainees, or clients to be pharmacy technicians or workers in other trades, skills, or qualifications, and

WHEREAS Walgreen operates retail drug stores and other retail business facilities which employ pharmacy technicians and other skilled workers (each, a "**Location**"), and

WHEREAS, the parties agree that the development of a program whereby certain of the Organization's students, trainees, or clients (each, a "**Participant**") can obtain practical experience and learning in a retail, business, or pharmacy setting related to pharmacy and wellness services would benefit the Participant, the Organization, and the industry with Walgreen and similarly situated businesses, all of which will ultimately provide improved pharmacy and wellness related services to the community;

NOW THEREFORE, in consideration of the mutual benefits accruing to the parties under this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows.

1. THE PROGRAM

The parties will design the Program to allow Participants to obtain practical experience in a Location in accordance with Walgreen's Experiential Guidelines and such other applicable trade associated guidelines on practice experiences (collectively hereinafter referred to as the "**Program**"). The Program will be designed to provide practical experience in accordance with applicable federal and state law and Program objectives as agreed upon by the parties, which shall be (a) similar to training in a vocational school, (b) for the benefit of the Participants as part of a learning experience, (c) without displacing regular employees, but acting under close personal supervision, (d) without immediate advantage to Walgreen from activities of Participants, (e) without guarantee of employment at conclusion of Participant's training period, and (f) with understanding by Organization, Walgreen, and Participants that the Participants are not entitled to wages or other compensation for the time of participation in the Program. Each Participant's participation in the program will be as agreed upon by the parties with respect to the Location, program period, number, and schedule of hours. Use of the term "faculty" is intended to reference an educator, trainer, teacher, or other academic role. Use of the term employee is intended to include faculty, employees, staff, contractors, agents, and representatives of an entity.

2. TERM; TERMINATION

This Agreement will commence on the Effective Date and shall continue for a period of three (3) years (the "**Term**"). Notwithstanding the foregoing, at any time during the Term, either party may terminate this Agreement upon written notice to the other, such termination to be effective at the conclusion of the current academic semester, trimester, or quarter, as applicable for the Organization.

3. WALGREEN RESPONSIBILITIES

3.1. Supervision. Walgreen will provide reasonable supervision and feedback to each Participant and to the Organization, including verifying in writing all hours and dates attended by a Participant. Walgreen will promptly report to the Organization the unsatisfactory progress (including without limitation unexcused absences) of any Participant. Walgreen will meet with designated faculty of the Organization as necessary to discuss and evaluate the Program, guidelines, and such other applicable matters with the Program.

3.2. Equipment. Walgreen will make available all required equipment, systems and supplies at the Location, including providing each Participant with sufficient orientation to the equipment and systems at the Location to enable the Participant to perform any tasks assigned.

3.3. Capacity. Walgreen will notify the Organization as to the number of Participants it can accommodate for an academic period.

3.4. Staffing. Walgreen will maintain at least its normal staffing levels while Participants are present at a Location. In no event will a Participant be expected or allowed to perform services in lieu of staff employees or otherwise displace regular employees.

**This form is for pharmacy technicians and other non-pharmacist training programs, including general corporate, retail, and operational training programs. This form is NOT to be used for pharmacists, nurse practitioners, physician assistants, or other medical professional clinical programs.*

4. ORGANIZATION RESPONSIBILITIES

4.1. Program Coordinator. The Organization will appoint one (1) faculty member to serve as the primary educational coordinator for the Program (the "**Coordinator**"). The Coordinator will be responsible for the overall management of each Participant's educational experience while participating in the Program. Either the Coordinator or another faculty or staff member will be on call at all times while Participants are present at any Location in connection with the Program.

4.2. Permits & Licenses. The Organization shall maintain, at all times during the Term, accreditation as an educational institution; all licenses and permits necessary to the Program (including without limitation, an application for the applicable pharmacy technician's license for each Participant, if required by state or local law); and full and unrestricted accreditation of the Program from the applicable accrediting organization as agreed by the parties. The Organization shall promptly notify Walgreen of any adverse change in its accreditation or licensing status.

4.3. Qualification of Participants. The Organization shall ensure, through qualified faculty and curriculum, that each Participant is adequately prepared to benefit from his or her placement in the Program, including both classroom and laboratory instruction. A candidate's preparedness shall be measured by (i) academic performance indicating an ability to understand what the Participant will observe and perform while participating in the Program, (ii) an appreciation of the nature and gravity of the work Participant will observe and perform, and (iii) the candidate's deportment and conduct as appropriate for the setting.

4.4. Background Testing and Exclusions Screening. The Organization will be primarily responsible for selecting each Participant who is to participate in the Program. The Organization will conduct a criminal background check for each Participant, including obtaining, as applicable, information from Federal, State (including the Participant's state of residence if different from the state in which the Organization is located) and local governmental sources. All background checks shall be conducted in a manner that is consistent with the requirements of the Fair Credit Reporting Act and any applicable state laws and shall include, at a minimum, the following checks: (1) Social Security Number (SSN) verification and validation; (2) name and address history; (3) National Criminal Database; (4) County Felony and Misdemeanor (for minimum of 7-year residence history); (5) National Sexual Offender Registry Search; and (6) OIG Exclusion List Check. If the Organization becomes aware of any criminal, background and drug issues with any Participant in the Program, the Organization must inform Walgreens immediately. If any Participant's background check reveals a prior criminal record or any other negative material, the Organization and Walgreens will jointly evaluate whether such Participant should remain a candidate for the Program. Walgreens may audit the Organization's background check process and background check records of Participants placed in the Program. Also, and in accordance with Walgreens Policies and Procedures, if a Participant is placed at a Walgreens location and the location is part of a random drug test, the Participant will also be tested. The Organization will regularly check the OIG Excluded Individuals and Entities Database to verify that each Participant has not been excluded from participation in any Federally funded healthcare programs. Should such Participant become excluded; Walgreens must be immediately notified in writing and Walgreen shall have the right to require Organization to remove such Participant from Walgreens.

4.5. Preparation and Training. The Organization will (a) be primarily responsible for the Participants' learning experiences and provide faculty sufficient to effectively implement the Experiential Learning Program; (b) provide the Participants with objective guidelines and contact information to the supervisors working with the Program; (c) Furnish Walgreen with a schedule of dates and hours for practical experience, as well as a list of names and contact information of participating Participants and faculty; and (d) coordinate with Walgreen personnel for preparation and evaluation of the Program.

4.6. Compliance. The Organization will instruct all of its Participants assigned to Walgreen with regard to compliance with all of its rules, regulations, written standards, policies, and standard operating procedures, including but not limited to those relating to the treatment of confidential information of Walgreen and its customers, as well as the responsibility and authority of Walgreen's personnel over patient care and administration. Organization shall instruct all of its Participants regarding that proper attire must be worn at all times in the Location. Prior to the commencement of participation in the Program, the Organization will also ensure that all Participants and faculty members involved in the Program become familiar with and adhere to all applicable requirements of HIPAA (as defined below) as well as Walgreen's written standards, policies, standard operating procedures, and code of ethics.

4.7. Access. The Organization, its faculty, employees, and Participants shall respect and comply with any and all restrictions and requirements related to access to a Location, facility, area, system, record, data, information, equipment, product, or material of Walgreen, its employees, customers, patients, vendors, or contractors, as directed by Walgreen. The Organization agrees that Walgreen, in its sole discretion, may limit, restrict, terminate, or otherwise deny access by the Organization and its Participants, faculty, and employees at any time and upon immediate notice in any manner.

5. PARTICIPANT RESPONSIBILITIES

At all times while participating in the Program at a Location, all Participants shall adhere to Walgreen's workplace policies, rules and regulations, including those relating to the use of alcohol and other drugs, weapons, dress code, timeliness, patient

privacy, confidentiality, and professional conduct; maintain good standing at the Organization, including maintaining a grade point average of 2.0 or higher; and maintain accurate, daily log sheets of all experiential hours.

6. INSURANCE

6.1. Participant Health Insurance. The Organization acknowledges that the Participant is not an employee of Walgreen, is not covered under Walgreen's health, dental, vision, or other medical insurance or benefits ("**Health Insurance**"), and Walgreen has no legal obligation to provide Health Insurance to the Participant.

6.2. Organization Liability Insurance Requirements. The Organization shall procure and maintain during the Term of this Agreement, at no cost or expense to Walgreen, insurance with the following coverage for the Organization, its faculty and Participants: (a) general liability policy in the amount of Five Hundred Thousand Dollars ($500,000) per occurrence, and (b) professional liability in the minimum amount of Two Hundred Thousand ($200,000) per occurrence as set forth in section 768.28, Florida Statutes. Such policy shall specify that the liability coverage with regard to Walgreen under this Agreement is primary and non- contributing. A certificate of such insurance shall be provided to Walgreen within ten (10) days after execution of this Agreement and annually thereafter on the anniversary of the Effective Date.

6.3. Walgreens Insurance. Walgreens shall maintain (a) commercial general liability insurance applicable to its operations and personnel, and (b) professional liability insurance covering the actions of Walgreens and its employees and agents in performing actions related to the Program. Walgreens shall name the School as an additional insured solely for claims arising out of the negligent acts or omissions of Walgreens or its employees, agents, or representatives. The above requirements may be satisfied by Walgreen under a program of self-insurance. Evidence of such insurance may be found at https://www.walgreens.com/topic/about/insurance/management.jsp.

7. INDEMNIFICATION

7.1. Indemnity by Organization. To the fullest extent allowed by law, the Organization shall, during the term of this Agreement, indemnify and hold Walgreen and its employees, agents, directors, officers and affiliated corporations and their respective officers, directors and employees harmless from all legal liability, injury or damage, including reasonable attorney's fees, costs and expenses for injuries, public liabilities, and property damage arising out of the negligent acts of any Participant or Organization employees in connection with the Program; provided however, that the Organization will not indemnify or hold Walgreen harmless for any claims or damages arising from the negligence or willful misconduct of Walgreen. This indemnification provision shall survive the termination of this Agreement for acts that arose while this Agreement was in effect.

7.2. Indemnity by Walgreen. To the fullest extent allowed by law, Walgreen shall, during the term of this Agreement, indemnify and hold the Organization and its employees, agents, directors, officers and affiliated corporations and their respective officers, directors and employees harmless from all legal liability, injury or damage, including reasonable attorney's fees, costs and expenses for injuries, public liabilities, and property damage arising out of the negligent acts of Walgreen in connection with the Program; provided however, that Walgreen will not indemnify or hold the Organization harmless for any claims or damages arising from the negligence or willful misconduct of the Organization or any Participant or resulting from the failure of the Organization or any Participant to adhere to the Program and all applicable guidelines described in Paragraph 1 above. This indemnification provision shall survive the termination of this Agreement for acts that arose while this Agreement was in effect.

7.3. Negligence. Each party shall be responsible for its own wrongful or negligent acts or omissions or those of its officers, agents, or employees to the full extent allowed by law.

7.4. Sovereign Immunity. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable. Nothing in this Agreement is intended to be, nor shall be construed as, an extension of liability beyond the statutory limitations of liability set forth in section 768.28, Florida Statutes. Except for the enforcement of the express provisions of this Agreement, which may only be enforced by the expressly identified parties to the Agreement, the Organization of Manatee County shall have and maintain all rights, privileges, and immunities of sovereign immunity, including, but not limited to those at common law, and those rights and limitations of liability set out in section 768.28, Florida Statutes.

8. CONFIDENTIALITY

8.1. Definition. Each party may be given access to the other party's confidential and proprietary information. "**Confidential Information**" shall mean material or information proprietary to either party or designated as Confidential Information by such party and not generally known by third parties. Confidential Information includes, but is not limited to, the following types of information and other information of a similar nature (whether or not reduced to writing): Protected Health Information (as defined below), patient, customer, employee and student records, including names, addresses, telephone numbers, and other information related to patients, customers, employees, and students; marketing techniques and materials; marketing and development plans and procedures; financial information; proprietary Walgreen information; and proprietary Program design elements.

8.2. Duty to Protect. Each party will protect the other party's Confidential Information and will not disclose Confidential Information other than as permitted or required by the Agreement or as required by law. Any disclosures shall be to persons only as needs to be known with such persons being apprised of the confidentiality obligations and willing to comply with the terms of this Agreement.

8.3. Exclusions. Confidential Information will not include information which: (a) is or becomes available to the general public through no fault of the party receiving the Confidential Information (the "**Recipient**"); (b) is independently developed by the Recipient as evidenced by Recipient's own records; (c) is rightfully received by the Recipient from a third party without a duty of confidentiality; or (d) is required to be disclosed by court order or as required by law. Before disclosing any Confidential Information under a court order or as required by law, the Recipient shall provide the other party (the "**Injured Party**") reasonable notice and the opportunity to object to or limit such disclosure. In addition to any other rights or remedies available to it at law, in equity, or pursuant to this Agreement (including without limitation the right to terminate the Agreement), the Injured Party shall be entitled to injunctive relief to enforce the terms of this Agreement because the Injured Party may suffer irreparable harm in the event that the Recipient fails to comply with the terms of this Agreement and monetary damages may be inadequate to compensate for such breach.

8.4. HIPAA Compliance. Without limiting the foregoing, the Organization shall take all steps reasonably necessary to maintain strict compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320(d) et seq. and regulations promulgated thereunder ("**HIPAA**"). The Program may involve the Participant's exposure to of use of Walgreen Protected Health Information ("**Protected Health Information**"), which shall mean any information created or received by Walgreen, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. The Organization acknowledges and agrees that all patient records of Walgreen shall be and remain the property of and in the custody of Walgreen, and instruct Participants to comply with Walgreen's policies, restrictions, and requirements to protect the confidentiality of patient records and Protected Health Information. The Participants, the Organization, and its faculty and students will not retain or maintain any Protected Health Information outside of the Location during the Term and may not retain or have access to Protected Health Information or any patient record of any Walgreen patient under this Agreement after participation in the Program.

8.5. Survival. The rights and obligations of this Article shall survive the expiration or sooner termination of this Agreement.

9. PROGRAM PRACTICES

9.1. Recordkeeping. Each party's respective educational, employment, healthcare and record keeping practices shall conform to all federal, state, and local statutes, ordinances, and rules and regulations. The Organization agrees that it shall accept Participants for placement without regard to race, sex, creed, religion, color, national origin, age, marital status, height, weight, veteran status, disabilities, or other such factors as set forth in accordance with federal, state, and local laws and ordinances. Walgreen will accept Participants into the Program without regard to race, sex, creed, religion, color, national origin, age, marital status, height, weight, veteran status, disabilities, or other such factors as set forth in accordance with federal, state, and local laws and ordinances. Upon reasonable request, each party shall provide the other with any information or certificates which may be required to prove compliance with such statutes, ordinances, and rules and regulations or for licensure, accreditation, and quality assurance purposes.

9.2. FERPA Compliance. The parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (Buckley Amendment) in their handling of educational records of Participants enrolled in their programs. It is also understood and recognized that employees and agents of each party will need to have access to the educational records maintained by the other party in properly administering their duties and obligations under this Agreement and to the individual Participants. It is agreed that each party shall thoroughly orient their employees and agents (as applicable to those handling educational records) with regard to their respective obligations under the Family Educational Rights and Privacy Act and shall maintain their practices in strict accordance with the requirements of that act. Unless required by judicial or regulatory authority, neither party shall be permitted to authorize and further disclose the educational records of the other party to persons or entities not a party to this Agreement without first having received permission of the other party, and having obtained assurances that the other party has fully complied with the provisions of the Family Educational Rights and Privacy Act. Any permitted redisclosure to persons or entities not a party to this Agreement shall be under the condition that no further disclosure by such party shall be permitted. The parties agree to comply with the Florida Public Records Act (Chapter 119, Florida Statutes) to the fullest extent applicable.

9.3. Termination of Participants. Walgreen shall have the right to terminate, at any time, with or without notice, and in its sole discretion, the training of any Participant whose conduct is unsatisfactory or whose behavior and activities are detrimental to Walgreen's business or Walgreen's responsibility to provide quality health care. Termination of a Participant must be followed with a written communication to the Coordinator, including a statement of facts describing the Participant's unacceptable conduct that resulted in such termination.

9.4. No Guaranteed Offer. Walgreen does not guarantee an offer of employment to any Participant in connection with the Program.

9.5. No Compensation. The parties understand and agree that neither party, nor any Participant, will be entitled to compensation hereunder for its participation in the Program. No Participant will be considered an employee of either the Organization or Walgreen as a result of participation in the Program, and neither the Organization nor Walgreen will be responsible for Worker's Compensation coverage with respect to any Participant.

9.5 Force Majeure. Neither party shall be responsible for any failure to perform or delay in performing any of its obligations under this Agreement where and to the extent that such failure or delay results from causes outside the reasonable control of the party. Such causes shall include, without limitation, Acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, freight embargoes, civil commotion, or the like. Notwithstanding the above, strikes and labor disputes shall not constitute an excusable delay for either party under this Agreement. The Agreement may be terminated without penalty by the party whose performance has not been affected if non-performance continues for more than thirty (30) days.

9.6 Headings, Counterparts. Headings used in this Agreement are for reference purposes only and shall not be used to modify the meaning of the terms and conditions of this Agreement. This Agreement may be executed in two or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

9.7 Severability. If any provision contained in this Agreement is held invalid, illegal, or unenforceable, then this Agreement will be construed as if such provision had never been contained herein.

9.8 Compliance with Laws. The parties will comply with all applicable laws, ordinances, rules, and regulations governing their respective duties or responsibilities under this Agreement, including without limitation, State of Florida, Executive order 11-116 (Illegal Alien Labor) and Section 287.138, Florida Statutes (No forced labor, no human trafficking, prohibited countries).

9.9 Governing Law and Venue. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Except for a suit in Federal court, venue for all suits to enforce this Agreement shall be in Manatee County, Florida. Any legal disputes, proceedings, or actions arising out or in connection with this Agreement shall be brough in the Circuit Courts of Manatee County, Florida, or, if appropriate, the United States District Court for the Middle District of Florida, Orlando Division.

9.10 Public Records Act/Chapter 119 Requirements. Walgreen agrees to comply with the Florida Public Records Act (Chapter 119, Florida Statutes) to the fullest extent applicable, and shall, if this engagement is one for which services are provided, by doing the following:

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

9.11 Independent Contractor. The parties hereto are independent contractors and have no authority to act for the other party except as expressly provided in this Agreement. Nothing herein shall be deemed to create any association, partnership, joint venture or agency relationship between the Organization and Walgreen. This Agreement shall not be construed under any circumstance to confer any rights or privileges on any third parties, and neither Walgreen nor the Organization shall be under any obligation to any third party by reason of this Agreement or any term thereof.

9.12 Publicity. Neither party will use the name(s), trademark(s), or trade name(s), whether registered or not, of the other party in publicity or press releases or advertising or in any manner, including customer lists, without that party's prior written consent. Consent of Walgreen shall not be valid unless obtained from Walgreen's corporate Vice President or Divisional Vice President of Corporate Communications.

9.13 Conduct. At all times while present at a Location, the Organization and its employees and students (including the Participants) will comply with all applicable Walgreen policies including without limitation: (i) no smoking; (ii) drug-free environment; (iii) dress code; (iv) non-harassment; (v) all safety and security policies (including a prohibition against weapons), (vi) computer security and use policies;(vii) HIPAA compliance; and (viii) code of conduct.

9.14 Non-Assignment. Neither party may assign or subcontract its duties or responsibilities under this Agreement without the prior written approval of the other party.

9.15 Non-Waiver. No waiver of any breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent, or subsequent breach of such provision or any other provisions hereof and no waiver shall be effective unless made in writing.

9.16 Notices. All notices under this Agreement (excluding routine communications) shall be personally delivered or sent by express, certified, or registered mail, return receipt requested, or via email, to:

Organization	**Walgreen**
School District of Manatee County d/b/a Manatee Technical College 215 Manatee Ave West Bradenton, Fl 34205 Attn: Email:	Walgreen Co. 108 Wilmot Road, MS #2107 Deerfield, Illinois 60015 Attn: Sr. Director, Talent Acquisition Email: externships@walgreens.com
With a copy sent to: MTC East Campus 5540 Lakewood Ranch Blvd Bradenton, Fl 34211 Attn: Kelly Gairing Email: gairingk@manateeschools.net	**With a copy sent to:** Walgreen Co. 104 Wilmot Road, M.S. #1446 Deerfield, Illinois 60015 Attn: Legal Department Email: legalnotices@walgreens.com

Any questions about this form shall be referred to *externships@walgreens.com*
Notices shall be deemed given upon receipt or refusal to accept delivery.

9.17 Entire Agreement. This Agreement, together with all exhibits attached hereto, represents the entire agreement and understanding between the parties with respect to the subject matter hereof, and supersedes any other agreement or understanding, written or oral, that the parties hereto may have had with respect thereto. No statements, representations, promises or inducements with respect to the subject matter by either party or by any agent or representative of either party which is not contained in this Agreement shall be valid or binding between the parties. No provision of this Agreement may be modified, waived, or amended except by a written instrument duly executed by authorized representatives of each of the parties hereto. Any such modifications, waivers or amendments shall not require additional consideration to be effective.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed to be effective as of the date first above written and do each hereby warrant and represent that its respective signatory who has signed this Agreement below is on the date of this Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement. The Organization shall coordinate via a local area Walgreens Sponsor ("**Local Area Sponsor**") who shall be responsible for the partnership between Walgreens and the Organization.

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

WALGREEN CO.

Signature:
Name: Chrissy Holmer
Title: Vice President Talent Acquisition
Date:

WALGREEN CO. LOCAL AREA SPONSOR

Name:Samy Morkus
Title: District Manager
Email address: samy.morkus@Walgreens.com

APPROVED BY DEPARTMENT	
CONTRACTS LEGAL	BY:
TALENT ACQUISITION & DIVERSITY SERVICES	BY:

EXHIBIT A

List of schools, colleges, campuses, locations, and divisions of Organization covered under the Agreement for participants from the Organization. Each should be listed with applicable details for name, address, primary contact with contact information, and such other relevant details for Program.

STATUTORY COMPLIANCE AFFIDAVIT

Vendor Name: Walgreen Co.

Vendor FEIN: 36-1924025

Address: 108 Wilmot Road

City: Deerfield State: IL Zip: 60015

Phone Number: _____

Email Address: _____

I hereby acknowledge on behalf of the business entity identified above that I am aware that governmental entities of the State of Florida are prohibited from entering, amending, extending, and renewing certain contracts and agreements with entities of foreign countries of concern, pursuant to Section 287.138, Florida Statutes, and with business entities that engage in forced labor and human trafficking practices, pursuant to Section 786.06, Florida Statutes.

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

- This company is not owned by a foreign country of concern, as defined by Section 287.138(1)(a), Florida Statutes.
- No foreign country of concern has a controlling interest in this company, as defined by Section 287.138(2)(b), Florida Statutes.
- This company is not organized under the laws of or has its principal place of business in a foreign country of concern as defined by Section 287.138(2)(c), Florida Statutes.
- This company does not engage in human trafficking, as defined by Section 787.06, Florida Statutes.

I am aware that, in addition to criminal penalties for perjury for providing false information in this Affidavit, the business' failure to comply with the requirements of Sections 287.138 and Chapter 787, Florida Statutes, may result in civil and criminal penalties, prohibitions against doing business with any governmental entity of the State of Florida the suspension or revocation of all business or professional licenses and certifications issued by the State of Florida. By signing this Affidavit, I agree that I will notify SDOC's Director of Procurement Services within ten (10) calendar days of any change in my business entity status that would make any statement made in this Affidavit untrue and within thirty (30) calendar days of gaining direct knowledge that any subcontractor or vendor is in violation of any of the requirements of Section 787, Florida Statutes. I further acknowledge that the failure to make the appropriate notification will result in the immediate termination of any contract with my business.

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

By: _____
Authorized Signature

Print Name and Title: Paul Lin, VP and Secretary

Date: 4/2/26

MEMORANDUM OF LIABILITY INSURANCE

Current as of: July 1, 2026

PRODUCER

Willis Towers Watson Midwest, Inc. fka Willis Of Illinois, Inc.
c/o 26 Century Blvd
Nashville, TN 37230-5191
United States of America

THIS MEMORANDUM IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON ANY RECIPIENT OF THIS MEMORANDUM. THIS MEMORANDUM DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE DESCRIBED BELOW. ANY USE, DUPLICATION OR DISTRIBUTION OF THIS MEMORANDUM WITHOUT PRIOR WRITTEN CONSENT IS PROHIBITED.

INSURED

Walgreens Holding Company and its Subsidiaries
108 Wilmot Road, MS 3228
Deerfield, IL 60015
United States of America

	COMPANIES AFFORDING COVERAGE	NAIC #
COMPANY A	ZURICH AMERICAN INSURANCE COMPANY	16535
COMPANY B	AMERICAN ZURICH INSURANCE COMPANY	40142
COMPANY C	SELF INSURANCE	
COMPANY D		

COVERAGES

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 MEMORANDUM 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.

COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS (LIMITS IN USD UNLESS OTHERWISE INDICATED)	
A	**GENERAL LIABILITY** [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR [X] Blanket Additional Insured [X] Per Policy [X] Blanket Contractual Liability [X] Liquor Liability	GLO 9310091 23 GLO 9310184 23 (Puerto Rico)	7/1/2026 7/1/2026	01/01/2027 01/01/2027	GENERAL AGGREGATE PERSONAL & ADV INJURY EACH OCCURRENCE FIRE DAMAGE (Any One Fire) MED EXP (Any One Person)	$ 10,000,000 $ 10,000,000 $ 10,000,000 $ 500,000 $ 0
A	**AUTOMOBILE LIABILITY** [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	BAP 9310096 23 BAP 9310183 23 (Puerto Rico)	7/1/2026 7/1/2026	01/01/2027 01/01/2027	COMBINED SINGLE LIMIT BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE	$ 10,000,000 $ $ $
	EXCESS LIABILITY [ ] UMBRELLA FORM [ ] OTHER THAN UMBRELLA FORM				PER CLAIM AGGREGATE	$ $
B A A	**WORKERS COMPENSATION/ EMPLOYERS LIABILITY** PARTNERS/EXECUTIVE OFFICERS ARE: [X] INCL. [ ] EXCL.	WC 9310092 24 (AOS) WC 9310094 24 (WI) EWS 9310448 24 (MA) WC 8198466 04 (MN)	7/1/2026	01/01/2027	WORKERS COMPENSATION LIMITS EL EACH ACCIDENT EL DISEASE - POLICY LIMIT EL DISEASE - EACH EMPLOYEE	STATUTORY $ 2,000,000 $ 2,000,000 $ 2,000,000
C	PRODUCT LIABILITY	Self-Insured	7/1/2026	7/1/2027	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000

ADDITIONAL INFORMATION

OWNERS/LESSORS/LANDLORDS AND THEIR RESPECTIVE AGENTS, LENDERS, MORTGAGEES, GROUND LESSORS, VENDORS, CUSTOMERS, CLIENTS, AND ANY OTHER PARTIES ARE AUTOMATICALLY ADDED AS ADDITIONAL INSURED AND/OR LOSS PAYEE AS REQUIRED BY A SIGNED LEASE, CONTRACT OR OTHER WRITTEN AGREEMENT.

THE ABOVE POLICIES INCLUDE AN AUTOMATIC WAIVER OF SUBROGATION AS REQUIRED BY A SIGNED LEASE, CONTRACT OR OTHER WRITTEN AGREEMENT.

The Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized.

DIVISION OF CORPORATIONS

Sunbiz.org DIVISION of CORPORATIONS an official State of Florida website

Department of State / Division of Corporations / Search Records / Search by Entity Name /

Detail by Entity Name

Foreign Profit Corporation
WALGREEN CO.

Filing Information

Document Number	813203
FEI/EIN Number	36-1924025
Date Filed	11/21/1958
State	IL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	02/22/1984
Event Effective Date	NONE

Principal Address

108 WILMOT ROAD
DEERFIELD, IL 60015

Changed: 04/24/2024

Mailing Address

108 WILMOT ROAD
DEERFIELD, IL 60015

Changed: 04/24/2024

Registered Agent Name & Address

PRENTICE-HALL CORPORATION SYSTEM, INC.
1201 HAYS STREET
SUITE 105
TALLAHASSEE, FL 32301

Address Changed: 10/07/1974

Officer/Director Detail

Name & Address

Title CEO

Motz, Michael
108 WILMOT ROAD
DEERFIELD, IL 60015

Title Senior Vice President and Chief Pharmacy Officer, Director

Gates, Rick
108 WILMOT ROAD
DEERFIELD, IL 60015

Title Secretary

Lim, Paul
108 WILMOT ROAD
DEERFIELD, IL 60015

Title Licensing and Provider Enrollment Officer

Handal, Michael
108 WILMOT ROAD
DEERFIELD, IL 60015

Annual Reports

Report Year	Filed Date
2025	01/09/2025
2025	12/17/2025
2026	04/21/2026

04/21/2026 -- ANNUAL REPORT	View image in PDF format
12/17/2025 -- AMENDED ANNUAL REPORT	View image in PDF format
01/09/2025 -- ANNUAL REPORT	View image in PDF format
04/24/2024 -- ANNUAL REPORT	View image in PDF format
02/07/2023 -- ANNUAL REPORT	View image in PDF format
04/19/2022 -- ANNUAL REPORT	View image in PDF format
07/26/2021 -- AMENDED ANNUAL REPORT	View image in PDF format
07/23/2021 -- AMENDED ANNUAL REPORT	View image in PDF format
04/22/2021 -- ANNUAL REPORT	View image in PDF format
04/27/2020 -- ANNUAL REPORT	View image in PDF format
09/16/2019 -- AMENDED ANNUAL REPORT	View image in PDF format
03/14/2019 -- ANNUAL REPORT	View image in PDF format
12/24/2018 -- AMENDED ANNUAL REPORT	View image in PDF format
12/21/2018 -- AMENDED ANNUAL REPORT	View image in PDF format
08/09/2018 -- AMENDED ANNUAL REPORT	View image in PDF format
04/26/2018 -- ANNUAL REPORT	View image in PDF format
10/25/2017 -- AMENDED ANNUAL REPORT	View image in PDF format
04/20/2017 -- ANNUAL REPORT	View image in PDF format
04/29/2016 -- ANNUAL REPORT	View image in PDF format
04/23/2015 -- ANNUAL REPORT	View image in PDF format
04/29/2014 -- ANNUAL REPORT	View image in PDF format

04/24/2013 -- ANNUAL REPORT	View image in PDF format
02/28/2012 -- ANNUAL REPORT	View image in PDF format
04/25/2011 -- ANNUAL REPORT	View image in PDF format
04/21/2010 -- ANNUAL REPORT	View image in PDF format
04/24/2009 -- ANNUAL REPORT	View image in PDF format
02/08/2008 -- ANNUAL REPORT	View image in PDF format
01/16/2007 -- ANNUAL REPORT	View image in PDF format
04/10/2006 -- ANNUAL REPORT	View image in PDF format
04/26/2005 -- ANNUAL REPORT	View image in PDF format
05/03/2004 -- ANNUAL REPORT	View image in PDF format
04/28/2003 -- ANNUAL REPORT	View image in PDF format
05/02/2002 -- ANNUAL REPORT	View image in PDF format
04/19/2001 -- ANNUAL REPORT	View image in PDF format
05/01/2000 -- ANNUAL REPORT	View image in PDF format
04/29/1999 -- ANNUAL REPORT	View image in PDF format
05/06/1998 -- ANNUAL REPORT	View image in PDF format
05/15/1997 -- ANNUAL REPORT	View image in PDF format
05/01/1996 -- ANNUAL REPORT	View image in PDF format
05/02/1995 -- ANNUAL REPORT	View image in PDF format

Florida Department of State, Division of Corporations

AGENDA ITEM NO. 10.6

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of Memorandum of Understanding between Girls Inc. and the School District of Manatee County (No Financial Impact)

Executive Summary
This is an agreement between Girls Inc. and the School District to provide programming centered around young women to help with student achievement, attendance, and behavior.

Effective July 1, 2026, the School District of Manatee County and Girls Incorporated of Sarasota County enter into an agreement to provide research-based programming for girls across all grade levels. This initiative delivers a broad spectrum of services, including STEM education (Operation SMART and Eureka!), K-3 literacy support, substance abuse prevention, and mental health case management. These programs are designed to be delivered in groups of up to 20 girls during and after school hours to foster academic enrichment, wellness, and leadership.

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 approval of Memorandum of Understanding between Girls Inc. and the School District of Manatee County.

Financial Impact
No financial impact.

Contact
Submitting Department: Strategic Planning
Initiated By: Kevin Chapman

Attachments:
MOU_Rider_COI_Final

INTERAGENCY AGREEMENT

Between
Girls Incorporated of Sarasota County
201 S. Tuttle Avenue, Sarasota, FL 34237 | (941) 366-6646
and
The School District of Manatee County, Florida

215 Manatee Ave W, Bradenton, FL 34205 | (941) 708-8770

This Interagency Agreement ("Agreement") is entered into effective **July 1, 2026**, by and between **Girls Incorporated of Sarasota County** ("Girls Inc." or "Agency") and **The School District of Manatee County, Florida** ("the District" or "the Board").

1. Purpose

To provide research-based, age-appropriate programs to school-age girls throughout Manatee County during and after school, either at Girls Inc. facilities or on District campuses.

2. Girls Incorporated of Sarasota County Agrees to:

2.1 Program Delivery

Provide the following Girls Inc. national research-based programs:

- **Girls Inc. Friendly PEERsuasion®**

  Girls Inc. Friendly PEERsuasion® develops girls' skills to resist pressure to use harmful substances including drugs, alcohol, tobacco, household chemicals, prescription and OTC medications. After learning healthy ways to manage stress and to deflect peer, media, and other pressures that contribute to substance use, girls may become peer educators for younger girls.

- **Girls Inc. Mind+Body**
  Girls Inc. Mind+Body supports and promotes the whole health of girls ages 6 to 18, using a philosophy which recognizes that many factors, including physical and mental wellness, contribute to girls' health. Consequently, the Initiative focuses on four critical content areas: Physical Activity, Body Image, Nutrition, and Stress Management.

- **Girls Inc. Operation SMART®**

  Girls Inc. Operation SMART® builds girls' skills and interest in science, math, and technology. Hands-on activities give girls the opportunity to explore, ask questions, and solve problems.

- **Girls Inc. Literacy Initiative**

  The Girls Inc. Literacy Initiative addresses the literacy-based needs of girls in grades K-3 by using a model that involves working closely with schools to align programming with school-day learning. This approach allows for Girls Inc. to create quality, outcomes-based literacy programming that is grounded in the Girls Inc. approach to programming, which includes interactive, hands-on activities. Literacy staff also assess each individual girl's skills to monitor her progress and target areas where she needs extra support. This Initiative inspires girls to use reading as a tool to discover new and exciting worlds and to learn new information about topics that interest them. Girls learn to think critically by forming connections between stories and their own lives, identifying with characters in books, and examining messages that books convey.

- **Girls Inc. Media Literacy®**

  Girls Inc. Media Literacy® encourages girls to think critically about media messages and fosters their awareness of the scope and power of the media and its effects on girls and women.

- **Girls Inc. Economic Literacy®**

  Girls Inc. Economic Literacy® introduces girls as young as six to basic financial concepts, including money management and investment. The program explores how money affects us locally and globally as it fosters development of the skills needed to be financially self-sufficient.

- **Girls Inc. Project Bold®**

  Girls Inc. Project Bold® is a violence prevention and self-defense program that encompasses risk avoidance, safety, and social change.

- **Girls Inc. Sporting Chance®**

  Girls Inc. Sporting Chance helps girls appreciate an active lifestyle as they develop movement and athletic skills, cooperative and competitive spirit, health awareness, and interest in sports and adventure activities. Girls On The Run combines life skills development with 5K preparation.

- **Girls Inc. Community Action and Leadership®**

Through Girls Inc. Leadership and Community Action, girls build leadership skills and create lasting social change through community action projects. Connecting with real issues in their communities, girls celebrate the heritage of girls and women as leaders and social change agents and realize their own power as community resources and trustees of the common good.

- **Project Accelerate/High School Initiative**

  Our High School Initiative works with girls in high school to assist them in three key areas: healthy living, academic support and enrichment, and life skills. Girls participate in group and one-on-one mentoring sessions. The program includes identifying career goals, both vocational and academic, locating a school which will meet their goals, and guiding them in completing post-secondary admission and scholarship forms. Services include non-traditional career counseling, job-seeking and job-keeping skills, career exploration and planning, study skills, education planning, scholarship and financial aid seeking, and FAFSA application assistance. Healthy stress relief and coping skills, fitness and nutrition, social skills and emotional skills are also addressed.

- **The Eureka! Program**

  Girls Inc. Eureka! is a STEM-based approach to engaging and empowering 8th - 12th grade girls to see themselves as an important part of the workforce of the future. During the Eureka! program, girls get to participate in a variety of exciting and compelling activities that explore the cutting-edge world of STEM - nanosciences, robotics, DNA research, forensic science - through hands-on experiences in a college campus environment. With complementary activities in sports and physical fitness, healthy living, and financial literacy, Eureka! fully fosters educational, professional and personal development.

- **Girls Circle**

  Girls Circle is a researched-based program that fosters self-esteem, helps girls develop and maintain healthy relationships with peers and adults, helps girls gain greater awareness of their options, and strengthens their ability to make choices that are consistent with their values, interests, talents and goals. This program uses hands-on and interactive activities such as games, role plays and art projects to reinforce the topics. Topics include Friendship, Body Image, Honoring our Diversity, Relationships with Peers, Paths to the Future, Being a Girl, Expressing My Individuality, Who I Am, and Mind-Body-Spirit.

- **Family Strengthening Program**

  Family Strengthening Program The Family Strengthening Program provides a continuum of care to address the social-emotional health of girls through prevention, intervention & referrals through the support of a case manager who works with girls individually or in small groups to offer mental health support at no cost, and in partnership with school

partners. Girls Inc. will provide a case manager to schools who refer girls, communicate with families, and work in tandem with the case manager.

2.2 Advocacy & Referrals

Provide referrals to community resources and act as an advocate for participating girls.

2.3 Service Capacity

Girls Inc. shall provide services to girls at the elementary, middle, and high school levels at each participating school site. Program delivery shall be organized in groups of **no more than 20 girls per group per school**, with the total number of groups contingent upon **available staffing capacity**.

2.4 Background Screening Requirements

Ensure all volunteers, employees, and agents entering District property:

- Complete **Level 2 background screening** per §435.04, Fla. Stat.
- Provide written attestation of completed screenings to the **Manatee Schools Police Department Fingerprint Office**.
- Update screenings annually for all personnel requiring badges.
- Immediately report any arrest notifications received.
- Comply with RAPTOR screening and District volunteer sign-in procedures.

The District reserves the right to deny campus access to any individual whose background check does not meet District standards.

2.5 Insurance

Maintain a minimum of **$500,000 comprehensive general liability insurance**, naming the District as an additional insured, and provide annual Certificates of Insurance.

2.6 Compliance

Ensure all personnel comply with applicable federal, state, and local laws.

3. The School District of Manatee County Agrees to:

3.1 Student Access

Provide Girls Inc., with parental consent, access to girls at the following schools:

Elementary Schools

Abel, Anna Maria, Ballard, Bashaw, Bayshore, Blackburn, Braden River, Daughtrey, Freedom, Gullett, Harvey (PK-3 Copperstone), Harvey (4-6 North River Ranch), Kinnan, Manatee, McNeal, Miller, Mills, Moody, Myakka City, Oneco, Palma Sola, Palmetto, Palm View K-8, Prine, Rogers Garden-Bullock, Rye Ranch (Opening 2026), Samoset, Sea Breeze, Stewart, Tara, Tillman, Veterans (Opening 2026), Williams, Willis, Witt.

Middle Schools

Braden River, Buffalo Creek, Haile, Horizons Academy, Jain, Johnson K-8, King, Lake Manatee K-8, Lee, Lincoln Memorial, Nolan, Sugg.

High Schools

Bayshore, Braden River, Lakewood Ranch, Manatee, Palmetto, Parrish Community, Southeast.

Other District Sites

Manatee Technical College (East & Main), Manatee Virtual.

3.2 Facilities

Provide appropriate space on each participating campus for Girls Inc. programming.

3.3 Student Information

Provide Girls Inc., with parental consent, access to student demographics, schedules, grades, test scores, attendance, and report cards for reporting purposes.

3.4 Partnership Support

Support partnership activities, including:

- Recruiting girls for programming
- Providing space for outreach programs
- Assigning a faculty liaison
- Coordinating with parents for events
- Allowing one Girls Inc. educational field trip per year as an excused absence (principal discretion)

4. Both Parties Agree:

4.1 No Cost

There will be no cost to the District for services provided under this Agreement.

4.2 Independent Contractor

Girls Inc. operates as an independent contractor.

4.3 Governing Law

This Agreement is governed by Florida law, with venue in the **Twelfth Judicial Circuit, Manatee County, Florida**.

4.4 Amendments

Any modification must be in writing and signed by both parties.

4.5 Term & Renewal

- Agreement begins **July 1, 2026** and ends **June 30, 2027**.
- Automatically renews annually unless terminated.
- Either party may terminate without cause with **30 days' written notice**.
- The District may terminate immediately for material breach.

4.6 Badge & Access Management

Upon termination or modification, the originating department must notify the Manatee Schools Police Department Fingerprint Office and assist with badge collection.

5. Signatures

Girls Incorporated of Sarasota County
Name: Angela Stringer
Title: President & CEO
Signature: Angela Stringer
Date: 7/8/26

The School District of Manatee County, Florida
Name: _____
Title: _____

Signature:

Date: _____

SCHOOL BOARD OF MANATEE COUNTY

Rider to Agreement

TERMS AND CONDITIONS:

1. **CONFLICTING TERMS: Notwithstanding any provision to the contrary in the agreement to which this Rider is attached and made a part of, the parties hereby agree that in the event of a conflict between the terms of the agreement and the terms of this rider, this rider shall control.**

2. **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. 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, addendum A, must be completed and returned with the signed contract where the contractor is performing services on any District property.

3. **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. **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 Statues.

5. **INSURANCE:** The Contractor shall furnish the District 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.

6. **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.

7. **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.

8. **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.

9. **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.

10. **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. 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.

11. **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.

12. **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.

13. **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.

14. **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.

15. **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.

16. **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.

17. **ASSIGNABILITY:** The parties may not assign this Agreement or any right or obligation of this Agreement without prior written consent of the other party.

18. **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 11, Termination for Convenience.

19. **SEVERABILITY:** If any one or more of the prov1s1ons 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.

20. **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:	Name of firm, Contact Name, Address Girls Inc. of Sarasota Co. Attn: Angie Stringer 201 S. Tuttle Ave. Sarasota, FL 34237
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.

21. **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.

22. **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.

23. **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.

24. **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.

25. **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.

26. **SAFETY STANDARDS:** All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards there under.

27. **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.

28. **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.

29. **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.

30. **POSSESSION/USE/UNDER THE INFLUENCES 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 Contractor's 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 Contractor. 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.

31. **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.

32. **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 0MB 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.

33. **INVOICE REQUIREMENTS:** The invoice shall contain the following basic information: the 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.

34. **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.

35. **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):** By entering into this Agreement 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: _____

36. **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.

37. **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.

38. **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).

39. **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 as may be amended from time to time.

40. **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS 2 CFR §200.334:** When federal funds are expended in accordance with this Agreement, Contractor certifies that Contractor will comply with the record retention requirements detailed in 2 CFR §200.334. Contractor further certifies that Contractor will retain all records as required by 2 CFR §200.334 for a period of three years after final expenditure or financial reports, as applicable, and all other pending matters are closed.

41. **EXHIBITS:** The following Exhibits are attached, incorporated, and made a part of this Agreement:

Exhibit A - Contractor Information Form

Exhibit B - Appendix II to Part 200

Exhibit C- Contractor Affidavit Regarding the Use of Coercion for Labor and Services

In the event of a conflict between the terms and conditions provided in the body of this Agreement and any Exhibit, the provisions contained within the body of this Agreement shall prevail unless the term or provision in the Exhibit specifically states that it shall prevail.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

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.	
Girls Incorporated of Sarasota County CONTRACTOR/COMPANY NAME	201 S. Tuttle Ave Sarasota, FL 34237 ADDRESS
PHONE 941-366-6646	EMAIL angie@girlsincsrq.org
TYPE OR PRINT NAME Angie Stringer	TITLE President and CEO
THE SCHOOL DISTRICT OF MANATEE COUNTY	215 MANATEE AVE. WEST, BRADENTON, FL 34205 ADDRESS
PHONE	EMAIL
TYPE OR PRINT NAME	TITLE

SIGNATURES

Angie Stringer 7/30/26 Contractor Date	Deputy Superintendent (up to $49,999.99) Date
School Principal Date	Superintendent (up to $99,999.99) Date
General Counsel Date Approved as to Form and Legal Content	Board Chair (over $100,000.00) Date
Director of Purchasing (up to $24,999.99) Date	

Exhibit B

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).

EXHIBIT A

CONTRACTOR INFORMATION FORM

CONTRACTOR NAME: Girls Inc. of Sarasota Co.

TELEPHONE NUMBER: 941-366-6646

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
Light, Nicole		July 31, 2026 9:30am
Bell, Ziaya	2/16/2031	
Guillaume, Lordana	12/8/2030	
Holcomb, Taylor	08/26/2028	
Jansen, Kim	4/26/2027	

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

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 0MB 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 C

Contractor Affidavit Regarding the Use of Coercion for Labor and Services

Contractor Name: Girls Inc. of Sarasota Co.

Address: 201 S. Tuttle Ave., Sarasota, FL 34237

Phone Number: (941) 366-6646

Authorized Representative's Name: Angela Stringer

Authorized Representative's Title: President & CEO

Email Address: angie@girlsincsrq.org

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.

Angela Stringer

Signature of Authorized Representative

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/06/2026

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
Shepherd Insurance, LLC.
3340 Bee Ridge Road
Sarasota FL 34239

CONTACT NAME: Certificate Processing Team
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS: certs@shepherdins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Insurance Co	18058
INSURER B: Associated Industries Ins Svcs	23140
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Girls Inc of Sarasota County
201 S Tuttle Ave
Sarasota FL 34237-6333

COVERAGES **CERTIFICATE NUMBER:** CL2611288933 **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 [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			PHPK2584910-010	08/01/2025	08/01/2026	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Sexual Abuse	$ 1,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] HIRED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] NON-OWNED AUTOS ONLY			PHPK2584910-010	08/01/2025	08/01/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB875451-012	08/01/2025	08/01/2026	EACH OCCURRENCE	$ 2,000,000
							AGGREGATE	$ 2,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		TWC4746863	02/15/2026	02/15/2027	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Dierctors & Officers Liability			PHSD1805692	08/01/2025	08/01/2026	Limit	$1,000,000

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

Automatic Additional Insured applies to General Liability coverage where required by written contract subject to policy terms, conditions & exclusions.
Waiver of Subrogation applies to General Liability coverage where required by written contract subject to policy terms, conditions & exclusions.

CERTIFICATE HOLDER

School District of Manatee County
215 Manatee Ave W
Bradenton FL 34205

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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AGENDA ITEM NO. 10.7

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of Rangeland High School Permanent Utility Easement 30 Feet (No Financial Impact)

Executive Summary
Rangeland High School is being constructed at 5660 Premier Sports Blvd, Lakewood Ranch. Peace River Electric Cooperative is the electric service provider in this area, an easement is required for providing electric service for this school site.

This 30 foot wide utility easement is being provided to the benefit of Peace River Electric Cooperative for Rangeland High School. The easement will allow Peace River Electric Cooperative to access the site to install and maintain power lines at their convenience. There are no improvements currently in the area of the easement and none are contemplated in the future.

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 Rangeland High School Permanent Utility Easement 30 feet (No Financial Impact).

Financial Impact
No financial impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Rangeland PRECO Easement

Prepared by: MSWESEY

Return to: Peace River Electric
14505 ARBOR GREEN TRL
LAKEWOOD RANCH FL 34202
PARCEL ID: 582201059
WO: 932539

DO NOT WRITE IN THIS SPACE

RIGHT-OF-WAY EASEMENT

The undersigned ("Grantor") for the sum of $1.00 and other good and valuable considerations, the receipt whereof is hereby acknowledged, does hereby grant unto **PEACE RIVER ELECTRIC COOPERATIVE, INC.**, a corporation (hereinafter called the "COOPERATIVE") whose post office address is PO Box 1310, WAUCHULA, FLORIDA and to its successors or assigns, the perpetual right to enter upon the lands of the undersigned situated in the **COUNTY OF MANATEE,** State of Florida, and more particularly described as follows:

Over, across and/or under my land in **Section(s) 15 Township 35** South, **Range 19** East, a strip of land 30 feet wide lying 15 feet on either side of the power line as constructed **@ see "EXHIBIT A"** to the extent said land is owned by Grantor.

and to perpetually place, construct, operate, repair, maintain, add to, remove, relocate and replace thereon under and in, upon, over or under all streets, roads or highways abutting said lands an electric transmission or distribution line or system or guys, etc. which may obstruct the visibility of Grantor's signage and trade dress. Grantor shall not place or construct any permanent improvements which extend above grade in the Easement.

Additionally Grantor grants COOPERATIVE the right to enter the land 15 feet from either side of the power line as constructed, to the extent said land is owned by Grantor to cut, trim and/or chemically treat trees and shrubbery to the extent necessary to clear the right-of-way from the ground up and to cut down from time to time all dead, weak, leaning or dangerous trees that are tall enough to strike the wires in falling. Grantor shall not place or construct any improvements in the Easement higher than 15 feet in height. Grantor grants COOPERATIVE the right to obstruct the visibility of any improvements located within the Easement.

The undersigned will cause all lands within the Easement to remain clear of any and all activities that might cause overhead or underground facilities to become damaged.

This conveyance includes the right of the "COOPERATIVE" at its option to license, permit or otherwise agree to the joint use or occupancy of the line or system by any other person, association or corporation for electrification or communication purposes.

IN WITNESS WHEREOF, the undersigned has set his hand and seal this _____ day of _____, _____.

This document requires two (2) witnesses AND a Notary Public signature with official seal.

GRANTOR:

Signed: _____(L.S.)
Superintendent – SCHOOL BOARD OF MANATEE COUNTY

PRINT NAME: _____

Address: _____

Signed: _____(L.S.)
School Board Chair – SCHOOL BOARD OF MANATEE COUNTY

PRINT NAME: _____

Address: _____

Signed, sealed and delivered in the presence of:

_____, Witness

_____, **Print Name**

_____, Address

_____, Witness

_____, **Print Name**

_____, **Address**

Reginald Goff 08/24/2026

SD 08/25/2026

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this _____ day of _____, _____, by _____ and _____ of _____ corporation, on behalf of the corporation. He/she is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

RETURN TO:
Peace River Electric
14505 ARBOR GREEN TRL
LAKEWOOD RANCH FL 34202

_____
Notary Public Commission No.

Name of Notary typed, printed or stamped below:

ADDENDUM TO EASEMENT

THIS ADDENDUM TO EASEMENT AGREEMENT (the "**Agreement**") is made as of _____, 2026 by and between PEACE RIVER ELECTRIC COOPERATIVE, INC., a Florida not for profit corporation ("**Cooperative**"), and THE SCHOOL BOARD OF MANATEE COUNTY, FLORIDA, a public body corporate (the "**School Board**").

The parties further agree as follows:

1. Nothing herein shall be construed to prevent the School Board from the full use and enjoyment of the Easement parcel. Cooperative shall only install facilities in the easement that service the School Board property. Cooperative shall not permit or allow any other parties the use of this easement without the prior written approval of the School Board, except for facilities that service the School Board Property.

2. Indemnification. Cooperative for itself and on behalf of its respective tenants, assignees, licensees, agents, invitees and employees (collectively, the "Indemnitor") hereby agrees to indemnify and to hold School Board harmless from and against any and all claims, demands, losses, damages, costs, suits, liabilities, expenses and attorneys' fees (through and including all appellate levels and post-judgment proceedings) with respect to bodily injury (including death), property damage or otherwise arising out of or connected with the Cooperative's use, occupancy and enjoyment of the easement rights granted under this Agreement.

3. Default. In the event of any breach of this Agreement by either party hereto, the non-breaching party shall be entitled to all remedies at law and at equity, and no remedy conferred by this Agreement is intended to be exclusive.

4. Cooperative shall restore and repair any damage done to the easement area caused by Cooperative, its agents, assignees, licensees, and employees to equal or better condition at its sole expense.

5. Term; Binding Effect. The easement granted in this Agreement shall run with title to the School Board's property in full force and effect in perpetuity unless terminated or amended by the respective parties hereto. Every agreement, covenant, promise, undertaking, condition, easement, right, privilege and restriction made, granted or assumed as the case may be by any party to this Agreement is made by such party not only personally for the benefit of the other party, but also as the Owner of a Parcel, and, accordingly, shall constitute agreements, covenants, promises, undertakings, conditions, easements, rights, privileges and restrictions running with the title to the Property and to any successor Owner of the Property, and shall inure to the benefit of the invitees, licensees, mortgagees, customers, guests and tenants of the Property.

6. Nothing herein shall be deemed to create any easement for parking over or upon the easement area. Nothing contained herein shall be construed as creating any rights in the general public or as dedicating for public use any portion of the Parcels.

7. Notices. All notices which are required or permitted hereunder must be in writing and shall be deemed to have been given, delivered or made, as the case may be (notwithstanding lack of actual receipt by the addressee) (i) three (3) business days after having been deposited in the United States mail, certified or registered, return receipt requested, sufficient postage affixed and prepaid, or (ii) one (1) business day after having been deposited with an expedited, overnight courier service (such as, by way of example, but not limitation, by U.S. Express Mail, FedEx, or similar overnight delivery service), addressed to the party at the mailing address for such party reflected in the records of the Property Appraiser of Manatee County, Florida.

8. Attorneys' Fees. If any party shall commence an action against the other party arising out of or in connection with this Agreement, the prevailing party shall be entitled to recover its costs of suit and reasonable attorneys' fees (through all appellate levels and post-judgment proceedings).

9. Time of the Essence. Time is of the essence with respect to all matters set forth herein.

10. Amendments. This Agreement may not be amended, supplemented, waived or changed orally, but only by a writing signed by the party as to when enforcement of any such amendment, supplement, waiver or modification is sought.

11. Headings. The headings contained in this Agreement are for convenience of reference only, and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

12. Severability. If any part of this Agreement is contrary to, prohibited by, or deemed invalid under applicable law or regulation, such provision shall be inapplicable and deemed omitted to the extent so contrary, prohibited or invalid, but the remainder hereof shall not be invalidated thereby and shall be given full force and effect so for as possible.

13. Applicable Law. This Agreement shall be construed under the laws of the State of Florida. Venue for any action for the interpretation or enforcement of this Agreement shall lie only in Manatee County, Florida.

14. Conflicting Terms. If the terms of this Addendum conflict with the terms of the Easement to which it is attached, then this Addendum shall control.

(SIGNATURE PAGES FOLLOW)

IN WITNESS WHEREOF, the Cooperative and School Board have executed and delivered this Agreement on the dates below stated.

WITNESSES:

"COOPERATIVE"

PEACE RIVER ELECTRIC COOPERATIVE, INC.,
a Florida not for profit corporation,

By: _____
Name: Paul A. Roberts
Its: Interim GM/CEO

_____
Print Name: Claire Thomas

_____
Print Name: DANIEL MOORE

STATE OF FLORIDA
COUNTY OF Hardee

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 24 day of August, 2026 by Paul A. Roberts, as Interim GM/CEO of Peace River Electric Cooperative, a Florida not for profit corporation, on behalf of the corporation. He/she is ☑ personally known to me or has ☐ produced _____ as identification.

_____
NOTARY PUBLIC – STATE OF FLORIDA

ASHLEIGH A. HAYES
MY COMMISSION # HH 816992
EXPIRES: October 19, 2030

[SIGNATURE PAGE TO ADDENDUM TO EASEMENT]

WITNESSES:

SCHOOL BOARD:

THE SCHOOL BOARD OF MANATEE COUNTY, FLORIDA, a public body corporate

_____
Print Name:_____

By:_____
Dr. Laurie Breslin, Superintendent

_____
Print Name:_____

By:_____
Cindy Spray, School Board Chair

APPROVED AS TO LEGAL FORM
AND SUFFICIENCY

Reginald Goff 08/24/2026

By:_____ 08/25/2026
Stephen R Dye, Esq.
Attorney for the School Board

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2026 by Dr. Laurie Breslin as Superintendent of The School Board of Manatee County, Florida, a public body corporate, on behalf of the public body corporation. She is ☐ personally known to me or who has ☐ produced _____ as identification.

_____
NOTARY PUBLIC – STATE OF FLORIDA

[SIGNATURE PAGE TO ADDENDUM TO EASEMENT]

EXHIBIT A

SKETCH & DESCRIPTION

LYING IN SECTIONS 15, TOWNSHIP 35 SOUTH, RANGE 19 EAST,
MANATEE COUNTY, FLORIDA.

NOT A BOUNDARY SURVEY

EASEMENT DESCRIPTION

An Easement, 30.00 feet wide, lying in Section 15, Township 35S, Range 19 East, Manatee County, Florida, being more particularly described as follows:

COMMENCE at the Southeast Corner of Section 15, Township 35 South, Range 19 East, Manatee County, Florida; thence N.89°16'46"W., along the South line of said Section 15, a distance of 313.90 feet; thence N.00°43'14"E.,, perpendicular to said South line of Section 15, a distance of 1275.31 feet to the intersection with the North Right-of-Way line of 59th AVENUE E., a 100.00 feet wide Public Right-of-Way, per Official Records Book 2281, Page 7878, of the Public Records of Manatee County, Florida; thence N.87°56'19"W., along said North Right-of-Way line, a distance of 819.21 feet; thence N.02°03'41"E., perpendicular to said North Right-of-Way line, a distance of 1605.82 feet to the to the POINT OF BEGINNING; thence N.89°59'04"W., a distance of 30.00 feet; thence N.00°00'56"E., a distance of 134.69 feet; thence N.39°06'28"W., a distance of 40.40 feet; thence N.89°59'37"W., a distance of 258.89 feet; thence N.01°41'30"W., a distance of 79.88 feet to the intersection with the South Right-of-Way line of RANGELAND PARKWAY, being a 120.00 feet wide Public Right-of-Way, per Official Records Book 2746, Page 3274, of the Public Records of Manatee County, Florida, and a point on a curve to the left, having a radius of 3059.80 feet, a central angle of 00°33'43", a chord bearing of N.87°30'08"E., and a chord length of 30.00 feet; thence along the arc of said curve, and said South Right-of-Way line, an arc length of 30.00 feet; thence S.01°41'30"E., a distance of 51.17 feet; thence S.89°59'37"E., a distance of 244.04 feet; thence S.39°06'28"E., a distance of 65.34 feet; thence S.00°00'56"W., a distance of 145.35 feet to the POINT OF BEGINNING.

Easement contains 15,296 Square Feet, or 0.3511 Acres more or less.

HAROLD EUGENE NOON, JR. License Number 6568 STATE OF FLORIDA Professional Surveyor and Mapper

July 10, 2026
Date

Harold E. Noon, Jr.
Professional Surveyor and Mapper, LS 6568

Not valid without the original signature and embossed seal of a Professional Land Surveyor and Mapper

NOT VALID WITHOUT ALL SHEETS
SEE SHEET 2 OF 3 FOR SKETCH
SEE SHEET 3 OF 3 FOR TABLES

GEOSURV SURVEYING & MAPPING
www.geosurveygroup.com L.B. 7731
5707 19th Street W.
Bradenton, Fl. 34207
Tel. 877.407.3734
Fax 866.624.5163

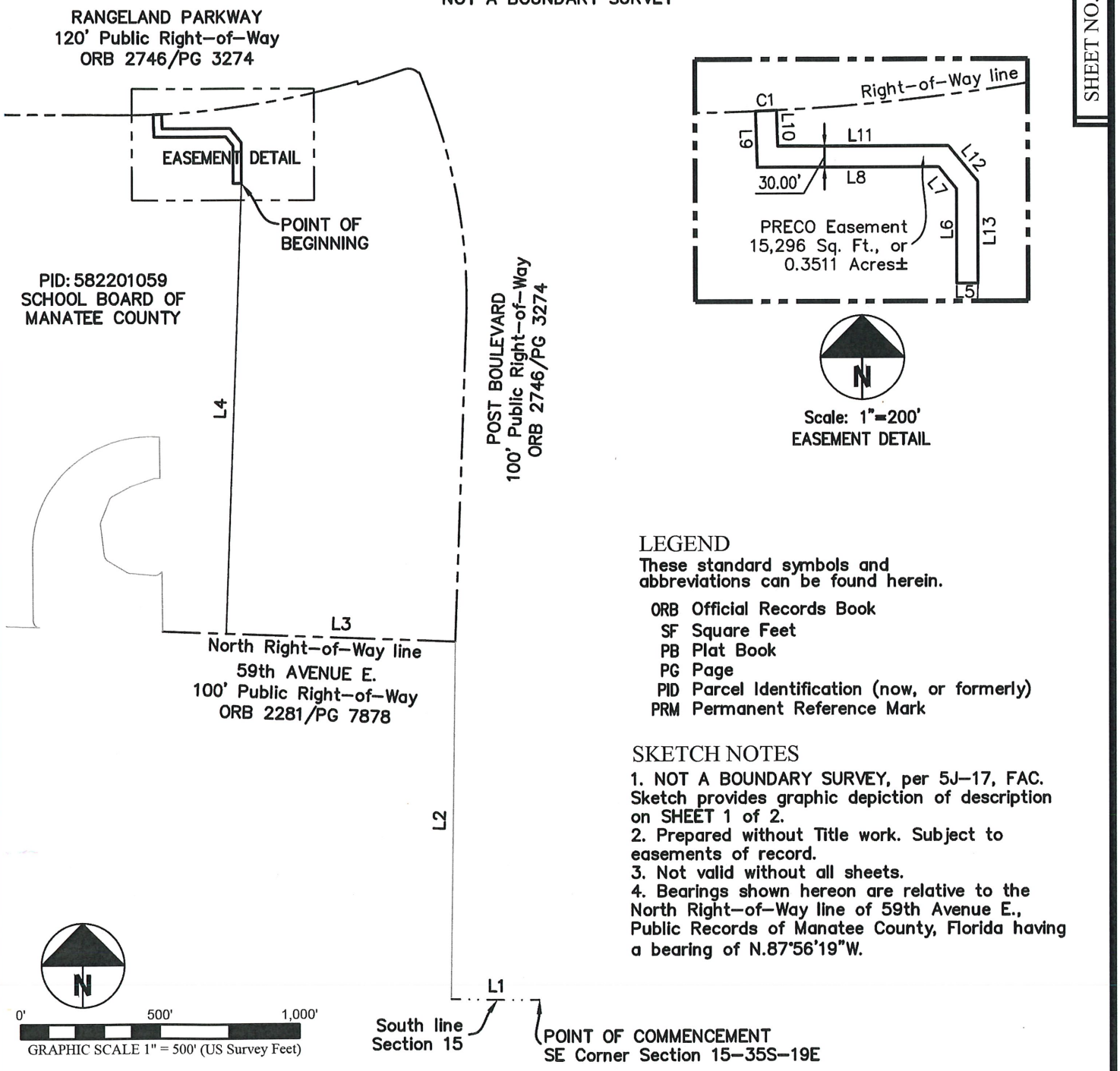
PEACE RIVER ELECTRIC COOPERATIVE EASEMENT			FIELD: --
DATE: 7/10/26 FB: -- PG: --	SEC. 15 TWP. 35S RNG. 19E		DRAWN BY: DC
PROJECT NO. 250058	COUNTY MANATEE		CHECK BY: HN
DRAWING 250058_SD PRECO.dwg	PARCEL AREA 15,296 SF ±		

EXHIBIT A

SKETCH & DESCRIPTION

LYING IN SECTIONS 15, TOWNSHIP 35 SOUTH, RANGE 19 EAST,
MANATEE COUNTY, FLORIDA.

NOT A BOUNDARY SURVEY



LEGEND

These standard symbols and abbreviations can be found herein.

ORB	Official Records Book
SF	Square Feet
PB	Plat Book
PG	Page
PID	Parcel Identification (now, or formerly)
PRM	Permanent Reference Mark

SKETCH NOTES

1. NOT A BOUNDARY SURVEY, per 5J-17, FAC. Sketch provides graphic depiction of description on SHEET 1 of 2.
2. Prepared without Title work. Subject to easements of record.
3. Not valid without all sheets.
4. Bearings shown hereon are relative to the North Right-of-Way line of 59th Avenue E., Public Records of Manatee County, Florida having a bearing of N.87°56'19"W.

SKETCH OF DESCRIPTION

GEOSURV SURVEYING & MAPPING
www.geosurveygroup.com
5707 19th Street W.
Bradenton, Fl. 34207
Tel. 877.407.3734
L.B. 7731 Fax 866.624.5163

PEACE RIVER ELECTRIC COOPERATIVE EASEMENT		FIELD: --
DATE: 7/10/26 FB: -- PG: --	SEC. 15 TWP. 35S RNG. 19E	DRAWN BY: DC
PROJECT NO. 250058	COUNTY MANATEE	CHECK BY: HN
DRAWING 250058_SD PRECO.dwg	PARCEL AREA 15,296 SF ±	

EXHIBIT A

SKETCH & DESCRIPTION

LYING IN SECTIONS 15, TOWNSHIP 35 SOUTH, RANGE 19 EAST,
MANATEE COUNTY, FLORIDA.

NOT A BOUNDARY SURVEY

CURVE TABLE:					
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	3,059.80'	30.00'	30.00'	N87°30'08"E	0°33'43"

LINE TABLE:		
LINE	BEARING	DISTANCE
L1	N89°16'46"W	313.90'
L2	N00°43'14"E	1,275.31'
L3	N87°56'19"W	819.21'
L4	N02°03'41"E	1,605.82'
L5	N89°59'04"W	30.00'
L6	N00°00'56"E	134.69'
L7	N39°06'28"W	40.40'
L8	N89°59'37"W	258.89'
L9	N01°41'30"W	79.88'
L10	S01°41'30"E	51.17'
L11	S89°59'37"E	244.04'
L12	S39°06'28"E	65.34'
L13	S00°00'56"W	145.35'

TABLES
GEOSURV
SURVEYING & MAPPING
www.geosurveygroup.com L.B. 7731
5707 19th Street W.
Bradenton, Fl. 34207
Tel. 877.407.3734
Fax 866.624.5163

PEACE RIVER ELECTRIC COOPERATIVE EASEMENT

FIELD: --

DATE: 7/10/26 FB: -- PG: --

PROJECT NO. 250058

DRAWING 250058_SD PRECO.dwg

SEC. 15 TWP. 35S RNG. 19E

COUNTY MANATEE

PARCEL AREA 15,296 SF ±

DRAWN BY: DC

CHECK BY: HN

AGENDA ITEM NO. 10.8

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of Sole Source to Purchase Floor Resurfacing Materials Dex-O-Tex and Related Services, SDMC No. 27-0054-MR, Estimated in the Amount of $200,000.00 Annually (Capital Funds)

Executive Summary
Floor resurfacing is needed in schools which require epoxy flooring repairs or replacement. Dex-O-Tex has one approved applicator for Central Florida. The resurfacing will utilize high-quality epoxy materials designed to withstand heavy foot traffic and provide a durable, easy-to-clean surface. Scaife Enterprises has submitted prices for the installation of Dex-O-Tex products for a three-year contract period of November 01, 2026 through October 31, 2029 with no increase from 2025-2026 rates. Prior FY approval was $200,000.00.

The requested contract is for the period of November 01, 2026 through October 31, 2029.

Historical expenditures are as follows: (Note – include current YTD and 2 prior FYs)
- YTD 2026-2027 $0.00
- 2025-2026 $167,546.00 (07-01-2025 through 7/31/2026)
- 2024-2025 $122,931.00
- 2023-2024 $167,546.00

The supplier is:
- Scaife Enterprises Inc., Dade City, FL, Florida Document No. S65444.

Suppliers will only be utilized in accordance with District policies and procedures.

The District has reviewed sole source information and has fully complied with all sole source requirements. Copies of the sole source documentation, contract specifications, and pricing are on file in the Purchasing Department.

Approval of this 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.

State Board Rule 6A-1.012(12)(d) states: "Commodities or contractual services available only from a single source may be exempted from the competitive solicitation requirements. When a district school board believes that commodities or contractual services are available only from a single source, the district school board shall electronically or otherwise publicly post a description of the commodities or contractual services sought for a period of at least 7 business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the district school board, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the district school board shall provide notice of its intended decision to enter a single source contract in the manner specified in Section 120.57(3), F.S., and may negotiate on the best terms and conditions with the single source vendor."

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 sole source to purchase floor resurfacing materials Dex-O-Tex and related services, SDMC No. 27-0054-MR, estimated in the amount of $200,000.00 annually (Capital Funds).

Financial Impact
The funding source for this annually estimated expenditure is Local Capital Improvements and is included in Maintenance, Operations & Central Distribution Warehouse Department proposed budget for 2026/2027 **(Capital Funds)**.

Contact
Submitting Departments: Maintenance, Operations & Central Distribution Warehouse Department and Purchasing
Initiated By: Todd Henson

Attachments:
Contract for Services 3.17.2025 APPROVED VERSION

SCHOOL BOARD OF MANATEE COUNTY, FLORIDA
AGREEMENT FOR CONTRACTUAL SERVICES

FUNDING SOURCE Budgeted, Federal, Grant, Internal	NAME OF SCHOOL/DEPT.	DISTRICT REPRESENTATIVE
Budgeted	Maintenance and Operations	27-0054-MR

Less than $24,999.99	$25,000.00-$49,999.99	$49,999.99-$99,999.99	$100,000 & OVER
Director, Purchasing	Principal, Legal, Deputy Superintendent	Principal, Legal, Deputy Superintendent, & Superintendent	Principal, Legal, Deputy Superintendent, Superintendent & Board Approval

This Agreement entered into this 21st day of July , 20 26, (Agreement Date) by and between The School Board of Manatee County, Florida, a political subdivision of the State of Florida, (Board) and Scaife Enterprises, Inc. (Contractor).

CONTRACTOR: The individuals listed above and below shall serve as the respective representatives for Contractor and District and are hereby authorized to administer this Agreement on behalf of the respective party.

Business Name: Scaife Enterprises, Inc.		
Representative: Bill Scaife	Position: President	
Address: 3735 Bellamy Bros BLVD		
City: Dade City	State: FL	Zip: 33525
Phone: 352-588-2662	Email: bill@scaifeenterprises.com	
District Employee: Yes ☐ No ☐ Former ☑	Date employment ended if former:	

SCOPE OF WORK:

Contractor shall provide service(s) according to the terms and conditions set forth in this Agreement. The service(s) to be provided by Contractor is/are: {if attached indicate name of attachment}

Provide and install Dex O Tex epoxy flooring.

And shall be performed at the following location(s): Districtwide

Date(s) of Service(s): 11/1/2026 to 10/31/2029

Time(s)/Duration: am/pm to am/pm

LIMIT OF COMPENSATION:

The District has authorized an amount estimated at $ 200,000.00 Annually , which shall constitute the maximum amount due under this Agreement to the Contractor for service(s) rendered under section two. Agreements exceeding $100,000.00 must be specifically approved by the School Board of Manatee County, Florida.

PAYMENT:

Payment for services shall be (mark one)

☐ a flat fee of $.

☑ a rate of $ per unit where the unit of measure is per Negotiated Rates

Payment shall be according to Sections 218.70-218.80, Florida Statutes (LOCAL GOVERNMENT PROMPT PAYMENT ACT). Payments shall be issued only in the name of Contractor. 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.

To be paid from budget line: 37027 74010 468201 9512 30001

TERMS AND CONDITIONS:

1. **COMPLIANCE WITH JESSICA LUNSFORD ACT: C**ontractor 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. 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, addendum A, must be completed and returned with the signed contract where the contractor is performing services on any District property.

2. **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.

3. **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 Statues.

4. **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.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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. 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.

10. **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.

11. **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.

12. **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.

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.

14. **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.

15. **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.

16. **ASSIGNABILITY:** The parties may not assign this Agreement or any right or obligation of this Agreement without prior written consent of the other party.

17. **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 10, Termination for Convenience.

18. **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.

19. **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:	Name of firm, Contact Name, Address Scaife Enterprises, Inc. 3735 Bellamy Bros BLVD Dade City FL 33525
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.

20. **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.

21. **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.

22. **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.

23. **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.

24. **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.

25. **SAFETY STANDARDS**: All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards there under.

26. **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.

27. **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.

28. **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.

29. **POSSESSION/USE/UNDER THE INFLUENCES 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 Contractor's 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 Contractor. 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.

30. **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.

31. **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.

32. **INVOICE REQUIREMENTS:** The invoice shall contain the following basic information: the 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.

33. **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.

34. **EMPLOYMENT ELIGIBILITY VERIFICATION ("E-VERIFY"):** By entering into this Agreement 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: 404991

35. **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.

36. **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.

37. **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).

38. **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 B and as may be amended from time to time.

39. **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS 2 CFR §200.334:** When federal funds are expended in accordance with this Agreement, Contractor certifies that Contractor will comply with the record retention requirements detailed in 2 CFR §200.334. Contractor further certifies that Contractor will retain all records as required by 2 CFR §200.334 for a period of three years after final expenditure or financial reports, as applicable, and all other pending matters are closed.

40. **EXHIBITS:** The following Exhibits are attached, incorporated, and made a part of this Agreement:

Exhibit A – Contractor Information Form

Exhibit B - Appendix II to Part 200

Exhibit C - Contractor Affidavit
regarding the Use of Coercion for Labor
and Services

In the event of a conflict between the terms and conditions provided in the body of this Agreement and any Exhibit, the provisions contained within the body of this Agreement shall prevail unless the term or provision in the Exhibit specifically states that it shall prevail.

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SIGNATURES:

Contractor	Date	**Deputy Superintendent** (up to $49,999.99)	Date
School Principal	Date	**Superintendent** (up to $99,999.99)	Date
General Counsel Approved as to Form and Legal Content	Date	**Board Chair** (over $100,000.00)	Date
Director of Purchasing (up to $24,999.99)	Date		

EXHIBIT A

CONTRACTOR INFORMATION FORM

CONTRACTOR NAME: Scaife Enterprises, Inc.

TELEPHONE NUMBER: 352-588-2662

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
Scaife, William S.	Scaife Enterprises 9/10/202	
Christopher D. Wliiiams	Scaife Enterprises 9/10/202	
Danny L. Renney, Jr.	Scaife Enterprises 8/24/202	
Joevanny J. Lorenzo	Scaife Enterprises 5/20/202	
Isidro Lopez	Scaife Enterprises 8/29/202	
Danny "JJ" Renney	Scaife Enterprises 6/14/202	
Daniel Duzinski	Scaife Enterprises 6/14/202	
Nicklaus S. Martinez		

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 B

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 C

Contractor Affidavit Regarding the Use of Coercion for Labor and Services

Contractor Name: Scaife Enterprises, Inc.

Address: 3735 Bellamy Bros BLVD Dade City FL 33525

Phone Number: 352-588-2662

Authorized Representative's Name: Bill Scaife

Authorized Representative's Title: President

Email Address: bill@scaifeenterprises.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. 10.9

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of Veterans Elementary School Phase I Substantial Completion (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman, to execute a Substantial Completion for Veterans Elementary School Phase I. Substantial Completion has been established by the Building Official, Construction Manager and Department of Construction Services as of July 31, 2026.
Substantial Completion is defined as the facility that has been sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion requires Board Approval. There is no financial impact or additional budget requirements for the Board to acknowledge that the project is Substantially Complete.
Veterans Elementary School Project Summary Sheet is attached for reference.

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

Recommendation
The Superintendent recommends approval of Veterans Elementary School Phase I Substantial Completion (No Financial Impact).

Financial Impact
No Financial Impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Veterans Project Summary Sheet
Veterans Substantial Completion Phase 1

VETERANS ELEMENTARY SCHOOL

PROJECT DIRECTOR: Michelle Begue

ARCHITECT/ENGINEER:	Harvard Jolly, Inc.	Selected through the Request for Qualifications process
CONSTRUCTION MANAGER:	Skanska USA Building, Inc.	Selected through the Request for Qualifications process
BUILDING OFFICIAL:	Bureau Veritas North America, Inc.	Currently on the District's Continuing Contracts

PROJECT BUDGET: $75,000,000.00

SUBSTANTIAL COMPLETION:	November -26	Amendment 3 Phase 3
	September-26	Amendment 3 Phase 2
	July-26	Amendment 2 GMP (6/10/25) Phase 1
	July-26	Pre-Construction Agreement (12/10/24)

HISTORY: New Construction

SCOPE: The scope of work consists of the design and construction of a new Elementary School containing 969 student stations on a 22.8 acres site located in South Side of Buckeye Road Manatee County.

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:	$ 2,987,800.00	October 8, 2024	Approved	Architectural / Engineering Services
Amendment 1:				
Amendment 2:				
TOTAL	$ 2,987,800.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:				Selected through the Request for Qualifications process
Agreement:	$ 148,467.00	December 10, 2024	Approved	Pre-Construction Services
Amendment 1:	$ 17,010,000.00	February 25, 2025	Approved	Early Procurment Materials
Amendment 2:	$ 51,046,985.00	June 10, 2025	Approved	Guaranteed Maximum Price
Change Order 1:	$ (7,235,735.90)	September 17,2025	N/A	Direct Purchase Order Deduct for Material ONLY
Change Order 2:	$ (3,394,782.92)	February 5,2026	N/A	Direct Purchase Order Deduct for Material ONLY
Amendment 3:	$ -	April 7, 2026	Approved	Substantial Completion Date Change
Change Order 3:	$ (46,200.68)	June15,2026	N/A	Direct Purchase Order Deduct for Material ONLY
Substantial Completion:	$ -	September 15,2026	Pending	Substantial Completion
TOTAL	$ 57,528,732.50			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -			Currently on the District's Continuing Contracts List
Agreement:	$ 282,600.00	March 11, 2025	Approved	Plans Review, Permitting, Inspections & Fire Marshal Services
TOTAL	$ 282,600.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:				
Agreement:				
TOTAL	$ -			

Docusign Envelope ID: 101FC4D3-8EEF-8493-83E3-0404B8331F87

SUBSTANTIAL COMPLETION

Project: Artisan Lakes Elementary School Prototype
Location: South Side of Buckeye Road
Manatee County, Florida

Project Number: 509

Contract Date: 12/12/2024

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: Harvard Jolly, Inc.
6000 Cattleridge Drive, Suite 204
Sarasota, FL 34232

CM: Skanska USA Building, Inc.
400 North Ashley Drive, Suite 400
Tampa, FL 33602

Date of Issuance: 7/31/26

Project or Designated Portion shall include:
Phase 1 turn over. See Attached Highlighted Mark up.

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:

7/31/26

which is also the date of commencement of applicable warranties required by the Contract Documents except as stated below:

Excluded is Phase 2 and Phase 3 Please. See attached Mark Up

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.

Harvard Jolly, Inc.	Signed by: Frank Sepic 44AF735A4B4E466...	August 28, 2026
ARCHITECTURAL FIRM	BY	DATE

The Contractor will complete or correct the Work on the list of items attached hereto within the time allowed after completing phase 3.

Skanska USA Building, Inc.	Signed by: keith Hendry F00A7C2C0851468...	August 28, 2026
CONTRACTOR	BY	DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 5:00pm (time) on 7/31/2026

SCHOOL BOARD OF MANATEE COUNTY		
OWNER	BY	DATE

The CM shall provide security, maintenance, utilities, repairs to damage to the Work and insurance until completion of the attached punchlist(s). If there are no punchlist(s) attached, the Owner will assume these items at the SC date.

AGENDA ITEM NO. 10.10

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of Rye Ranch Elementary School Substantial Completion (No Financial Impact)

Executive Summary
The purpose of the requested action is to authorize the School Board Chairman, to execute a Certificate of Substantial Completion for Rye Ranch Elementary School. Substantial Completion has been established by the Building Official, Construction Manager and Department of Construction Services as of July 31, 2026.

Substantial Completion is defined as the facility that has been sufficiently completed so that it can be utilized for its intended purpose. Substantial Completion requires Board Approval. There is no financial impact or additional budget requirements for the Board to acknowledge that the project is Substantially Complete.

Rye Ranch Elementary School 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 Rye Ranch Elementary School Substantial Completion (No Financial Impact).

Financial Impact
No Financial Impact.

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
Rye Ranch Elementary Project Summary Sheet
Rye Ranch Elementary Substantial Completion

RYE RANCH ELEMENTARY SCHOOL

PROJECT DIRECTOR: Jerry Varghese

ARCHITECT/ENGINEER:	Harvard Jolly, Inc.	Currently on the District's Continuing Contracts
CONSTRUCTION MANAGER:	Skanska USA Building, Inc.	Currently on the District's Continuing Contracts
BUILDING OFFICIAL:	Bureau Vertias North America, Inc.	Currently on the District's Continuing Contracts

PROJECT BUDGET: $75,000,000.00

SUBSTANTIAL COMPLETION:	8/2/2026	Amendment 3 Substantial date change (6/23/26)
	7/1/2026	Amendment 2 GMP (6/10/25)
	6/17/2026	Pre-Construction Agreement (12/10/2024)
HISTORY:	New Construction	

SCOPE: The scope of work consists of the design and construction of a new Elementary School with 969 student stations on a 18.28 acres site located in North Rye Road Manatee County.

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:	$ 2,391,850.00	October 8, 2024	Approved	Architectural / Engineering Services
TOTAL	$ 2,391,850.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Auth to Neg:				Selected through the Request for Qualifications process
Agreement:	$ 148,467.00	December 10, 2024	Approved	Pre-Construction Services
Amendment 1:	$ 16,700,000.00	February 25, 2025	Approved	Early Procurement Materials
Amendment 2:	$ 44,659,298.00	June 10, 2025	Approved	Guaranteed Maximum Price
Change Order 1:	$ (8,130,640.69)	October 28,2025	N/A	Direct Materials Purchase Reconciliation
Change Order 2:	$ (2,907,465.16)	March 20, 2026	N/A	Direct Materials Purchase Reconciliation
Amendment 3:	$ -	June 23,2026	Approved	Substantial Completion Date Change
Change Order 3:	$ (203,647.60)	July 10,2026	N/A	Direct Materials Purchase Reconciliation
Substantial Completion:	$ -	September 15, 2026	Pending	Substantial Completion
TOTAL	$ 50,266,011.55			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:	$ -			Currently on the District's Continuing Contracts List
Agreement:	$ 282,500.00	March 11, 2025	Approved	Plans Review, Permitting, Inspections & Fire Marshal Services
TOTAL	$ 282,500.00			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:				
TOTAL	$ -			

Docusign Envelope ID: D04C21FB-4D5D-8734-835E-8865676D3BE8

SUBSTANTIAL COMPLETION

Project: Rye Ranch Elementary School Prototype
Location: 18450 Legacy Preserve Drive
Parrish, FL 34219

Project Number: CON#510

Contract Date: December 12, 2024

Owner: School Board of Manatee County
c/o Dept of Construction Services
1 Matzke Way
Bradenton, FL 34208

AE: PBK Architects Florida Inc.
2714 Dr. MLK Jr. St. N.
St. Petersburg, FL 33704

CM: Skanska USA Building Inc.
400 N. Ashley Dr., Suite 400
Tampa, FL 33602

Date of Issuance: July 31, 2026

Project or Designated Portion shall include:

Construction of a new Elementary School prototype containing 969 student stations on an 18.28 acres site located in 18450 Legacy Preserve Drive, Parrish, FL, Manatee County.

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:

July 31, 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.

PBK ARCHITECTS FLORIDA INC.
ARCHITECT (Firm Name)

Signed by: Frank Sepcic 44AF735A4B4E466...
BY Frank Sepcic

August 26, 2026
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within (45) forty-five days from the above date of Substantial Completion.

SKANSKA USA BUILDING INC.
CONTRACTOR (Firm Name)

Signed by: Keith Hendry F06A7C2C6851468...
BY Keith Hendry

August 27, 2026
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 5:00 p.m. (time) on July 31, 2026 (date).

SCHOOL BOARD OF MANATEE COUNTY
OWNER (Firm Name)

BY

DATE

The CM shall provide security, maintenance, utilities, repairs to damage to the Work and insurance until completion of the attached punchlist(s). If there are no punchlist(s) attached, the Owner will assume these items at the SC date.

AGENDA ITEM NO. 10.11

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of Bayshore High School Columns Agreement Between Owner and Reno Boyd Building, LLC Amendment 2 in the Amount of $673,120.89 (Capital Funds)

Executive Summary
The purpose of the requested action is to approve the Agreement Between Owner and Reno Boyd Building, LLC Amendment 2 in the amount of $673,120.89.
This will increase the Guaranteed Maximum Price (GMP) to $1,341,996.18. This is included in the Board approved project cost of 3,000,000.00. The scope of work consists of the selective demolition of previously identified elements, Guided Wave Ultrasonic Testing (GUL) to perform non-destructive corrosion assessments of tier 3 steel columns, and rebuilding the masonry walls at the stairwells following the completion of ongoing repairs on Bayshore High School campus.

Bayshore High School Project Summary Sheet is attached for reference.

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

Recommendation
The Superintendent recommends approval of Bayshore High School Columns Agreement between Owner and Reno Boyd Building, LLC Amendment 2 in the amount of $673,120.89 (Capital Funds).

Financial Impact
The amount of Amendment 2 is $673,120.89. The Guaranteed Maximum Price, including this Amendment 3, is $1,341,996.18 and is included in the total project budget requirement of $3,000,000.00 (Capital funds).

Contact
Submitting Department: Construction Services
Initiated By: Reginald Goff

Attachments:
BHS Columns Project Summary Sheet
BHS Columns Amendment 2

Project Name: Bayshore High School Column Repairs

PROJECT DIRECTOR: Jeffery Medwetz
Project Assistant: Lauri Menard
ARCHITECT/ENGINEER: Long & Associates Architects/Engineers, Inc. — Currently on the District's Continuing Contracts
CONSTRUCTION MANAGER: Reno Building, LLC dba Reno Boyd Building Co. — Currently on the District's Continuing Contracts
BUILDING OFFICIAL: UES Professional Solutions, LLC — Currently on the District's Continuing Contracts

PROJECT BUDGET: $3,000,000.00

HISTORY: Bayshore High School was constructed in 1997 and currently plumbing, mechanical, electrical, and ancillary structural renovations are required due to systems have reached or exceeding their useful lifecycle.

SCOPE: Engineering reports indicate all structural pipe columns campus wide require attention and several galvanized pipe columns have deteriorated and seperated from the base plates. Structural Engineers recommendation requires several columns to shored and the remainder to be evaluated and rated for repair or replacement.

INCLUDED IN 5-YEAR WORK PLAN: YES

ARCHITECT/ENGINEER

ITEM	$$	Date	Board Action	Notes
Agreement:	$ 23,650.00	October 2, 2025	N/A	Professional Engineering Services
Additional Service Agreement:	$ 55,743.00	March 5, 2026	N/A	Professional Engineering Services
TOTAL	$ 79,393.00			

CONSTRUCTION MANAGER

ITEM	$$	Date	Board Action	Notes
Pre Construction:	$ 174,503.00	May 12, 2026	Approved	Pre Construction
Amendment 1:	$ 494,372.29	June 23,2026	Approved	GMP Increase
Amendment 2:	$ 673,120.89	September 15,2026	Pending	GMP Increase
TOTAL	$ 1,341,996.18			

BUILDING OFFICIAL

ITEM	$$	Date	Board Action	Notes
Auth to Neg:				
TOTAL	$ -			

OTHER BOARD WORK

ITEM	$$	Date	Board Action	Notes
Agreement:				
Agreement:				
TOTAL	$ -			

SCHOOL BOARD OF MANATEE COUNTY
DEPARTMENT OF CONSTRUCTION SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN
OWNER & Buildi

Amendment #: 2 **Amendment Date:** 8/25/2026

This form is to be used for any revision to the established Agreement Between Owner & Construction Manager.

Project Name: Bayshore High School Columns
Construction Manager: Reno Building, LLC.
Construction Manager Address: 501 S. Boulevard Tampa, Fl 33606

The amendment includes costs associated with general project requirements and on-site staffing, selective demolition of previously identified elements, Guided Wave Ultrasonic Testing (GUL) to perform non-destructive corrosion assessments of Tier 3 steel columns, and rebuilding the masonry walls at the stairwells following the completion of ongoing repairs.

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: TBD

Date of Substantial Completion including this amendment: TBD

Amount of Amendment: $ 673,120.89
Previous Amount: $ 668,875.29
New Total Amount of GMP: $1,341,996.18

CONSTRUCTION MANAGER:

By: _____ By: _____

Name/Title: Alexis Kaloostian, COO Name/Title: Director of Operations

As Witnessed: _____ Reno Boyd Building Co.
(Name of Corporation)

(Corporate Seal)

RENO BOYD BUILDING CO. CORPORATE SEAL 2010 FLORIDA

OWNER:
SCHOOL BOARD OF MANATEE COUNTY, FLORIDA:

Approved As to Form: _____, Project Director

_____, Director

_____, Deputy Superintendent

Superintendent of Schools: _____

School Board Chairman: _____

Witness: _____

AGENDA ITEM NO. 10.12

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of Request to Declare Surplus and Dispose of District Tangible Personal Property Greater than $5,000.00 (Possible Incoming Funds to General Fund and Special Revenue-Food Service Fund)

Executive Summary
Schools and departments have reported various items as obsolete, traded in on new equipment, unaccounted for, used for parts or stolen, and have requested the items be disposed.

School Board of Manatee County Policy 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, donation to a School Board designated receiver, or abandonment at a public landfill.

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

Recommendation
The Superintendent recommends the approval of request to declare surplus and dispose of District tangible personal property greater than $5,000.00 (Possible Incoming Funds to General Fund).

Financial Impact
There is no cost to the General Fund. All items are fully depreciated. All revenue generated through auction and/or recycling will be placed in the District's General Fund **(Possible Incoming Funds to General Fund and Special Revenue-Food Service Fund).**

Contact
Submitting Department: Property Records/Records Management
Initiated By: Scott Hansen

Attachments:
Surplus List - 9-15-26

Tag Number	Descr	Serial ID	Acq Date	Tran Amt	NBV	Comment
102360	STEAMER CLEVELAND CONVECTION	WC6945700G01	7/20/2000	$ 10,800.00	$ -	UNECONOMICAL TO REPAIR
104286	WORKSTATION SHELL WITH CLOSED		3/29/2001	$ 5,033.81	$ -	OBSOLETE
192600	STEAMER CLEVELAND 21CGA5	0033207B01	6/30/2018	$ -	$ -	UNECONOMICAL TO REPAIR, AUCTION
200494	CABINET TRUE HEATED TR1HRT1S1S	4903699	10/15/2007	$ 7,935.84	$ -	UNECONOMICAL TO REPAIR
200563	COUNTER ATLAS COLD FOOD CWCM4	44607A	2/11/2008	$ 5,853.52	$ -	UNECONOMICAL TO REPAIR
213348	BUFFET DELFIELD CART HOT RH4NU		6/29/2009	$ 5,690.00	$ -	UNECONOMICAL TO REPAIR
213349	BUFFET DELFIELD CART COLD		6/29/2009	$ 7,240.00	$ -	UNECONOMICAL TO REPAIR
213733	DISHMACHINE HOBART AM15T2	231116669	7/24/2009	$ 19,539.99	$ -	UNECONOMICAL TO REPAIR
214106	STEAMER CLEVELAND CONVECTION	907230000459	9/15/2009	$ 15,340.00	$ -	UNECONOMICAL TO REPAIR
218366	REFRIGERATOR VICTORY S1DS7PT	E1084797	6/1/2010	$ 5,598.65	$ -	UNECONOMICAL TO REPAIR
83364	COLD SERVER-SHELLY	68871707M	9/13/1996	$ 5,053.00	$ -	UNECONOMICAL TO REPAIR
				$ 88,084.81	$ -	

AGENDA ITEM NO. 10.13

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval for Out-of-State Travel to Various National Career, Technical Student Organization Competitions and Leadership Conferences for Qualifying Elementary School, Middle School, High School, Postsecondary Students and Advisors During the 2026-2027 School Year (Multiple Funding Sources)

Executive Summary
The mission of these organizations is to prepare students for the challenges of a dynamic world by promoting literacy, leadership, pursue careers in STEM (Science, Technology, Engineering, and Math) and problem-solving skills that result in personal growth and career-related opportunities in the curricular fields that these organizations represent. Attendance at these national conferences and competitions allows students the opportunity to apply what they know and have learned in our schools through rigorous national competition with students from around the country who have proven they are the best in their state.

Competitions and/or Leadership Conferences:

- FFA Organization (FFA)
- Distributive Education Clubs of America (DECA)
- Robotics Education & Competition Foundation (RECF) STEM World Championship
- International Science and Engineering Fair (ISEF)
- HOSA-Future Health Professionals (HOSA)
- Family, Career and Community Leaders of America (FCCLA)
- Future Business Leaders of America (FBLA)

Event dates and locations are:

- FFA National Convention, Indianapolis, IN October 21 – 24, 2026
- DECA National Conference, Anaheim, CA April 16 – 20, 2027
- RECF STEM World Championship, St. Louis, Missouri April 27 – May 6, 2027
- International Science and Engineering Fair (ISEF), Los Angeles, CA May 8 – 14, 2027
- HOSA Nationals, Philadelphia, PA June 22 – 25, 2027
- FCCLA Nationals, San Antonio, TX June 22 – 26, 2027
- FBLA National Conference, Columbus, OH June 23 – 27, 2027

Travel to and from the event may take place before and after the stated dates depending on the mode of transportation.

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

Ready For Life | Goal 4
Create an instructional model centered around real-world skills, civic involvement, financial literacy, and arts integration

Ready For Life | Goal 6
Continue implementation of innovative technology advancements that improve classroom and school environments for exceptional learning

Recommendation
The Superintendent recommends approval for out-of-state travel to various National Career, Technical Student Organization competitions and Leadership Conferences for qualifying elementary school, middle school, high school, postsecondary students and advisors during the 2026-2027 school year (Multiple Funding Sources).

Financial Impact
Depending on the school chapters' various funding sources, including but not limited to referendum, donations, parent contributions, fundraising activities, grants, and local funds, could all be used to support the expense of these trips. The Carl D. Perkins secondary and postsecondary grants include funds set aside for this type of travel. Travel Authorizations are submitted for final approval to the Superintendent for each school participating in the field trip.

Contact
Submitting Department: Adult, Career and Technical Education
Initiated By: Mrs. Kaththea Johnson

Attachments:
RECF, ISEF & CTSO National Conferences 2026-2027, Board Date, 10.06.2026

RECF STEM World Championship, International Science and Engineering Fair (ISEF) & CTSO National Conferences 2026-2027

Robotics Education & Competition Foundation (RECF) STEM World Championship

The Robotics Education & Competition Foundation is pleased to announce that the Robotics Education & Competition Foundation (RECF) STEM World Championship will take place in St. Louis, Missouri, in 2026 and 2027. The event will be held in April at the America's Center Convention Complex in downtown St. Louis, with specific dates to be announced at a later time.

The move to St. Louis offers an affordable and accessible experience for teams, students, and families from around the world. With its central location, vibrant downtown area, and family-friendly attractions, St. Louis is a welcoming host city for the global robotics community.

- **Robotics Education & Competition Foundation (RECF) STEM World Championship St. Louis, Missouri April 27 – May 6, 2027.**

Distributive Education Clubs of America (DECA) is a national co-curricular student organization for Business and Marketing students at the high school level across the United States. The mission of this organization is to prepare students for the challenges of a dynamic world by promoting literacy, leadership and problem-solving skills that result in personal growth and career related opportunities in their field.

- **DECA National Conference, Anaheim, CA April 16 – 20, 2027**

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the largest business Career and Technical Student Organization in the world. Each year, FBLA-PBL helps over 230,000 members prepare for careers in business. FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

- **FBLA National Conference, Columbus, OH June 23 – 27, 2027**

FFA is an intra-curricular student organization for those interested in agriculture and leadership. FFA welcomes members who aspire to careers as teachers, doctors, scientists, business owners and more. National FFA is committed to the individual student, providing a path to achievement in premier leadership, personal growth and career success through agricultural education.

- **FFA National Convention, Indianapolis, IN October 21 – 24, 2026**

Family, Career and Community Leaders of America (FCCLA) is a national Career and Technical Student Organization (CTSO) for students in Family and Consumer Sciences (FCS) education in public and private school through grade 12. FCCLA offers intra-curricular resources and opportunities for students to pursue careers that support families. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision making, and interpersonal communication necessary in the home and workplace.

- **FCCLA Nationals, San Antonio, TX June 22 – 26, 2027**

HOSA-Future Health Professionals is a global student-led organization recognized by the U.S. Department of Education and the Department of Health and Human Services and several federal and state agencies. HOSA's mission is to empower HOSA-Future Health Professionals to become leaders in the global health community, through education, collaboration, and experience. HOSA actively promotes career opportunities in the health industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to affiliate and be actively involved in the HSE-HOSA Partnership.

- **HOSA Nationals, Philadelphia, PA June 22 – 25, 2027**

International Science and Engineering Fair (ISEF)

The International Science and Engineering Fair (ISEF), officially known as the Regeneron International Science and Engineering Fair (Regeneron ISEF), is the world's largest international pre-college science research competition. It is organized by Society for Science, a nonprofit organization dedicated to advancing STEM education. ISEF brings together some of the most accomplished young researchers worldwide. Participants present their work to professional scientists, engineers, and industry experts, gaining valuable recognition, networking opportunities, and experience in scientific communication.

- **International Science and Engineering Fair (ISEF), Los Angeles, CA May 8 – 14, 2027**

AGENDA ITEM NO. 10.14

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval for Manatee High School Chorus Students to Attend and Perform at Carnegie Hall in New York, New York on May 28-June 2, 2027 (School Internal Accounts)

Executive Summary
Thirty Manatee High School Chorus students have been invited to sing at Carnegie Hall in New York City along with their Chorus Director, Thomas Jomisko. Ten parent chaperones will also be attending the trip.

This is an educational opportunity for students to work with a world-renowned choral director and perform in Carnegie Hall with a professional orchestra in a professional production. While in New York, they have many scheduled rehearsals with other schools involved. The students will leave with a new perspective on choral singing and having the experience of performing in such a venue where so many great performers have done before.

The exposure for the students in this event greatly increases their exposure to the arts and the opportunity for college scholarships. Experiences gained by our students may be brought back and shared with students at Manatee High School and throughout the District.

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

Recommendation
The Superintendent recommends approval for Manatee High School Chorus students to attend and perform at Carnegie Hall in New York, New York on May 28-June 2, 2027 (School Internal Accounts).

Financial Impact
There will be no cost to the General Fund. Costs will be covered by school internal funds from fundraising, sponsors, and grants.

Contact
Submitting Department: High School Education
Initiated By: Sharon Scarbrough

Attachments:
MHS Chorus Students New York 5.28-6.2.27

School District of Manatee County Field Trip Request Form – Mandatory Form

(To be attached to the Field Trip Coordinator's Travel Authorization with the associated Expense Worksheet)
Field Trips utilizing District buses on Instructional days must start no earlier than 9:30 AM. and return to the school by 1:30 PM.
Field trips after school on Instructional days must start at 5:30 PM. and return to school by 11:00 PM.
All field trip requests using school buses must be submitted within 20 days of the requesting date.

Today's Date: 8/25/26 Field Trip Dates: 5/28-6/2/27 School: Manatee Hs
Date/Time of Departure from school: 5-28-27 - 6 am
Date/Departure time from field trip location: 6/2/27 - 4 pm
Date/Arrival time back at school: 6/2/27 - 10 pm
Field Trip Coordinator: Jomisew
Trip Destination – Name: NYC - Carnegie Hall
Address: 230 W 30th St Floor 15 NY NY 10001 Phone: (212) 279 1147 Website: mcp.us
Brief Description/Educational Purpose of the Trip:
We will be performing in Carnegie Hall and visiting NYC landmarks + museums.

Field Trip Type:

___ Type "A" (single or partial day trip in pre-approved category)
___ Type "B" * (single or partial day trip that requires District pre-approval)
✓ Type "C" * (all overnight or out of state trips require additional approvals as defined in the signature section below.)

* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B." Please provide as much information as possible in this regard to expedite approval.

Group Going: Chorus # of Chaperones: 10 # of Students: 30

Choose the type of transportation:

_____School Bus (bus requisition 20 days prior to trip)
_____Special Needs Bus Is Required
_____District Vans/Cars: Driver must be District approved.
_____Walking: If Walking, define route: _____

Are there sidewalks and pedestrian crossings? _____
_____Charter Bus from Purchasing Department Approved List (Contact Purchasing)
_____Rental Vehicle from Purchasing Approved Company. Driver must be District approved.
✓ Educational Tour Group Name: MCP Contact Info: (212) 279 1147
_____*District Employee driving their own car. Driver must be District approved.
Name of District Employee: _____
Address of District Employee: _____
Phone # District Employee: _____
Year, Type, & Make of Vehicle: _____

***If more than one, complete same information on an additional separate sheet that must be attached.**

___Other Provider of transportation _____
Name of Provider: _____
Address of Provider: _____
Phone # Provider: _____
Year, Type, & Make of Vehicle: _____

This provider MUST be an approved driver by the Principal.

Information about the Funding of the trip:

Funding/Costs Student Pay
Transportation Cost _____
Other Cost _____

Internal Account# 23000
Admission Fee _____
Cost per student $2000 per person
Total Cost of the Trip $80,000

Source funding the trip: Select all that apply.

____ Discretionary ____ District ✓ Internal Accounts ✓ Students/ Pay

____ Other – Explain: _____

Requirements for District Employee Approved Drivers: Check one the following.

_____ ***Proof*** *of personal automobile liability insurance, copy of driver's license and proof of successful completion of Defensive driving course through Staff Development* ***are all attached for all district employee drivers.***

_____ ***Verification*** *of insurance, driver's license, and successful completion of Defensive driving course through Staff Development must be signed below by the Principal or Executive Director.*

_____	_____	_____
Name of Principal/Executive Director verifying	*Signature*	*Date*

I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.

_____	8/25/24
Signature of Field Trip Coordinator	*Date*
8/25/24	8/25/24
Initial Approval Principal Signature/Date	*Signature of Sponsor/Date (Initial Approval of Request)*
	_____
	Signature of Department/Team Chair/Date
_____	8/25/24
Final Approval Principal Signature/Date (Acknowledgement that Field Trip Checklist form has been returned two days prior to Field Trip.)	*Signature of Activities Director (H.S.)/Date*

Type "B" and "C" Signature Approvals Below

Executive Director of School Management/Date	*(Required for Type "B" and "C" Field Trips)*
Director of Risk Management/Date	*(Required for Type "B" and "C" Field Trips)*
Deputy Superintendent of Instructional Services/Date	*(Required for Type "C" Field Trips)*
Superintendent/Date	*(Required for Out-of-State Field Trips. International Field Trips require Board approval)*

After receiving all necessary approvals for the Field Trip, complete the Field Trip Procedures Checklist (Appendix B) and return all documentation to the Principal at least two days prior to the trip.

MIS 41-01012, Approved 09/2024 Expires 09/2029
Distribution: School Management

AGENDA ITEM NO. 10.15

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval for the Parrish Community High School Advanced Chorus Students to Attend and Perform in the Smoky Mountain Music Festival in Gatlinburg, Tennessee on April 14-18, 2027 (School Internal Accounts)

Executive Summary
Forty-Four Parrish Community High School Chorus students will travel to Gatlinburg, Tennessee to compete in the Smoky Mountain Music Festival, along with their Chorus Director Kerrie Carrier. Six chaperones will also be attending the trip.

The Smoky Mountain Music Festival is a competition for elementary, middle, junior high and high school musical groups. This festival continues its dedication to excellence by offering young musicians an opportunity to demonstrate their talents before prestigious adjudicators in a beautiful setting. For over 30 years, the festival has drawn musical groups from over 29 states and Canada.

The Gatlinburg Convention Center is used for concert, jazz, indoor auxiliary competition and choral competition, and the main street is blocked off for the parade of bands.

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

Ready For Life | Goal 8
Expand acceleration opportunities for all middle and high school students

Recommendation
The Superintendent recommends approval for the Parrish Community High School advanced chorus students to attend and perform in the Smoky Mountain Music Festival in Gatlinburg, Tennessee on April 14-18, 2027 (School Internal Accounts).

Financial Impact
There will be no cost to the General Fund. Costs will be covered by school internal accounts.

Contact
Submitting Department: High School Education
Initiated By: Sharon Scarbrough

Attachments:
PCHS Choir travel to Gatlinburg, TN _ 4.14_27-4.18. 2027

School District of Manatee County Field Trip Request Form – Mandatory Form

(To be attached to the Field Trip Coordinator's Travel Authorization with the associated Expense Worksheet)
Field Trips utilizing District buses on Instructional days must start no earlier than 9:30 AM. and return to the school by 1:30 PM.
Field trips after school on Instructional days must start at 5:30 PM. and return to school by 11:00 PM.
All field trip requests using school buses must be submitted within 20 days of the requesting date.

Today's Date: 8/17/26 Field Trip Dates: 4/14/27 - 4/18/27 School: Parrish Community High School
Date/Time of Departure from school: 4/14/27, 4:00 a.m.
Date/Departure time from field trip location: 4/18/27, 8:00 a.m.
Date/Arrival time back at school: 4/18/27, 11:00 p.m.
Field Trip Coordinator: Kerrie Carrier
Trip Destination – Name: Gatlinburg, TN (Gatlinburg Convention Center)
Address: 234 Airport Road Phone: _____ Website: smmfestival.com
Brief Description/Educational Purpose of the Trip:
Choir invited to attend the Smokey Mountain Music Festival in Gatlinburg (attended in April 2024). This is a choral adjudicated event, with performance ratings as assessment, and a competition. This would replace our participation in State Music Performance Assessment to give us the opportunity to compete nationally.

Field Trip Type:

___ Type "A" (single or partial day trip in pre-approved category)
___ Type "B" * (single or partial day trip that requires District pre-approval)
__X__ Type "C" * (all overnight or out of state trips require additional approvals as defined in the signature section below.)

* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B." Please provide as much information as possible in this regard to expedite approval.

Group Going: PCHS Advanced Choirs # of Chaperones: 6 # of Students: 44

Choose the type of transportation:

_____ School Bus (bus requisition 20 days prior to trip)
_____ Special Needs Bus Is Required
_____ District Vans/Cars: Driver must be District approved.
_____ Walking: If Walking, define route: _____

Are there sidewalks and pedestrian crossings? _____
__X__ Charter Bus from Purchasing Department Approved List (Contact Purchasing)
_____ Rental Vehicle from Purchasing Approved Company. Driver must be District approved.
_____ Educational Tour Group Name: _____ Contact Info: _____
_____ *District Employee driving their own car. Driver must be District approved.
Name of District Employee: _____
Address of District Employee: _____
Phone # District Employee: _____
Year, Type, & Make of Vehicle: _____

***If more than one, complete same information on an additional separate sheet that must be attached.**

___ Other Provider of transportation _____
Name of Provider: _____
Address of Provider: _____
Phone # Provider: _____
Year, Type, & Make of Vehicle: _____

This provider MUST be an approved driver by the Principal.

Information about the Funding of the trip:

Funding/Costs _____
Transportation Cost _____
Other Cost _____

Internal Account# _____
Admission Fee _____
Cost per student ~$800.00
Total Cost of the Trip $36,000.00

Source funding the trip: Select all that apply.

____ Discretionary ____ District ____ Internal Accounts __X__ Students/ Pay
__X__ Other – Explain: All payments processed through boosters Parrish Community Choral Boosters - 501(c)3

Requirements for District Employee Approved Drivers: Check one the following.

_____ ***Proof*** *of personal automobile liability insurance, copy of driver's license and proof of successful completion of Defensive driving course through Staff Development* ***are all attached for all district employee drivers.***

_____ ***Verification*** *of insurance, driver's license, and successful completion of Defensive driving course through Staff Development must be signed below by the Principal or Executive Director.*

Name of Principal/Executive Director verifying	*Signature*	*Date*

I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.

Kerrie Carrier — *Signature of Field Trip Coordinator*

8/17/26 — *Date*

R. David Britt 8/19/26 — *Initial Approval Principal Signature/Date*

Kerrie Carrier 8/17/26 — *Signature of Sponsor/Date (Initial Approval of Request)*

Ron Jacobs 8/18/26 — *Signature of Department/Team Chair/Date*

M. Oliveras 8/19/26 — *Signature of Activities Director (H.S.)/Date*

Final Approval Principal Signature/Date
(Acknowledgement that Field Trip Checklist form has been returned two days prior to Field Trip.)

Type "B" and "C" Signature Approvals Below

Sharon Scarbrough
Executive Director of School Management/Date *(Required for Type "B" and "C" Field Trips)*

Christina Britton (Aug 19, 2026 13:39:22 EDT)
Director of Risk Management/Date *(Required for Type "B" and "C" Field Trips)*

Derek Jensen (Aug 19, 2026 13:41:07 EDT)
Deputy Superintendent of Instructional Services/Date *(Required for Type "C" Field Trips)*

Superintendent/Date *(Required for Out-of-State Field Trips. International Field Trips require Board approval)*

After receiving all necessary approvals for the Field Trip, complete the Field Trip Procedures Checklist (Appendix B) and return all documentation to the Principal at least two days prior to the trip.

MIS 41-01012, Approved 09/2024 Expires 09/2029
Distribution: School Management

AGENDA ITEM NO. 10.16

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval for the Palmetto High School Junior Reserve Officer Training Corps (JROTC) to Participate in the Army Ten-Miler in Washington, D.C., October 10-13, 2026 (School Internal Accounts)

Executive Summary
The Army Ten-Miler, held annually in Washington, D.C., is the second-largest 10-mile race in the United States. It attracts thousands of civilian and military participants, including college ROTC teams from across the country. Palmetto High School JROTC has proudly participated in this prestigious event in ten of the past twelve years.
This year, eight senior cadets (3 males and 5 females) from the JROTC Command and Staff will represent Palmetto High School in the race. In addition to the run, students will engage in educational visits to the Pentagon, U.S. Capitol, Arlington National Cemetery, the National Mall monuments, and Smithsonian museums. For many of these students, this will be their first experience traveling outside the state of Florida.

This field trip provides these students valuable information on opportunities for careers in the federal government or military as well as college scholarship and intern possibilities. Experiences gained by these cadets may be brought back and shared with other students at Palmetto High School and throughout the district. Students who have participated in this in the past have earned appointments to Military Academies and ROTC Scholarships to major universities.

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

Ready For Life | Goal 8
Expand acceleration opportunities for all middle and high school students

Recommendation
The Superintendent recommends approval for the Palmetto High School Junior Reserve Officer Training Corps (JROTC) to participate in the Army Ten-Miler in Washington, D.C., October 10-13, 2026 (School Internal Accounts).

Financial Impact
There will be no cost to the General Fund. Costs will be covered by school internal accounts.

Contact
Submitting Department: Secondary Education
Initiated By: Sharon Scarbrough

Attachments:
PHS JROTC students travel to Washington, DC 10.10-10.13.2026

School District of Manatee County Field Trip Request Form – Mandatory Form

(To be attached to the Field Trip Coordinator's Travel Authorization with the associated Expense Worksheet)

Today's Date: 8/17/2026 Field Trip Dates: 10/10/26-10/13/26 School: Palmetto High School
Date/Time of Departure from school: 10/10/2026 @ 6:30AM
Date/Departure time from field trip location: 10/13/2026 @ 5:30PM
Date/Arrival time back at school: 10/13/2026 @ 8:00PM
Field Trip Coordinator: LTC (Ret.) Philip M. Pugh Jr. (Senior Army Instructor)
Trip Destination – Name: Washington DC; Army-10 Miler
Address: 1900 N Quinn St, Arlington, VA 22209 Phone: (703)348-2828 Website:
Brief Description/Educational Purpose of the Trip:
Senior JROTC Command and Staff from Palmetto High School will participate in the Army 10-Miler, visit the pentagon, Capitol, and other historical sites. This will provide students with valuable experiences for careers in federal government, military, college and scholarships, and Internship possibilities. Experinces gained can be shared with other students.

Field Trip Type:

__ Type "A" (single or partial day trip in pre-approved category)
__ Type "B" * (single or partial day trip that requires District pre-approval)
_X Type "C" * (all overnight or out of state trips require additional approvals as defined in the signature section below.)

* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B.". Please provide as much information as possible in this regard to expedite approval.

Group Going: JROTC Commanders & Staff # of Chaperones: 3 # of Students: 8

Choose the type of transportation:

_____ School Bus (bus requisition 20 days prior to trip)
_____ Special Needs Bus Is Required
_____ District Vans/Cars: Driver must be District approved.
_____ Walking: If Walking, define route: _____
_____
Are there sidewalks and pedestrian crossings? _____
_____ Charter Bus from Purchasing Department Approved List (Contact Purchasing)
_____ Rental Vehicle from Purchasing Approved Company. Driver must be District approved.
_____ Educational Tour Group Name: _____ Contact Info: _____
_____ *District Employee driving their own car. Driver must be District approved.
Name of District Employee: _____
Address of District Employee: _____
Phone # District Employee: _____
Year, Type, & Make of Vehicle: _____

***If more than one, complete same information on an additional separate sheet that must be attached.**

_X_ Other Provider of transportation Air & Metro; Vehicles will not be used
Name of Provider: _____
Address of Provider: _____
Phone # Provider: _____
Year, Type, & Make of Vehicle: _____

This provider MUST be an approved driver by the Principal.

Information about the Funding of the trip:

Funding/Costs $6000
Transportation Cost _____
Other Cost _____

Internal Account# 4.4606
Admission Fee _____
Cost per student $400.00
Total Cost of the Trip $6000

Source funding the trip: Select all that apply.

____ Discretionary ____ District __X__ Internal Accounts __X__ Students/ Pay

____ Other – Explain: _____

Requirements for District Employee Approved Drivers: Check one the following.

_____ ***Proof*** *of personal automobile liability insurance, copy of driver's license and proof of successful completion of Defensive driving course through Staff Development* ***<u>are all attached for all district employee drivers</u>***.

_____ ***Verification*** *of insurance, driver's license, and successful completion of Defensive driving course through Staff Development must be signed below by the Principal or Executive Director.*

_____	_____	_____
Name of Principal/Executive Director verifying	*Signature*	*Date*

I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.

_____ 8/17/2026

Signature of Field Trip Coordinator *Date*

_____ _____

Initial Approval Principal Signature/Date *Signature of Sponsor/Date (Initial Approval of Request)*

_____

Signature of Department/Team Chair/Date

_____ _____

Final Approval Principal Signature/Date
(Acknowledgement that Field Trip Checklist form has been returned two days prior to Field Trip.)

Signature of Activities Director (H.S.)/Date

Type "B" and "C" Signature Approvals Below

Sharon Scarbrough

Executive Director of School Management/Date *(Required for Type "B" and "C" Field Trips)*

Christina Britton (Aug 21, 2026 11:55:54 EDT)

Director of Risk Management/Date *(Required for Type "B" and "C" Field Trips)*

Derek Jensen (Aug 21, 2026 13:09:33 EDT)

Deputy Superintendent of Instructional Services/Date *(Required for Type "C" Field Trips)*

Superintendent/Date *(Required for Out-of-State Field Trips. International Field Trips require Board approval)*

After receiving all necessary approvals for the Field Trip, complete the Field Trip Procedures Checklist (Appendix B) and return all documentation to the Principal at least two days prior to the trip.

MIS 41-01012, Approved 09/2024 Expires 09/2029
Distribution: School Management

AGENDA ITEM NO. 10.17

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval for the Palmetto High School, Braden River High School and Manatee High School Junior Reserve Officer Training Corps (JROTC) Raider Teams to Attend the US Army Cadet Command Raider National Competition at Fort Knox, KY, October 21-26, 2026 (No Financial Impact)

Executive Summary
The United States Army Cadet Command (USACC) will host the fourth annual Raider Challenge National Competition at Fort Knox, Kentucky, from October 23-26, 2026. This prestigious event brings together top high school Raider teams from across the nation, including Alaska, Hawaii, and overseas Department of Defense schools, to compete for the JROTC National Championship. It is the only nationally recognized and USACC-endorsed Army Raider competition.

Out of 169 Army JROTC programs in Florida, only 18 schools were selected to represent the state at the National Raider Championship. Three of these schools, Palmetto, Manatee, and Braden River High Schools, are part of the School District of Manatee County. Their selection reflects a strong tradition of excellence over the past few years, including multiple state championships and top-three national finishes.

Approximately 84 cadets from these three schools will participate. Transportation will be provided via Army-funded commercial buses directly from each school to Fort Knox. While at the installation, cadets will be housed in government barracks and receive meals, all fully funded by the Army. The teams will depart on Wednesday evening, October 21. Competition will begin on Friday, October 23, and conclude on the morning of Sunday, October 26. Cadets will return home following the awards ceremony scheduled for noon on Sunday.

Participation in this event directly supports key components of the JROTC curriculum, including physical fitness, teamwork, and leadership development. It also offers students exposure to military careers, federal service opportunities, and potential college scholarships. Notably, last year, the USACC Commanding General awarded four-year scholarships to qualified cadets from the first-place teams. The experience services as a powerful motivator for current and future JROTC.

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

Ready For Life | Goal 8
Expand acceleration opportunities for all middle and high school students

Recommendation
The Superintendent recommends approval for the Palmetto High School, Braden River High School and Manatee High School Junior Reserve Officer Training Corps (JROTC) Raider Teams to attend the US Army Cadet Command Raider National Competition at Fort Knox, KY, October 21-26, 2026 (No Financial Impact).

Financial Impact
The US Army pays for all costs related to this event.

Contact
Submitting Department: Secondary Education
Initiated By: Sharon Scarbrough

Attachments:
BRHS JROTC travel to Fort Knox, Ky 10.21-26.2026
MHS JROTC travel to Fort Knox, Ky 10.21-26.2026
PHS JROTC travel to Fort Knox, Ky 10.21-26.2026

School District of Manatee County Field Trip Request Form – Mandatory Form

(To be attached to the Field Trip Coordinator's Travel Authorization with the associated Expense Worksheet)

Today's Date: 8/18/26 Field Trip Dates: 21-26 Oct, 26 School: Braden River High School
Date/Time of Departure from school: 21 Oct 26 @ 8PM via Charter Bus
Date/Departure time from field trip location: 25 Oct 26 @ 4pm via Charter Bus
Date/Arrival time back at school: 26 Oct 26 @ 8am
Field Trip Coordinator: MSG Johnny Browning
Trip Destination – Name: Ft. Knox, KY .... National Raider Competition
Address: 5927 26th Cavalry Drive Fort Knox, KY 40121 Phone: 912-220-4809 Website:
Brief Description/Educational Purpose of the Trip:
Raider Nationals is a leadership challenge competition designed to test the physical and mental capabilities of the entire team with a focus on decision making under duress. Teams are challenge to problem solve while pushing themselves physically and mentally, epitomizing the 7 Army Core Values. Leadership is paramount during the competition events, along with teamwork which are Core components of the JROTC curriculum.

Field Trip Type:

_ Type "A" (single or partial day trip in pre-approved category)
_ Type "B" * (single or partial day trip that requires District pre-approval)
X Type "C" * (all overnight or out of state trips require additional approvals as defined in the signature section below.)

* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B." Please provide as much information as possible in this regard to expedite approval.

Group Going: JROTC Raider Team # of Chaperones: 1 # of Students: 24-38

Choose the type of transportation:

_____ School Bus (bus requisition 20 days prior to trip)
_____ Special Needs Bus Is Required
_____ District Vans/Cars: Driver must be District approved.
_____ Walking: If Walking, define route: _____
_____
Are there sidewalks and pedestrian crossings? _____
xxxxx Charter Bus from Purchasing Department Approved List (Contact Purchasing)
_____ Rental Vehicle from Purchasing Approved Company. Driver must be District approved.
_____ Educational Tour Group Name: _____ Contact Info: _____
_____ *District Employee driving their own car. Driver must be District approved.
Name of District Employee: _____
Address of District Employee: _____
Phone # District Employee: _____
Year, Type, & Make of Vehicle: _____

***If more than one, complete same information on an additional separate sheet that must be attached.**

_____ Other Provider of transportation _____
Name of Provider: _____
Address of Provider: _____
Phone # Provider: _____
Year, Type, & Make of Vehicle: _____

This provider MUST be an approved driver by the Principal.

Information about the Funding of the trip:

Funding/Costs Government Funded
Transportation Cost Government Contracted
Other Cost _____

Internal Account# _____
Admission Fee _____
Cost per student _____
Total Cost of the Trip To be determined- all Govt. Funded.

Source funding the trip: Select all that apply.

____ Discretionary ____ District ____ Internal Accounts ____ Students/ Pay
xxxx Other – Explain: Entire trip to include transportation/meals/lodging are 100% government funded.

Requirements for District Employee Approved Drivers: Check one the following.

_____ ***Proof*** *of personal automobile liability insurance, copy of driver's license and proof of successful completion of Defensive driving course through Staff Development* ***are all attached for all district employee drivers.***

_____ ***Verification*** *of insurance, driver's license, and successful completion of Defensive driving course through Staff Development must be signed below by the Principal or Executive Director.*

Name of Principal/Executive Director verifying	*Signature*	*Date*

I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.

Signature of Field Trip Coordinator	*Date* 8/18/26
Initial Approval Principal Signature/Date 8/18/2026	*Signature of Sponsor/Date (Initial Approval of Request)*
	Signature of Department/Team Chair/Date
Final Approval Principal Signature/Date (Acknowledgement that Field Trip Checklist form has been returned two days prior to Field Trip.)	*Signature of Activities Director (H.S.)/Date*

Type "B" and "C" Signature Approvals Below

Sharon Scarbrough

Executive Director of School Management/Date *(Required for Type "B" and "C" Field Trips)*

Christina Britton (Aug 21, 2026 11:49:20 EDT)

Director of Risk Management/Date *(Required for Type "B" and "C" Field Trips)*

Derek Jensen (Aug 21, 2026 13:10:18 EDT)

Deputy Superintendent of Instructional Services/Date *(Required for Type "C" Field Trips)*

Superintendent/Date *(Required for Out-of-State Field Trips. International Field Trips require Board approval)*

After receiving all necessary approvals for the Field Trip, complete the Field Trip Procedures Checklist (Appendix B) and return all documentation to the Principal at least two days prior to the trip.

MIS 41-01012. Approved 09/2024 Expires 09/2029
Distribution: School Management

School District of Manatee County Field Trip Request Form – Mandatory Form

(To be attached to the Field Trip Coordinator's Travel Authorization with the associated Expense Worksheet)
Field Trips utilizing District buses on Instructional days must start no earlier than 9:30 AM. and return to the school by 1:30 PM.
Field trips after school on Instructional days must start at 5:30 PM. and return to school by 11:00 PM.
All field trip requests using school buses must be submitted within 20 days of the requesting date.

Today's Date: 17 AUG 2026 Field Trip Dates: 21-26 OCT 2026 School: Manatee High School
Date/Time of Departure from school: 21 OCT 2026 at 6:30 pm
Date/Departure time from field trip location: 25 OCT 2026 at 3 pm
Date/Arrival time back at school: 26 OCT 2026 at 7 am
Field Trip Coordinator: LTC (Ret) K. Todd Crawford
Trip Destination – Name: Fort Knox, KY
Address: 5927 26th Cavalry Drive, Fort Knoy, KY 40121 Phone: 703-851-4605 Website: https://usarmyjrotc.army.mil/raider-home/
Brief Description/Educational Purpose of the Trip:
Manatee High School competes in the US Army Cadet Command Radier National Championship at Fort Knox, KY to promote fitness while devloping team building and leadership skills. MHS will compete in the Masters Division with one male and one female team. US Army US Army Cadet Command is funding trasnportation, lodging and meals. MSH JROTC will fund incidentals with our internal account.

Field Trip Type:

___ Type "A" (single or partial day trip in pre-approved category)
___ Type "B" * (single or partial day trip that requires District pre-approval)
✓ Type "C" * (all overnight or out of state trips require additional approvals as defined in the signature section below.)
* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B." Please provide as much information as possible in this regard to expedite approval.

Group Going: Manatee High School JROTC # of Chaperones: 3 # of Students: 28

Choose the type of transportation:

_____ School Bus (bus requisition 20 days prior to trip)
_____ Special Needs Bus Is Required
_____ District Vans/Cars: Driver must be District approved.
_____ Walking: If Walking, define route: _____
_____
Are there sidewalks and pedestrian crossings? _____
_____ Charter Bus from Purchasing Department Approved List (Contact Purchasing)
_____ Rental Vehicle from Purchasing Approved Company. Driver must be District approved.
_____ Educational Tour Group Name: _____ Contact Info: _____
_____ *District Employee driving their own car. Driver must be District approved.
Name of District Employee: _____
Address of District Employee: _____
Phone # District Employee: _____
Year, Type, & Make of Vehicle: _____

***If more than one, complete same information on an additional separate sheet that must be attached.**

✓ Other Provider of transportation Military Contracted Bus (Carrier TBD upon award of contract)
Name of Provider: TBD
Address of Provider: TBD
Phone # Provider: TBD
Year, Type, & Make of Vehicle: TBD

This provider MUST be an approved driver by the Principal.

Information about the Funding of the trip:

Funding/Costs $1500
Transportation Cost $0 (Army funded)
Other Cost $0 (Army funded)
Internal Account# 46060
Admission Fee $0 (Army funded)
Cost per student NA
Total Cost of the Trip $1500

Source funding the trip: Select all that apply.

____ Discretionary ____ District _X_ Internal Accounts ____ Students/ Pay

_X_ Other – Explain: Primarily Army funded; internal JROTC account for incidentals

Requirements for District Employee Approved Drivers: Check one the following.

_____ ***Proof*** *of personal automobile liability insurance, copy of driver's license and proof of successful completion of Defensive driving course through Staff Development* ***<u>are all attached for all district employee drivers</u>***.

_____ ***Verification*** *of insurance, driver's license, and successful completion of Defensive driving course through Staff Development must be signed below by the Principal or Executive Director.*

Name of Principal/Executive Director verifying	*Signature*	*Date*

I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.

Digitally signed by CRAWFORD.KENNETH.TODD.1130791340
Date: 2026.08.17 13:17:19 -04'00'

Signature of Field Trip Coordinator — *Date*: 17 AUG 2026

Initial Approval Principal Signature/Date: 8/18/26

Signature of Sponsor/Date (Initial Approval of Request)

Signature of Department/Team Chair/Date

Final Approval Principal Signature/Date
(Acknowledgement that Field Trip Checklist form has been returned two days prior to Field Trip.)

Signature of Activities Director (H.S.)/Date: 8/18/26

Type "B" and "C" Signature Approvals Below

Sharon Scarbrough

Executive Director of School Management/Date — *(Required for Type "B" and "C" Field Trips)*

Christina Britton (Aug 19, 2026 17:05:33 EDT)

Director of Risk Management/Date — *(Required for Type "B" and "C" Field Trips)*

Derek Jensen (Aug 21, 2026 11:52:05 EDT)

Deputy Superintendent of Instructional Services/Date — *(Required for Type "C" Field Trips)*

Superintendent/Date — *(Required for Out-of-State Field Trips. International Field Trips require Board approval)*

After receiving all necessary approvals for the Field Trip, complete the Field Trip Procedures Checklist (Appendix B) and return all documentation to the Principal at least two days prior to the trip.

MIS 41-01012, Approved 09/2024 Expires 09/2029
Distribution: School Management

School District of Manatee County Field Trip Request Form – Mandatory Form

(To be attached to the Field Trip Coordinator's Travel Authorization with the associated Expense Worksheet)

Today's Date: 08/14/2026 Field Trip Dates: 10/21/26 - 10/27/26 School: Palmetto High School
Date/Time of Departure from school: 10/21/26 @ 1600 hrs
Date/Departure time from field trip location: 10/26/26 @ 1600 hrs
Date/Arrival time back at school: 10/27/26 @ 1000 hrs
Field Trip Coordinator: John Edmond (Army Instructor)
Trip Destination – Name: Fort Knox, KY
Address: 5927 26th Calvary Dr., Fort Knox, KY 40121 Phone: 813-316-7431 Website: www.usarmyjrotc.com/fortknoxRaider
Brief Description/Educational Purpose of the Trip:
Selected by the Army to attend the Raider Nationals

Field Trip Type:

__ Type "A" (single or partial day trip in pre-approved category)
__ Type "B" * (single or partial day trip that requires District pre-approval)
X Type "C" * (all overnight or out of state trips require additional approvals as defined in the signature section below.)

* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B." Please provide as much information as possible in this regard to expedite approval.

Group Going: Palmetto High School # of Chaperones: 2 # of Students: 42

Choose the type of transportation:

_____ School Bus (bus requisition 20 days prior to trip)
_____ Special Needs Bus Is Required
_____ District Vans/Cars: Driver must be District approved.
_____ Walking: If Walking, define route: _____
Are there sidewalks and pedestrian crossings? _____
X Charter Bus from Purchasing Department Approved List (Contact Purchasing)
_____ Rental Vehicle from Purchasing Approved Company. Driver must be District approved.
_____ Educational Tour Group Name: _____ Contact Info: _____
_____ *District Employee driving their own car. Driver must be District approved.
Name of District Employee: _____
Address of District Employee: _____
Phone # District Employee: _____
Year, Type, & Make of Vehicle: _____

***If more than one, complete same information on an additional separate sheet that must be attached.**

_____ Other Provider of transportation _____
Name of Provider: _____
Address of Provider: _____
Phone # Provider: _____
Year, Type, & Make of Vehicle: _____

This provider MUST be an approved driver by the Principal.

Information about the Funding of the trip:

Funding/Costs _____
Transportation Cost $10,000
Other Cost $780
Internal Account# N/A
Admission Fee None
Cost per student None
Total Cost of the Trip $10,780 (Paid by the Army)

Source funding the trip: Select all that apply.

____ Discretionary ____ District ____ Internal Accounts ____ Students/ Pay

X Other – Explain: Cost is fully funded by the Army

Requirements for District Employee Approved Drivers: Check one the following.

_____ ***Proof*** *of personal automobile liability insurance, copy of driver's license and proof of successful completion of Defensive driving course through Staff Development* ***are all attached for all district employee drivers****.*

_____ ***Verification*** *of insurance, driver's license, and successful completion of Defensive driving course through Staff Development must be signed below by the Principal or Executive Director..*

Name of Principal/Executive Director verifying	*Signature*	*Date*

I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.

Signature of Field Trip Coordinator	08/14/2026 *Date*
Initial Approval Principal Signature/Date	*Signature of Sponsor/Date (Initial Approval of Request)*
	Signature of Department/Team Chair/Date
Final Approval Principal Signature/Date *(Acknowledgement that Field Trip Checklist form has been returned two days prior to Field Trip.)*	*Signature of Activities Director (H.S.)/Date*

Type "B" and "C" Signature Approvals Below

Sharon Scarbrough

Executive Director of School Management/Date *(Required for Type "B" and "C" Field Trips)*

Christina Britton (Aug 21, 2026 10:58:13 EDT)

Director of Risk Management/Date *(Required for Type "B" and "C" Field Trips)*

Derek Jensen (Aug 21, 2026 13:10:09 EDT)

Deputy Superintendent of Instructional Services/Date *(Required for Type "C" Field Trips)*

Superintendent/Date *(Required for Out-of-State Field Trips. International Field Trips require Board approval)*

After receiving all necessary approvals for the Field Trip, complete the Field Trip Procedures Checklist (Appendix B) and return all documentation to the Principal at least two days prior to the trip.

MIS 41-01012, Approved 09/2024 Expires 09/2029
Distribution: School Management

AGENDA ITEM NO. 10.18

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of the 60-Day Notice of Termination of Contract with Lantern (No Financial Impact)

Executive Summary
Lantern is a surgery service for employees that elect to use our board benefits. The Health Insurance Committee voted on September 3, 2026, to notify Lantern of termination of their contract with a 60-day notice. All those employees currently engaged with Lantern will still have access until the completion of their care.

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

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

Attachments:
Notice of Termination Letter - Lantern

SCHOOL BOARD

Cindy Spray
Chair

Richard Tatem
Vice Chair

Heather Felton
Charlie Kennedy
Chad Choate III

SUPERINTENDENT

Dr. Laurie Breslin

SCHOOL DISTRICT OF MANATEE COUNTY
Purchasing Department

September 4, 2026

Lantern Specialty Care
2100 Ross Avenue
Suite 1900
Dallas, Texas 75201

Re: Notice of Termination

Dear Lantern Specialty Care,

On August 6, 2024, the School District of Manatee County entered into a contract for services for the Surgery Plus Program with Lantern Specialty Care, SDMC No. 25-0045-RG.

Pursuant to the terms and conditions in Section 11. Termination For Convenience of the School District of Manatee County Rider to the agreement fully signed and executed on signed on August 6, 2024, more specifically:

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.

The School District of Manatee County does hereby exercise its right of Termination for Convenience under the terms of the signed contract as enumerated above. Lantern Specialty Care is hereby served notice of termination. The effective termination date is November 15, 2026, with services concluding at the end of this date.

Thank you for time and anticipated cooperation in this matter.

Sincerely,

Dr. Laurie Breslin
Superintendent
School District of Manatee County

P.O. Box 9069
Bradenton, FL 34206-9069
215 Manatee Avenue West
Bradenton, FL 34205
941.708.8770
www.manateeschools.net

AGENDA ITEM NO. 13.1

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of the 2026-2027 Classroom Teacher and Other Instructional Personnel Salary Increase Allocation Plan (No Financial Impact)

Executive Summary
Pursuant to Section 1011.621(14), Florida Statutes, each District is required to submit a plan approved by the District School Board for the distribution of the 2026-2027 Classroom Teacher and Other Instructional Personnel Salary Increase Allocation (Salary Increase Allocation) funds to the Florida Department of Education by October 1, 2026, using templates issued by the FLDOE.

The Allocation (TSIA) is $28,075,684, which is split into a Maintenance Allocation of $24,446,388 and a Growth Allocation of $3,629,296. A portion of these funds are shared with the Charter Schools. The amount of the TSIA will not change in any subsequent calculation of the FEFP. This plan is based on a tentative agreement with the MEA Union that was made on August 26, 2026, and is subject to MEA membership ratification.

If this agreement is not ratified by the Manatee Education Association (MEA), then this Board attachment will be replaced.

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 2026-2027 classroom teacher and other instructional personnel salary increase allocation plan (No Financial Impact).

Financial Impact
There is no financial impact.

Contact
Submitting Department: Business Services
Initiated By: Rachel Sellers, Deputy Superintendent

Attachments:
2026-27 Salary Increase Allocation District Plan Template Manatee

2026-27 SALARY INCREASE ALLOCATION
DISTRICT DISTRIBUTION PLAN TEMPLATE
DUE OCTOBER 1, 2026

Instructions: Use this template only if you are submitting a plan for a school district. Charter schools should use the charter specific template. Complete the following sections in order, then review the error report at the end of the survey. **DO NOT modify this template**. Enter data as directed, as any modification will result in the need for a resubmission.

Boxes with this color indicate that data should be entered. Do not modify other cells.

	District Name (From the District Cover Page Tab)	Manatee

SECTION A - Allocation Data

A1	District proportionate share of the Maintenance Allocation (do not include charter school funds).	$19,496,291
A2	District proportionate share of the Growth Allocation (do not include charter school funds).	$2,894,409
A3	District proportionate share of the Salary Increase Allocation from 2026-27 FEFP Conference Calculation.	$22,390,700

SECTION B - Maintenance Allocation: Used to maintain the salary increases provided through the Salary Increase Allocation in previous fiscal years. If the cost to maintain these increases is greater than the district's Maintenance Allocation, other funding sources must be used to cover this difference. If the cost to maintain these increases is less than the district's Maintenance Allocation, the remaining funds will be combined with the district's Growth Allocation. See FAQs Q1 through Q4.

Do not include charter school data in this section.

B1	Funds available for the maintenance of prior year Salary Increase Allocation increases.	$19,496,291
B2	Total cost to maintain the salary increases provided through the Salary Increase Allocation in previous years (enter the total cost here, even if it exceeds the allocation).	$25,357,944
B3	Funds remaining from the district's share of the 2026-27 Maintenance Allocation.	$0

SECTION C - Growth Allocation: Provided for salary increases to full-time classroom teachers and certified prekindergarten teachers funded in the Florida Education Finance Program with at least ten years of full-time teaching experience in a Florida public school. The amount of such an increase should be the maximum amount achievable with the growth allocation, not to exceed $3,000 per eligible teacher. If a school district has any funds remaining after providing the salary increases, the school district must use these funds to provide salary increases to instructional personnel as defined by s. 1012.01(2)(a)-(d) or for increased costs related to personnel compensation . See FAQs Q5 through Q9.

Do not include charter school data in this section.

C1	Funds available from the growth allocation and remaining maintenance allocation (A2+B3).	$2,894,409
	Minimum Base Salary Figures	
C2	Minimum base salary for teachers as defined in s. 1012.01(2)(a), F.S., including certified prekindergarten teachers funded in the FEFP, prior to any salary increases provided in the 2026-27 year.	$47,500
C3	Adjusted minimum base salary for 2026-27 for full-time classroom teachers as defined in s. 1012.01 (2)(a), F.S., after implementation of the salary plan.	$47,500
C4	Increase in the minimum base salary, if any.	$0
	Ten Years of Full-Time Teaching Experience Salary Increases	
C5	Total number of full-time classroom teachers as defined by s. 1012.01(2)(a), F.S., with at least ten years of full-time teaching experience in a Florida public school.	1,051
C6	Total planned expenditure of funds **from the Salary Increase Allocation** used to increase salaries for full-time classroom teachers (with at least ten years of full-time teaching experience in a Florida public school).	$2,894,409
	General Salary Increases	
C7	Total planned expenditure of **Salary Increase Allocation funds** used to provide salary increases to full-time classroom teachers (with less than ten years of full-time teaching experience in a Florida public school).	$0
C8	Total planned expenditure of **Salary Increase Allocation funds** used to provide salary increases to increase full-time instructional personnel **(not including teachers)** as defined by s. 1012.01(2)(b)-(d), F.S.	$0
	Increased Personnel Compensation Cost	
C9	Total planned expenditures of **Salary Increase Allocation funds** used for increased employer retirement contribution.	$0
C10	Total planned expenditures of **Salary Increase Allocation funds** used for increased health insurance costs.	$0
C11	Total planned expenditures of **Salary Increase Allocation funds** used for other increased compensation costs.	$0
C12	Total planned expenditures of **Salary Increase Allocation funds** used for increased compensation costs.	$0
	Final Planned Expenditures	
C13	Total dollar amount of unused funds (Item C1 minus Item C6, C7, C8 and C12). This cell should be zero.	$0
C14	Total planned expenditure of funds from sources **other than** SIA for instructional personnel salary increases.	$2,535,324

Section D - Error Report: *The following items will indicate whether there is an error with the data entered on the report or if some data should be verified for accuracy. Do not submit this report unless item D3 in this section is marked YES.*

D1	Data entered in all fields (if "No," verify that all orange boxes contain data, even if 0).	Yes
D2	The minimum base salary is greater than or equal to the previous year (if "No," please correct, as the minimum base cannot be lower than what was the previous amount).	Yes
D3	C13 equals zero.	Yes

D4	2026-27 Salary Increase Allocation Distribution Plan ready to submit?	Yes

2026-27 SALARY INCREASE ALLOCATION
DISTRICT DISTRIBUTION PLAN
DUE OCTOBER 1, 2026

This file is a template to assist school districts with providing the necessary Salary Increase Allocation information to the department to comply with section 1011.62, Florida Statutes. Please review the Frequently Asked Questions provided with the department's 2026-27 Salary Increase Allocation memorandum for additional information on the administration of these funds.

All school districts are required to submit this template prior to receiving the growth allocation component of their Salary Increase Allocation funds. The following instructions will help you complete this requirement.

1. Complete the following table:

District Name (choose from drop-down menu)	Manatee
Contact Name:	Rachel Sellers
Contact Phone:	941 708-8770 ext 41108
Contact Email:	Sellersr2@manateeschools.net
Does this file represent a board-approved plan?	
Does this file represent a union-ratified plan?	

2. Navigate to the "District Plan" tab of this workbook. Enter data where indicated by colored cells. Once this has been completed, review the error report in Section D and ensure that the last item shows a "Yes" before moving on.

3. Submit this document through the online submission link provided in the department's memorandum to school district finance officers. Charter schools should submit their distribution plans directly to their sponsoring school district.

AGENDA ITEM NO. 13.2

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Naming Nomination of the Courts in the Park Adjacent to Martha B. King Middle School

Executive Summary
During the School Board's June 23rd meeting, it was presented that the School District has received nomination submissions from both community members and Manatee County Government requesting that the park adjacent to Martha B. King Middle School be named the DePalmer – Bollettieri Courts.

These nominations recognize the lasting contributions and impact of Mike DePalmer and Nick Bollettieri on the community and the sport of tennis.

Per School Board Policy 7250, Commemoration of School Facilities, the naming nominations requires a 60-day notification to the public. This nomination process has followed School Board policy for notifications to the public, media and the required time period of notifications.

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 School Board will recommend the naming courts in the park adjacent to Martha B. King Middle School DePalmer– Bollettieri Courts in honor of Mike DePalmer and Nick Bollettieri and their lasting contributions and impact of on the community and the sport of tennis.

Financial Impact
There is no financial impact to the School District.

Contact
Submitting Department: Communications
Initiated by: Jamie Carson

AGENDA ITEM NO. 14.1

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Acceptance of the Resignation of Audit Committee Member (No Financial Impact)

Executive Summary
Mrs. Ginger Metzner submitted her notification of resignation effective as of the CFAC meeting held on September 3, 2026. Ms. Mentzer has been a member of the Audit Committee for six years.

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
Accept the resignation of Citizen Financial Oversight Committee Members (No Financial Impact).

Financial Impact
No Financial Impact

Contact
Submitting Department: School Board

Attachments:
Ginger Mentzer - Resignation

Status Update:

As mentioned during our last meeting, I wasn't sure how long I would be able to continue serving as a member of the CFAC. After much consideration, I have decided to step down from the committee.

The September 2026 meeting will mark the completion of my sixth year as a volunteer and Audit Committee member, and it will be my final meeting.

I have appreciated the opportunity to give back to our community in a way that allowed me to make a difference by serving a district that matters not only to my own children, but to all the children and families in Manatee County. I have enjoyed working with all the committee members, the district personnel and the Board.

Sincerely,
Ginger Mentzer

AGENDA ITEM NO. 14.2

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of FY 2025-2026 - Payroll and Compensation Internal Audit Report and the FY 2025-2026 - Maintenance Work Orders Internal Audit Report (General Fund)

Executive Summary
On July 9, 2026, the Citizen Financial Audit Committee (CFAC) voted and approved to send the FY 2025-2026 Payroll and Compensation Internal Audit Report and the FY 2025-2026 Maintenance Work Orders Internal Audit Report from the Internal Auditor, RSM, to the School Board for approval.

During the September 1, 2026 School Board Workshop, Mr. James Daniel, CFAC Chair, and the Internal Auditor, RSM, provided an update to the Board and discussed the following Audit Reports:

1. FY 2025-2026 - Payroll and Compensation Internal Audit Report.
2. FY 2025-2026 - Maintenance Work Orders Internal Audit Report

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 recommends approval of the FY 2025-2026 Payroll and Compensation Internal Audit Report and the FY 2025-2026 Maintenance Work Orders Internal Audit Report (General Fund).

Financial Impact
All costs associated with the Audit are included in the FY 2025-2026 General Fund budget.

Contact
Submitting Department: Business Services
Initiated by: Rachel Sellers

Attachments:
SDMC FY 2025-2026 - Payroll and Compensation Internal Audit Report
SDMC FY 2025-2026 - Maintenance Work Orders Internal Audit Report

Internal Audit Report: Payroll and Compensation

School District of Manatee County, Florida

June 22, 2026

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TRANSMITTAL LETTER

June 22, 2026

The School Board of
School District of Manatee County, Florida
215 Manatee Ave. W
Bradenton, Florida 34205

Pursuant to our executed Statement of Work agreement dated March 14, 2025, with the School District of Manatee County ("the District", "SDMC"), we hereby present our internal audit report of payroll and compensation. Our report is organized in the following sections:

Executive Summary	This provides a high-level overview and summary of the observations noted in our internal audit of the payroll and compensation process(es).
Background	This provides an overview of the function, as well as relevant background information.
Objectives and Approach	The internal audit objectives are expanded upon in this section, as well as a summation of the various phases of our approach.
Observations Matrix	This section includes a description of the observations noted during our review and recommended actions, as well as Management's response, including the responsible party, and estimated completion date.

We would like to thank the staff and all those involved in assisting our firm with this internal audit.

Respectfully Submitted,

RSM US LLP

RSM US LLP

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Executive Summary

Background

The District's payroll and compensation function operates within the Business Services Department and serves as a central point of disbursement of funds to approximately 7,030 employees, various taxing authorities, retirement systems, and third-party benefit providers. Payroll and compensation represents the single largest component of the District's operating expenditures, totaling approximately $440 million or 58.8% of the General Fund for fiscal year 2025-2026, making this function a critical part of District operations.

The District processes payroll on a biweekly basis across 26 pay periods and 18 pay calendars, administered through the PeopleSoft Enterprise Resource Planning ("ERP") system. Employee compensation is governed by Board-approved salary schedules, collective bargaining agreements with the Manatee Education Association ("MEA") and the American Federation of State, County, and Municipal Employees ("AFSCME"), and individual employment contracts spanning six (6) compensation groups: Teachers, Paraprofessionals, Non-Instructional Support Staff, School-Based Administrators, Salaried, Administrative, Managerial, and Professional employees ("SAMP") and non-bargaining hourly employees. The District provides a comprehensive benefits program to eligible employees, including three (3) self-insured medical plan options, dental, vision, life insurance, disability coverage, and retirement through the Florida Retirement System ("FRS"). Benefits eligibility is determined by bargaining unit affiliation and weekly hours worked.

Administration of the payroll and compensation function requires coordination across the Payroll Department ("Payroll"), Benefits, Human Resources Department, individual school sites, and District departments.

Overall Summary / Highlights

Internal audits provide insight into an organization's culture, policies, and procedures and aids the Board and Management in oversight by verifying internal controls are operating effectively, and adequately mitigating risk, and are compliant with relevant laws, regulations and policies.

The observations detailed in the following pages represent only the instances where exceptions were noted, and do not detail the instances where testing resulted in no reportable observations. For each observation, we discuss the relevant risks, which may include financial, operational, and/or compliance, as well as public perception risks.

Objectives and Scope

The objective of this internal audit was to evaluate the design and control structure of the payroll and compensation functions. The scope of our work focused on assessing the operating effectiveness of key processes and controls that govern payroll accuracy, including benefits, timely tax remittances, deduction handling, compliance, and data integrity.

Our fieldwork testing was conducted utilizing sampling and other audit techniques and was developed utilizing information obtained through interviews, walkthroughs, and review of source documentation. For a sample of ongoing or recently completed projects, our procedures included, but were not limited to:

- Conducted interviews and walkthroughs with key personnel to obtain a detailed understanding of the District's operating policies and procedures and roles/responsibilities as they relate to the processes within our scope.
- Assessed the process related to employee salary approval, including salaries for new employees and salary adjustments for existing employees.
- Assessed segregation of duties throughout the employee payroll setup process, payroll calculation and disbursement process, and reconciliation process.
- Reviewed the monitoring and reporting processes related to payroll and compensation for adequacy.
- Performed detailed testing over a sample of payroll transactions for compliance with District policies and procedures.
- Reviewed payroll deductions for a sample of employees to confirm accurate calculation and proper authorization.

We summarized our findings into this written report and conducted exit conferences with Management.

The audit period was July 1, 2025 through January 31, 2026.

Fieldwork was performed between April 2026 through June 2026.

Summary of Observation Ratings
(See page 3 for risk rating definitions)

	High	Moderate	Low
Observations	-	-	-
Process Improvement Opportunity	1		

We would like to thank all District team members who assisted us throughout this internal audit.

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EXECUTIVE SUMMARY (CONTINUED)

Observations Summary

No observations were identified during this internal audit. Definitions of the rating scale are included below. One (1) process improvement opportunities have been provided following the detailed observations section.

Summary of Process Improvement Opportunities
Process Improvement Opportunity
1. Manual Payroll and Compensation Procedures

Risk Rating Definitions

Provided below are the observation risk rating definitions for the detailed observations.

Observation Risk Rating Definitions	
Rating	**Definition**
Low	Observation presents a low risk (i.e., impact on financial statements, internal control environment, brand, or business operations) to the organization for the topic reviewed and/or is of low importance to business success/achievement of goals.
Moderate	Observation presents a moderate risk (i.e., impact on financial statements, internal control environment, brand, or business operations) to the organization for the topic reviewed and/or is of moderate importance to business success. Action should be in the near term.
High	Observation presents a high risk (i.e., impact on financial statements, internal control environment, brand, or business operations) to the organization for the topic reviewed and/or is of high importance to business success/achievement of goals. Action should be taken immediately.

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BACKGROUND

Overview

The District's payroll and compensation function is responsible for the accurate and timely processing of employee compensation, including base salaries, hourly wages, stipends, supplements, benefits deductions, tax withholdings, and retirement contributions for all District personnel.

The function operates within the Business Services Department, and serves as a central point of control over the disbursement of funds to employees, taxing authorities, retirement systems, and third-party benefit providers. Payroll and compensation represent the single largest component of the District's operating expenditures, making up $440 million, or 58.8%, of the District's General Fund.

During fiscal year 2024-2025, the District employed approximately 7,030 individuals spanning instructional, non-instructional, and administrative classifications across more than 50 District-operated school sites and support facilities. Employees are classified into several categories based on their role, bargaining unit affiliation, and contract type. The District's workforce includes teachers, paraprofessionals, school administrators, support staff, food service workers, custodial staff, maintenance personnel, and other specialized positions. Employees may be designated as regular or temporary as well as full-time or part-time, with standard work weeks ranging from as few as five hours per week to full time forty hour per week, in alignment with their position and classification. Employee compensation is governed by a combination of Board-approved salary schedules, collective bargaining agreements, and individual employment contracts. Each bargaining groups' pay is determined by its respective salary schedule, which defines pay levels based on factors such as years of experience, educational attainment, and job classification.

The District processes payroll on a biweekly basis, resulting in 26 pay periods per fiscal year, and maintains 18 different pay calendars to accommodate its diverse workforce of instructional, non-instructional, administrative, and technical personnel. Not every employee type receives 26 pay stubs, and Payroll is responsible for administering timely payment for each pay group and pay calendar. Payroll is administered through the District's PeopleSoft Enterprise Resource Planning ("ERP") system, which serves as the system of record for employee master data, compensation, benefits enrollment, timekeeping, and payroll disbursement. Instructional staff receive benefits deductions across 22 of the 26 pay periods, while non-instructional staff receive benefits deductions across 20 pay periods. Each pay cycle involves the system calculation and disbursement of gross to net pay, processing of direct deposit transactions, remittance of federal tax deposits to the Internal Revenue Service, submission of child support payments. A combination of pre-payroll and post-payroll reports are performed to verify the accuracy of the system-generated calculations. On a monthly basis, Payroll prepares and submits retirement contribution files and corresponding payments to the Florida Retirement System ("FRS"), including reconciliation of employee and employer contributions by plan code. The Department also submits required employment data to the U.S. Department of Labor Bureau of Labor Statistics each pay period.

Key metrics of payroll administration within the District are highlighted in the graphic below:

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BACKGROUND (CONTINUED)

Compensation Structure

The District's compensation framework is organized around six (6) distinct compensation groups, each governed by its own salary (pay) schedule, collective bargaining agreement, or Board-approved payment plan. Each agreement, schedule, or payment plan dictates how base pay is established, how employees advance through pay steps, and what supplemental compensation employees within that respective pay group are eligible for. Collective bargaining group pay schedules are negotiated and adopted annually by the School Board and are administered through the PeopleSoft ERP system.

Teachers (Instructional Bargaining Unit)

Teachers represent the largest compensation group and are governed by the Manatee Education Association ("MEA") collective bargaining agreement. Teacher compensation is based on the Teacher Performance Hiring Salary Schedule, which establishes pay levels according to years of creditable experience and degree level. Teachers may also receive additional compensation through supplements for coaching, activity sponsorship, advanced degrees, and other Board-approved assignments.

Paraprofessionals

Also represented by the MEA, paraprofessionals are compensated under a separate hourly salary schedule. Paraprofessional positions include teacher aides, teacher assistants, computer lab managers, and similar instructional support roles. Pay is determined by classification and step, with advancement tied to years of service.

Non-Instructional Support Staff

Represented by the American Federation of State, County, and Municipal Employees ("AFSCME") Local 1584, payment for this group is currently governed by a contract through fiscal years 2023 through 2026. The AFSCME bargaining unit includes custodians, food service workers, school bus drivers, bus monitors and aides, warehouse workers, maintenance trades, vehicle mechanics, grounds staff, and electronics technicians. Compensation is based on an hourly salary schedule organized by pay grade and step, with 12-month employees working a 253-day year. The AFSCME contract provides for shift differentials, supplemental pay for employees assigned higher paid responsibilities for 15 or more consecutive workdays, longevity supplements, and certification based supplements for vehicle maintenance technicians. The salary schedule is negotiated annually with no presumption of status quo regarding step advancement.

School-Based Administrators

Principals, assistant principals, and deans, are compensated under the School Administrator Pay Schedule and, for certain legacy positions, the Grandfathered Assistant Principal Schedule. These schedules are Board-approved and define pay based on the administrator's assigned school level (elementary, middle, or high school), experience, and position. They do not fall within a collective bargaining unit.

Supervisory, Administrative, Managerial, and Professional ("SAMP")

SAMP employees do not fall within a collective bargaining agreement, and are compensated via four (4) separate Board-approved salary schedules based on their work year: Schedule A (10-month), Schedule B (10.5-month) Schedule C (11-month), and Schedule D (12-month). Each schedule is organized by pay grade (ranging from Grade 01 through Grade 13 or higher) and step (up to 32 steps), with placement determined by the employee's position classification, experience, and qualifications. SAMP positions include department directors, coordinators, specialists, analysts, and other administrative or professional roles.

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Background (Continued)

Compensation Structure (Continued)

Non-Bargaining Hourly

Non-Bargaining employees are compensated per a separate hourly pay schedule for positions that fall outside both collective bargaining units and the SAMP classification. These positions are typically part-time or specialized roles with pay determined by grade and step, similar in structure to the AFSCME schedule but governed solely by Board policy rather than a negotiated contract.

Payroll Processing

The District processes payroll on a biweekly cycle, with each cycle governed by a structured sequence of pre-payroll activities, system-based calculations, disbursement, and post-payroll remittances and reporting. Payroll is responsible for administering this cycle across a total of 26 annual pay periods, serving all District-operated schools, departments, and support facilities. All payroll transactions are initiated, calculated, and recorded within the District's PeopleSoft ERP system. Typically, payroll processes are initiated on a Monday, unless holidays or District closures necessitate a later processing date. This is intended to allow timekeeping procedures to be completed the Friday prior, and two to three days of payroll processing before payments are remitted on the Friday following of payroll processing weeks.

Pre-Payroll Activities

Each payroll cycle begins with the submission of time, attendance, and absence data by school sites and departments in accordance with deadlines published in the District's biweekly pay period calendar. Salaried employees, including instructional staff, are paid based on their annual contract amount divided across applicable pay periods, while hourly employees are paid based on actual hours entered and approved by their supervisors.

Payroll is responsible for reviewing and processing personnel actions that affect compensation in advance of each pay run. These actions may include the addition of new hires, rehires, employee transfers, leaves of absence, employee returns from leave, position changes, and terminations, as applicable. For new hires and rehires, Payroll specialists verify that the employee's position data, pay rate, and contract terms have been entered correctly in PeopleSoft by the Human Resources Department and that all required documentation has been received and scanned into a Scrib document management system. Scrib is the system where source documentation is stored and retrieved to support payroll processing and audit trail requirements. Payroll staff verify that required documents have been received and scanned into Scrib and use the system to review and validate employee data—such as position details, pay rates, and contract terms—against information recorded in the enterprise system prior to payroll processing.

For employees returning from leave or transferring between positions, Payroll confirms the effective date and coordinates with Human Resources to verify any changes to the employee's compensation, benefits eligibility, or FTE status.

Changes to employee compensation, including salary adjustments, reclassifications, step advancements, and supplement assignments, are initiated by the Human Resources Department and reviewed by Payroll prior to processing. Payroll verifies the effective date of each change and, for salaried employees, and a payroll specialist performs manual calculations to determine the adjusted per-pay-period amount based on the employee's annual contract, remaining pay periods, and any retroactive adjustments. These adjustments must be reviewed and approved by a payroll manager to take effect. Contract payment calculations are verified against the applicable salary schedule and governing collective bargaining agreement or Board approved pay plan. All compensation changes and supporting documentation are filed in the employee's payroll record.

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Background (Continued)

Payroll Processing (Continued)

Payroll Calculation and Disbursement

Once all pre-payroll data has been entered and verified, Payroll initiates the system-based payroll run within PeopleSoft. The system computes gross-to-net pay for each employee, applying all applicable deductions including federal income tax withholdings, FICA or FICA alternative contributions, Florida Retirement System ("FRS") contributions, health and dental insurance premiums, voluntary deductions, garnishments, and any arrears balances from prior periods. The payroll register is generated and reviewed prior to final confirmation. Tax withholdings are updated each year by the PeopleSoft administrative team in line with updated tax code.

Following confirmation, the District disburses net pay to employees. The vast majority of employees participate in direct deposit; however, the District also issues physical checks through mail to the address entered by the employee in the self-service portal for employees who have not enrolled in electronic payment or for special circumstances such as final pay following termination.

Post-Payroll Remittances

After each pay run, Payroll processes a series of remittances and payments to external agencies, taxing authorities, and third-party administrators. Federal income tax and FICA deposits are remitted to the Internal Revenue Service through the Electronic Federal Tax Payment System ("EFTPS"). Court ordered child support payments are submitted through ExpertPay. Contributions to the FICA Alternative Plan are remitted to BENCOR on behalf of eligible employees who participate in the plan in lieu of Social Security. Tax sheltered annuity ("TSA") and deferred compensation contributions are transmitted through EPARS (Electronic Plan Administration and Reporting System) to the applicable plan administrators. Additional remittances include payments to American Fidelity and PESCO for supplemental insurance products, United Way contributions, union dues to the MEA and AFSCME, and other vendor specific deductions. Payroll also monitors and processes any outstanding arrears balances carried forward from prior pay periods.

Retirement and Employment Reporting

On a monthly basis, Payroll prepares and submits retirement contribution files to the Florida Retirement System ("FRS").The Department reconciles reported contributions against actual payroll disbursements each month and investigates and resolves any discrepancies prior to final submission. Additionally, each pay period, Payroll also compiles and submits required employment and wage data to the U.S. Department of Labor Bureau of Labor Statistics ("BLS") in accordance with federal reporting requirements.

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BACKGROUND (CONTINUED)

Payroll Processing (Continued)

Pre- and Post-Payroll Exception Reporting

As part of its payroll processing framework, the District utilizes a series of pre- and post-payroll exception reports designed to support the accuracy, completeness, and reasonableness of employee compensation prior to and following payroll disbursement. These reports function as key control mechanisms that allow Payroll, Human Resources, and site-level personnel to identify and resolve anomalies in payroll data before payments are finalized, and to detect and remediate any issues that may not have been identified during initial processing.

Pre-payroll exception reporting occurs during the payroll processing cycle and is intended to validate payroll inputs before funds are released. Source data for payroll originates at school sites and departments, where time and attendance, leave usage, supplemental pay, and personnel actions are entered and approved within the District's enterprise system. As part of the pre-payroll review process, exception reports are generated to highlight unusual or inconsistent transactions, such as significant gross pay fluctuations, retroactive adjustments, negative or zero net pay, unapproved or missing time entries, and payments that fall outside established compensation parameters. Payroll personnel review these reports and coordinate with Human Resources and site administrators, as needed, to investigate discrepancies and obtain supporting documentation prior to final payroll approval. This review process is intended to serve as a preventive control by identifying errors or irregularities before payroll is processed.

Following payroll processing, the District performs post-payroll exception reporting as a secondary level of review. These reports are designed to identify any anomalies that may not have been detected during pre-processing or that result from system processing issues. Post-payroll exception reports may include analyses of payroll register variances between pay periods, reconciliation of gross-to-net calculations, review of deduction and benefit activity, and identification of unusual payment patterns across employees or departments. Payroll reviews these outputs and performs follow-up procedures, including corrections in subsequent pay cycles, adjustments to employee records, or coordination with Human Resources to address underlying data issues.

Tax Remittance Processes

The District's payroll tax remittance process begins after each payroll run is confirmed in the payroll system. A standard tax report is generated for the payroll cycle and stored in a designated folder external to the District PeopleSoft system. This report includes all tax-related amounts withheld from each employee for the period and serves as the basis for the remittance. Using this report, a tax deposit form is prepared to document the payment amount and settlement date. Tax payments are submitted through the IRS system, and a confirmation page is retained as support. An ACH request form is then completed to initiate the transfer of funds to the IRS.

All remittance documentation, including the confirmation and ACH request, is routed to Finance for review and approval. Authorized approvers review and sign the documentation prior to processing. Finance staff also confirm sufficient funds are available to cover the payment. Tax calculations are generated by the payroll system based on configured tax tables maintained through periodic system updates. No manual calculation is performed. Payroll staff perform limited spot checks of system outputs following updates.

Each payroll's tax remittance is tracked on a cumulative spreadsheet used to support quarterly filings. At quarter-end, payroll generates reports that are reconciled to amounts submitted throughout the period as part of the Form 941 filing process. Payroll adjustments are processed through subsequent payroll runs and are reflected automatically in system-generated tax calculations and future remittances. Responsibilities are distributed across payroll processing, tax preparation, and finance approval functions, with backup coverage in place for key tasks.

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BACKGROUND (CONTINUED)

Benefits Administration

The District provides a comprehensive benefits program to eligible employees, encompassing health and wellness coverage, income protection, retirement, and voluntary supplemental products. The District operates a self-insured health plan and workers' compensation program through its Internal Service Fund. The Benefits team is responsible for administering enrollment, eligibility, plan changes, leave management, and retirement coordination for all covered employees and their dependents. District employees select benefits through the District's employee self-service intranet page, where individual elections are entered directly into the system during enrollment or qualifying events. These selections interface automatically with the payroll system, allowing employee benefit elections and related deductions to be recorded without manual re-entry. The payroll system uses this information to calculate applicable withholdings for each employee, including benefit deductions, as part of each payroll run. As payroll is processed, the system applies the elected benefits and corresponding deduction amounts consistently across pay periods, ensuring that employee selections are reflected in ongoing payroll calculations.

Eligibility and Enrollment

The table below outlines key eligibility and benefit options for employee groups:

Employee Group	Health Insurance Eligibility	Flexible Benefits Eligibility	Life Insurance Eligibility
MEA Bargaining Unit Employees	Must work minimum 20+ hours per week	Must work minimum 20+ hours per week	Must work minimum 15+ hours per week
All Other Employees	minimum 30+ hours per week	minimum 30+ hours per week	Must work minimum 15+ hours per week

Dependent Eligibility
Eligible dependents include legal spouses and children up to age 26 for medical, dental, and vision plans, as permitted by Florida law.

Benefits eligibility is determined by an employee's bargaining unit affiliation and weekly hours worked. MEA bargaining unit employees must work a minimum of 20 hours per week to be eligible for health insurance and flexible benefits, and a minimum of 15 hours per week for life insurance. All other employees must work a minimum of 30 hours per week for health insurance, 20 hours per week for flexible benefits, and 15 hours per week for life insurance. Eligible dependents include legal spouses and children up to age 26 for medical, dental, and vision plans as permitted by Florida law.

New employees have a 30-calendar day enrollment window beginning on their first day of employment. Coverage becomes effective on the first day of the second month following the enrollment period. If an employee requires earlier coverage, the District allows the employee to purchase one month in advance by paying both the Board and employee share of the cost. The benefit plan year runs on a calendar year basis from January through December. Mid-year changes to benefit elections are permitted only upon the occurrence of a qualifying life event, such as marriage, divorce, birth or adoption of a child, or a change in spousal employment status, and must be reported to the Benefits team within 30 days of the event.

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BACKGROUND (CONTINUED)

Benefits Administration (Continued)

Premium Cost Sharing and Deductions

Medical and prescription coverage is a shared cost between the District and the employee, with employee contributions deducted on a pre-tax basis. Dental, vision, and FSA contributions are also pre-tax but fully employee funded. All supplemental benefits, including life, disability, critical illness, accident, and hospital indemnity insurance, are deducted on a post-tax basis.

MEA employees have benefit deductions allocated across 22 biweekly pay periods, while non-instructional staff have deductions allocated across 20 pay periods. Aligning with annual work calendars. Per-paycheck premium amounts differ between the 22 and 20 paycheck schedules to account for the same annual cost being spread across a different number of deductions.

Retirement Benefits

All eligible District employees are enrolled in the Florida Retirement System ("FRS"), a statewide defined benefit and defined contribution retirement program administered by the Florida Division of Retirement. Employees select between the FRS Pension Plan (defined benefit) or the FRS Investment Plan (defined contribution) within their first eight months of employment. Contribution rates for both the employee and employer vary by FRS membership class. Rates are updated annually based on schedules published by the Florida Division of Retirement.

Leave Accrual

Employees earn one sick day for each full month worked, and sick leave balances roll over from year to year with no cap. Only 12-month employees are eligible for vacation accrual. Leave balances are updated on the 1st and 16th of each month within PeopleSoft, and accruals are reflected in the balance on the 1st of each month.

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Background (Continued)

Roles and Responsibilities

The administration of payroll and compensation at the District involves coordination across multiple departments, each with distinct responsibilities within the payroll lifecycle:

- **Payroll Department**: The Payroll Department serves as the final point of control before compensation is disbursed and is responsible for processing biweekly payroll, verifying personnel actions that affect compensation, performing manual contract calculations, executing all post-payroll remittances, and preparing required reporting to FRS and the Bureau of Labor Statistics.

- **HR Benefits Team**: The Benefits team sits within Human Resources, and is responsible for administering enrollment, eligibility determination, and plan changes across all District-sponsored benefit programs, as well as coordinating FRS retirement elections, leave of absence administration, ADA accommodations, and the District's wellness program.

- **Human Resources Department:** The Human Resources Department serves as the originating point for the majority of personnel actions that flow into the payroll system. The department is responsible for entering employee master data in PeopleSoft, determining initial salary schedule placement, processing position changes and separations, managing certifications and credentials, and administering collective bargaining agreements and labor relations.

- **School Sites and Departments:** Individual school sites and administrative departments serve as the first point of entry for time, attendance, and personnel-related data. Principals, supervisors, bookkeepers, and senior school secretaries at each location are responsible for entering and approving employee time and attendance records within PeopleSoft in accordance with biweekly deadlines, initiating site-level personnel action requests, and verifying substitute assignments and extra duty hours prior to payroll processing.

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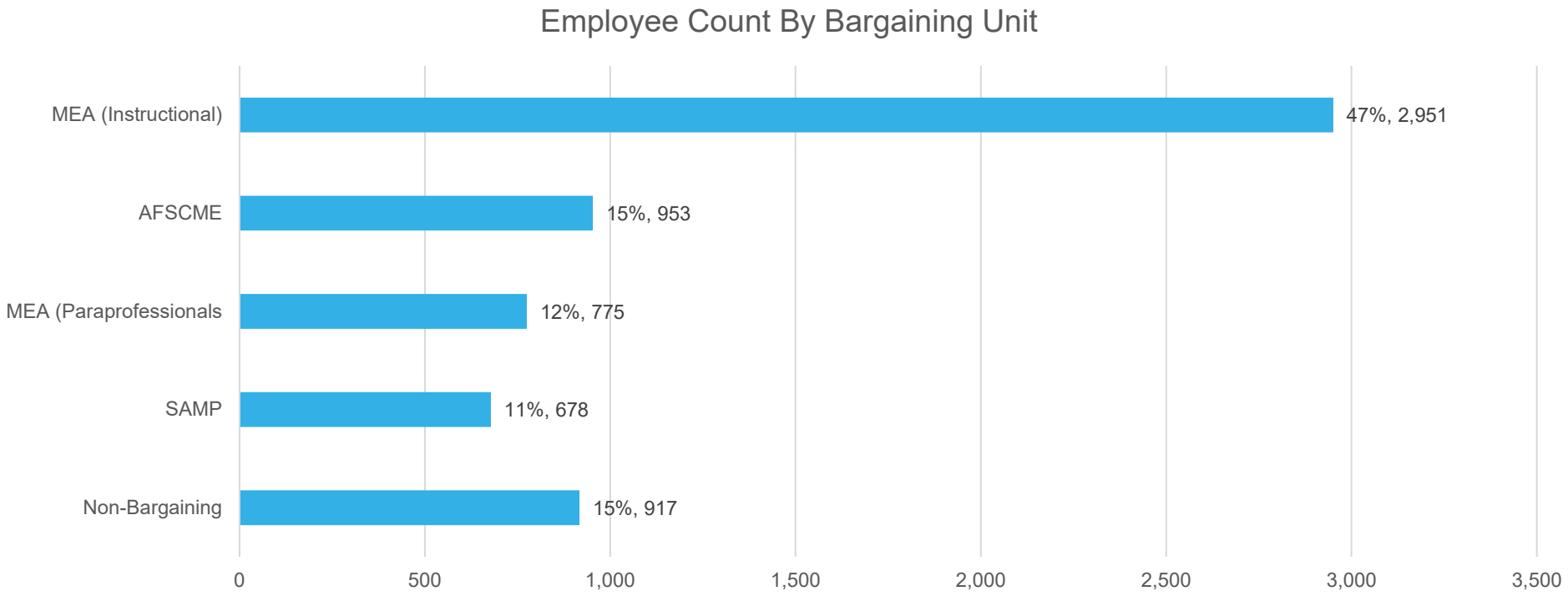
BACKGROUND (CONTINUED)

Payroll Data

Per employee census data provided by management, the below graphics display the distribution of bargaining unit membership and total budgeted salary and benefit costs fas of April 1, 2026:



Fiscal Year	Budgeted Salaries & Benefits	Percent of General Fund
2024-2025	~$425,000,000	59.6%
2025-2026	~$440,000,000	58.8%

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OBJECTIVES AND APPROACH

Objectives

The objective of this internal audit was to evaluate the design and control structure of the payroll and compensation functions. The scope of our work focused on assessing the operating effectiveness of key processes and controls that govern payroll accuracy, including benefits, timely tax remittances, deduction handling, compliance, and data integrity. This included a review of adherence to District policies and procedures, as well as statutory requirements. This internal audit examined the sufficiency of documentation supporting payroll transactions, including salary adjustments, benefits, and supplemental pay authorizations. It assessed the appropriateness of access controls and segregation of duties between payroll processing, approval, and reconciliation functions. The audit period was July 1, 2025 through January 31, 2026.

Approach

Understanding and Documentation of the Process

This phase consisted primarily of inquiry and walkthroughs to obtain an understanding of the current operating policies and procedures, monitoring functions, and control structures as they relate to the processes within our scope. The following was performed as part of this phase:

- Conducted an entrance conference with key stakeholders to discuss the scope and objectives of this audit, obtain preliminary data and establish working arrangements.
- Obtained and reviewed key documents, including policies and procedures related to the function, as well as relevant state and District regulations and reporting.
- Conducted interviews with personnel from key departments (including Payroll and Human Resources) to obtain a detailed understanding of applicable policies and procedures, and roles/responsibilities to the in-scope processes.
- Developed a risk-based work plan for the evaluation of the design and operating effectiveness of processes and controls based on the information obtained through our review, inquiry, and walkthrough procedures.

Evaluation of the Design and Effectiveness of Process and Controls

The purpose of this phase was to evaluate the design of key processes and controls and test compliance and internal controls for operating effectiveness based on our understanding of the processes obtained during the first phase. We utilized sampling and other auditing techniques to meet our audit objectives outlined above. Our testing procedures included, but were not limited to:

- Assessed the process related to employee salary approval, including salaries for new employees and salary adjustments for existing employees.
- Reviewed the monitoring and reporting processes related to payroll and compensation for adequacy.
- Selected a sample of sixty (60) payroll transactions across thirty (30) distinct employees, including both hourly and salaried employees. Our selection included two separate pay periods during the internal audit period. For each transaction selected, verified the following:
    - Agreed employee details, including name, ID, and pay classification, to onboarding documentation.
    - Agreed pay rate to approved compensation schedules or onboarding forms.
    - For hourly employees, validated hours worked per the employee's schedule agreed to the payroll register.
    - Recalculated gross pay using authorized rates and approved hours (hourly employees) or annual salary (salaried employees).
    - Agreed benefit deductions and contributions to employee benefit elections.
    - Assessed whether employee stipends, supplements, and salary changes were paid within the period and verified the following:
        - Assessed whether compensation changes were supported by approved documentation, including salary changes, stipends, and supplements.
        - Agreed compensation amount and effective date to the payroll system.
        - Recalculated the stipend or supplemental pay in accordance with approved documentation.
        - Agreed the recalculated amount to the payroll disbursement.

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OBJECTIVES AND APPROACH (CONTINUED)

Approach (Continued)

Evaluation of the Design and Effectiveness of Process and Controls (Continued)

- Reviewed tax and retirement remittances and verified:
  - Documented the remittance process, including evidence of management review over payroll tax and retirement remittances.
  - Agreed remittance amounts to payroll run summaries.
  - Agreed proof of payment to appropriate authorities or retirement plans.
  - Assessed timeliness of remittance date relative to the payroll processing date.
- Assessed segregation of duties throughout the employee payroll setup process, payroll calculation and disbursement process, and reconciliation process.
- Evaluated procedures related to Districtwide tax remittance procedures.

Reporting

At the conclusion of this internal audit, we summarized our findings into this report. We have reviewed the results with the appropriate Management personnel and have incorporated Management's response into this report.

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Process Improvement Opportunity

1. Manual Payroll and Compensation Procedures

The District relies on a number of manual procedures across its payroll, compensation, benefits, and tax remittance processes. While these activities are supported by system-generated outputs from the District's ERP, key steps within the process currently require manual calculation, verification, and review by Payroll and Human Resources personnel. These manual interventions introduce inherent risk and increase the likelihood of errors, inconsistencies, and duplicate payments. Based on process walkthroughs and documentation reviewed, these manual processes include, but are not limited to:

- **Validation of Employee Changes:** Significant updates to employee records that may impact payroll processing (termination of an employee, benefit election changes, hiring of an employee, employee position changes or transfers, compensation adjustments, etc.) are facilitated by the Human Resources Department. Payroll staff must rely on Human Resources to accurately and timely enter these employee changes into the system. These changes may require Payroll personnel to independently validate the accuracy of the salary setup logic, calculate final pay, or calculate retroactive pay. While the ERP system serves as the system of record, it does not consistently enforce automated validation of the completeness or timeliness of these updates prior to payroll processing, requiring Payroll personnel to perform manual verification and follow-up to confirm that employee data has been properly updated and reflected in payroll.
- **Verification of Supplemental Pay:** The process for reviewing and approving supplemental compensation, such as stipends and extra duty pay, relies on manual procedures to verify that payments are appropriate and have not already been issued. Identifying duplicate or overlapping payments requires Payroll personnel to review historical payroll transactions for each individual employee, any supporting documentation, and personnel records to determine whether a similar payment has been previously processed. Because this review is largely manual, it depends on the completeness of available documentation and the reviewer's ability to identify prior transactions across pay periods.

While we did not note any instances of detailed testing exceptions, the use of manual processes across time entry, payroll calculation, and compensation adjustments increases the risk of human error, including inaccurate data entry, miscalculation, or omission of relevant information. Manual timekeeping and payroll inputs require interpretation and correction of records, increasing the likelihood of payroll discrepancies and inaccurate payments.

In addition to these risks, the reliance on manual review and coordination across Payroll, Human Resources, and Finance introduces potential control gaps related to consistency and completeness. Variability in how individuals perform calculations, reviews, and approvals may result in inconsistent application of procedures across pay periods or employees. Further, manual tracking mechanisms, such as spreadsheets and supporting documentation, increase the risk of incomplete records or misalignment between systems, which may impact the accuracy of payroll processing, tax remittances, and financial reporting.

The following is recommended:

- Evaluate and implement system-based functionality within the District's enterprise platform to automate complex payroll calculations, including prorated salaries, retroactive adjustments, step increases, and supplemental compensation, to reduce reliance on manual calculations.
- Configure automated system controls, such as edit checks, validation rules, and exception reporting, to identify discrepancies, duplicate payments, and unusual transactions prior to payroll processing.
- Implement secondary review controls for higher-risk transactions, such as retroactive pay adjustments, supplemental compensation, and off-cycle payroll processing.
- Enhance integration and data sharing between Payroll, Human Resources, and Finance modules within PeopleSoft to reduce reliance on manual coordination and tracking tools, including spreadsheets.

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Internal Audit Report: Maintenance Work Orders

School District of Manatee County, Florida

June 18, 2026

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TRANSMITTAL LETTER

June 18, 2026

The School Board of
Manatee County Schools, Florida
215 Manatee Ave. W
Bradenton, Florida 34205

Pursuant to our executed Statement of Work agreement dated March 14, 2025, with the School District of Manatee County ("the District", "SDMC"), we hereby present our internal audit report of maintenance work orders. Our report is organized in the following sections:

Executive Summary	This provides a high-level overview and summary of the observations noted in our internal audit of the maintenance work orders process(es).
Background	This provides an overview of the function, as well as relevant background information.
Objectives and Approach	The internal audit objectives are expanded upon in this section, as well as a summation of the various phases of our approach.
Observations Matrix	This section includes a description of the observations noted during our review and recommended actions, as well as Management's response, including the responsible party, and estimated completion date.
Appendix	This section includes additional details regarding our recommendations and potential next steps for the District to consider while maturing the maintenance function.

We would like to thank the staff and all those involved in assisting our firm with this internal audit.

Respectfully Submitted,

RSM US LLP

RSM US LLP

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Executive Summary

Background

The District's Maintenance and Operations Department is responsible for maintaining the safety, functionality, and operational readiness of District facilities. While the Construction Services Department manages large-scale capital projects, the Maintenance and Operations Department focuses on repair, replacement, and upkeep activities permitted under Florida Statute §1013.01(12), including roofing, repainting, repair of glass, etc. The Department is led by the Director of Maintenance, Operations, and Central Distribution, supported by 4 supervisors who oversee 15 managers and 93 technicians, each organized based on trade. Accounting clerks also administratively support the Department. Contracted labor is also utilized to supplement internal staff. Maintenance work is initiated when an end user school or department submits a service request within PeopleSoft, the District's ERP system. Those requests are reviewed the accounting clerks for completeness and converted into work orders for assignment. Work orders are prioritized based on operational impact, with emergency requests communicated directly to the Maintenance and Operations Department and maintenance managers to facilitate immediate response and minimize disruption to student learning. Once assigned, technicians perform the maintenance, and document labor and work performed within timesheets and work tickets. Materials are procured on a just-in-time basis through manager-facilitated purchases, with all costs documented on the corresponding work order. The completed work orders serve as the primary mechanism for tracking maintenance efforts and expenditures across the District. Work orders are reviewed by managers prior to final closure within PeopleSoft.

Overall Summary / Highlights

Internal audits provide insight into an organization's culture, policies, and procedures and aids the School Board and Management in oversight by verifying internal controls are operating effectively, and adequately mitigating risk, and are in compliance with relevant laws, regulations and policies.

The observations detailed in the pages that follow represent only the instances where exceptions were noted, and do not detail the instances where testing resulted in no reportable observations. For each observation, we discuss the relevant risks, which may include financial, operational, and/or compliance, as well as public perception or brand risks.

Objectives and Scope

The objective of this internal audit was to assess maintenance standard operating procedures to determine whether they are sufficient and cover the numerous aspects of the maintenance work order system, including the work order process and associated controls.

Our fieldwork testing was conducted utilizing sampling and other audit techniques and was developed utilizing information obtained through interviews, walkthroughs, and review of source documentation. Our procedures included, but were not limited to:

- Conducted interviews and walkthroughs with key personnel to obtain a detailed understanding of the District's operating policies and procedures and roles/responsibilities as they relate to the processes within our scope.
- Evaluated the procedures for submitting and authorizing work requests, including evaluating which District personnel can initiate work orders and what information is required.
- Reviewed the process for prioritizing and assigning work orders to maintenance staff.
- Evaluated utilization of the work order system and internal performance monitoring.
- Performed detailed testing over a sample of maintenance work orders for compliance with District policies and procedures.
- Summarized our findings into this written report and conducted exit conferences with Management.

The audit period was July 1, 2024 through April 9, 2026.

Fieldwork was performed between January 2026 through June 2026.

Summary of Observation Ratings
(See page 3 for risk rating definitions)

	High	Moderate	Low
Maintenance Work Orders	3	2	-

We would like to thank all District team members who assisted us throughout this internal audit.

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Executive Summary (Continued)

Observations Summary

Below is a summary listing of the observations that were identified during this internal audit. Detailed observations are included in the observation matrix section of the report. Definitions of the rating scale are included below.

Summary of Observations	
Observations	**Rating**
1. Manual Work Order Procedures	**High**
2. Work Order System Data Completeness and Accuracy	**High**
3. Work Order Service Level Expectations	**High**
4. Standard Operating Procedures	**Moderate**
5. Warranty Management	**Moderate**

Risk Rating Definitions

Provided below are the observation risk rating definitions for the detailed observations.

Observation Risk Rating Definitions	
Rating	**Definition**
Low	Observation presents a low risk (i.e., impact on financial statements, internal control environment, brand, or business operations) to the organization for the topic reviewed and/or is of low importance to business success/achievement of goals.
Moderate	Observation presents a moderate risk (i.e., impact on financial statements, internal control environment, brand, or business operations) to the organization for the topic reviewed and/or is of moderate importance to business success. Action should be in the near term.
High	Observation presents a high risk (i.e., impact on financial statements, internal control environment, brand, or business operations) to the organization for the topic reviewed and/or is of high importance to business success/achievement of goals. Action should be taken immediately.

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BACKGROUND

Overview

The District's Maintenance and Operations Department ("the Department", "Maintenance") is responsible for maintaining the operational condition, safety, and functionality of District facilities through the planning, coordination, and execution of maintenance and repair activities. While the Department works in coordination with Construction Services, which oversees large-scale capital projects and major structural improvements, its' primary focus is on the ongoing repair and upkeep needs of District facilities. The scope of the Maintenance and Operations Department primarily includes activities permitted under Florida Statute §1013.01(12), " such as roof replacements, facility painting, and other repair services performed across the District. When the nature or scale of work extends beyond internal resources or technical capacity, services are either performed by contracted vendors or completed through alternative delivery methods, based on operational needs.

Examples of maintenance activity categories facilitated by the Maintenance and Operations Department are outlined below.

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BACKGROUND (CONTINUED)

Overview (Continued)

The Department is led by the Director of Maintenance, Operations, and Central Distribution. Four supervisors oversee assigned trade or service areas and provide direction to maintenance managers, each of whom maintains direct supervision over tradesmen and technicians. Accounting clerks manage the administrative and system-based processing of service requests and work orders within PeopleSoft. Managers are responsible for assigning work and serve as the primary point of contact for end users when coordinating both routine and emergency maintenance needs. The Maintenance Department also leverages contracted labor, including specialty tradesmen who work on-site within the District on a full-time basis. When a maintenance need is identified, the end user school or department initiates a service request through the employee self-service system available on the District's intranet. To expedite emergency services, end users can also utilize a designated hotline that connects them directly to the Maintenance Department. In these situations, maintenance managers receive notification from central dispatch and redirect personnel to the site based on the urgency of the request. The Department's overall priority is to support student learning environments; as a result, requests that directly affect student spaces are given precedence.

Requests submitted through the employee self-service system are recorded as service requests. Upon receipt, key details, such as the type of service required, location, and scope of work are reviewed, and a work order is created. If requests are duplicative or lack sufficient detail, Business Services accounting clerks follow up with the requestor to obtain clarification before proceeding. Once a work order is generated, it is printed to hard copy and assigned to a manager, who dispatches a technician to complete the work. If materials, tools, or parts are required, they are procured on a just-in-time basis. Technicians communicate material needs to their manager, who facilitates procurement through purchase orders or a District purchasing card (P-Card), depending on the dollar amount of the transaction.

Technicians document completed work using paper-based tickets submitted at the end of each shift, and time is recorded through manual timesheets. Work orders are formally closed by the manager after confirming completion with the requestor and reviewing the reported labor and material costs.

Maintenance Types

Two (2) types of maintenance activities may be performed to maximize operational service capabilities: preventative maintenance and corrective maintenance.

Preventative Maintenance

Preventative maintenance refers to the routine and systematic inspection, servicing, and upkeep of equipment, assets, and infrastructure to prevent unexpected failures and extend their lifespan. The purpose of preventative maintenance is to address potential issues before they become more large and serious problems. Creating a preventative maintenance schedule is essential for minimizing downtime, reducing repair costs, maximizing resource efficiency, decreasing potential repair times, and maximizing the life of District resources. Regular preventative maintenance helps to identify and address potential issues before they escalate, minimizing the risk of operational disruptions. Preventative maintenance schedules are directly assigned and automated within the PeopleSoft Work Order Module so that they automatically are submitted as work orders on a regularly scheduled basis.

Corrective Maintenance

Corrective maintenance comprises the majority of work orders. It serves as a reactionary method for addressing unexpected breakdowns, technical issues, or skilled labor tasks. Corrective maintenance is initiated by the end user, who submits a service ticket for an identified issue. Once received, Maintenance will create a work order to document the timeline, parts, labor, and approvals necessary to complete the request. It is the responsibility of the maintenance supervisors to verify the appropriateness of the repairs performed by either the assigned technician or contracted vendor.

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BACKGROUND (CONTINUED)

Warranty Management

Certain high-cost equipment and complex assets purchased by the District come with a manufacturer's warranty. These warranties exist to provide assurance to the District that the product they are purchasing is of good quality and will perform as expected. If the product fails within the warranty period, the manufacturer is responsible for repairs or replacements. To maintain warranty eligibility, some assets may require specific upkeep, such as regular inspections and preventative maintenance, depending on the nature of the asset and specifications of the warranty.

The District's current standard practice is to acquire and maintain warranties for eligible equipment and assets, when possible. Currently, the shop supervisor who is overseeing the repair of an asset is responsible for initiating the warranty procedures, including determining whether an asset is under warranty, contacting the manufacturer, coordinating repairs, and verifying service completion.

Roles and Responsibilities

There are a variety of key personnel that facilitate the work order maintenance processes:

- **Maintenance Supervisors:** Supervisors oversee assigned trade or service areas within the Department and provide leadership, oversight, and direction to managers responsible for day-to-day operations within those functional areas. Responsibilities include reviewing vendor quotes submitted by managers for completeness, appropriateness of scope, and alignment with operational needs and budgetary expectations. Upon approval, supervisors forward vendor quotes to Business Services for requisition processing in accordance with District procurement requirements.

  Supervisors also play a key role in the post-service payment process. Following the completion of contracted work, supervisors review and submit approved vendor invoices, Contract Management Verification Forms, and all required supporting documentation to Business Services. This review includes confirming that services were performed as invoiced, validating supporting documentation, and verifying that costs align with previously approved quotes prior to facilitating payment processing.

- **Maintenance Managers:** Maintenance managers coordinate the daily execution of maintenance activities and serve as the primary point of control over work order management and field operations. Managers are responsible for reviewing incoming work orders, assessing the type, scope, and urgency of each request, and assigning work to technicians based on trade specialty, availability, and geographic considerations.

  Managers actively monitor the status of open work orders and adjust assignments as operational priorities shift, including the reallocation of resources in response to urgent or emergency needs across the District. This includes maintaining ongoing communication with technicians in the field and providing direction as conditions change.

  In addition to overseeing field operations, managers coordinate the procurement of parts, materials, and contracted work required to complete work orders. When a technician identifies a need, the manager evaluates the request for appropriateness and necessity, completes the purchase using an assigned purchasing card (P-Card), and reviews that the associated requisition is properly converted to a purchase order in accordance with District purchasing procedures.

  Upon completion of assigned work, managers confirm with the requestor or site-based personnel that the services have been completed as expected. Managers then review supporting documentation, including labor and material usage, prior to formally closing the work order in PeopleSoft.

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BACKGROUND (CONTINUED)

Roles and Responsibilities (Continued)

- **Maintenance Technicians:** Maintenance Technicians are responsible for performing maintenance, repair, and corrective work across District facilities. Upon assignment, technicians travel to the designated site, assess the reported issue, and determine the appropriate course of action based on trade expertise and site conditions.

  Technicians complete the required maintenance or repair activities in accordance with applicable standards, safety practices, and Department expectations. When parts or materials are needed, technicians identify the required items and communicate those needs to their manager, who facilitates procurement. Technicians may coordinate the pickup and transport of materials as needed to complete the work.

  Following completion of each assignment, technicians document work performed using paper-based service tickets, which include details such as labor performed, materials used, and task completion status. These tickets are submitted to the manager at the end of each shift. Technicians also complete manual timesheets to record time spent on each work order for tracking purposes.

- **Accounting Clerks:** Accounting Clerks, support the administrative and system-based processing of maintenance activities within PeopleSoft. Clerks are responsible for receiving service requests submitted through the system, reviewing requests for completeness, accuracy, and appropriate detail, and converting approved requests into work orders.

  Clerks also support work order lifecycle management by entering completion details, updating work order statuses, and recording standardized cause and resolution codes for reporting and tracking purposes. As part of the closeout process, clerks issue system-generated notifications to applicable school-based personnel to communicate that work has been completed. In addition, Accounting Clerks maintain documentation within the system to support reporting, auditability, and historical tracking of maintenance activities across the District.

Supervisors

Provide leadership and oversight to managers assigned trade or service areas, including reviewing vendor quotes for completeness, scope appropriateness, and budgetary alignment before forwarding to Business Services for Proccessing.

Managers

Coordinate daily maintenance operations by reviewing incoming work orders, assessing scope and urgency, and assigning work orders to technicians based on trade specialty, availability, and location.

Accounting Clerks

Receive and review service requests submitted through the employee self-service portal for completeness and accuracy, and convert approved requests into formal work orders within PeopleSoft.

Technicians

Perform maintenance, repairs, and corrective work at assigned District facilities, assessing reported issues and determining the appropriate course of action based on trade expertise and site conditions.

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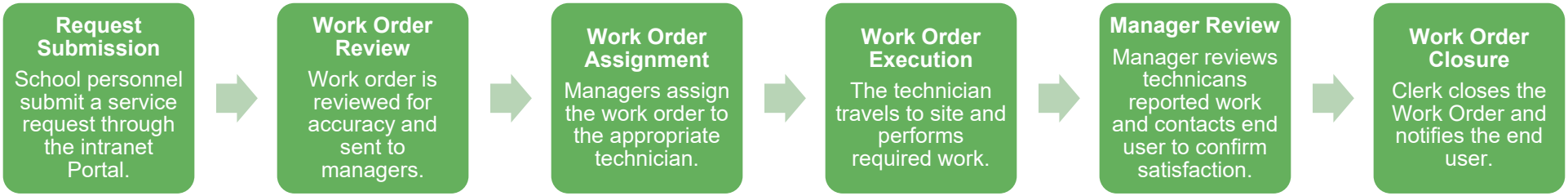
Background (Continued)

Work Order Process

The graphic below provides a summary of the work order maintenance processes:



Service Request Submission

The work order proccess begins when school-based personnel identify a facilities-related issue requiring maintenance, repair, or corrective action. Service requests are submitted through the PeopleSoft FSCM module. Access to submit service requests is limited to authorized personnel, including department managers, supervisors, principals, senior secretaries, head custodians, and lab managers. When submitting a request, the requester is required to provide key information including the request type, location, service group, problem group, a description of the issue, and an associated asset tag number and area identification corresponding to the specific building and room where the issue exists. Each service request is limited to a single building, and a separate request must be submitted for the same issue occurring across multiple buildings.

In the event of an emergency, school-based personnel are directed to first enter a service request into PeopleSoft and then immediately contact the District's customer service line extension to report the situation. An emergency is defined as any condition or situation that creates a safety hazard or seriously disrupts the daily operations of a school, class, or office. After-hours and weekend emergencies are directed to District Security.

Service Request Review and Work Order Conversion

Once a service request is submitted, accounting clerks receive and review the request for accuracy and completeness within the PeopleSoft FSCM module. Clerks confirm that all required fields are populated, verify that the correct asset tag has been selected if applicable, and clarify any incomplete or ambiguous information with the end user as needed. Service requests designated for capital improvements or energy recycling are not converted into work orders under this process and are instead directed through their respective approval workflows.

Upon completing the review, the clerk converts the service request into a formal work order within PeopleSoft, assigns the applicable project and activity codes, and verifies that the asset unit is correctly identified. Following conversion, the clerk sends an email notification to the responsible manager and supervisor containing the work order number and school or site name. These are printed to be handed to an applicable technician. A corresponding notification is also sent to the end user, principal, and head custodian confirming that the service request has been received and converted, along with the assigned work order number.

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BACKGROUND (CONTINUED)

Work Order Process (Continued)

Work Order Prioritization and Assignment

The District utilizes two (2) official priority classifications within the PeopleSoft Work Order module: “Routine” and “Scheduled”. Emergency work orders, which are called in directly to the Maintenance and Operations Department by school or District based personnel, are designated as “Routine”. Preventative maintenance is designated as “Scheduled”. Preventative work orders may be created based on verbal, ad-hoc requests, or based on a set, recurring schedule. All other work orders are classified as “Routine”. Beyond these system-level classifications, further prioritization of work is handled at the manager's discretion based on the nature, urgency, and operational impact of each request. Managers prioritize work with the most operationally impactful requests addressed first to minimize disruption to the learning environment. Upon reviewing the work order, the manager assigns it to the appropriate technician based on trade requirements, skill set, and availability.

Work Order Execution

Before work is performed, a Department supervisor evaluates whether the scope of work will be self-performed by in-house technicians or outsourced to a contracted vendor. This determination is made by a set of variables including: Management availability to supervise work, employee availability and skillset, priority or nature of the request, equipment requirements, and union requirements.

Once the staffing determination is made, technicians are dispatched to the assigned school or support site. Upon arrival, technicians are required to report to the administration office and sign in, and must sign out when leaving the site. Work is performed in accordance with the identified need specified on the work order, and technicians are prohibited from adding additional jobs or scope changes to an existing work order without manager approval. A separate work order must be created for each additional job that maybe identified while onsite. Upon completing their work, the technician will record their time worked on the assigned work order.

Purchase of Parts

When parts or materials are required to complete a work order, technicians notify their manager of the needed items. Existing stock is to be utilized before outside purchases are made. When existing stock is utilized, technicians are required to document parts issued on an Inventory Issue Sheet. The District's ERP system maintains an Item Master with defined stock levels for fast-moving items, and stock replenishment is system-generated based on usage. For outside purchases, the method of procurement is determined by the dollar amount of the transaction. Purchases under $500 are entered on a regular purchase order and processed through Purchasing. Purchases between $500 and $1,000 require a minimum of three (3) phone quotes, while purchases between $1,000 and $15,000 require a minimum of three (3) written quotes A purchase requisition is created as pre-authorization for the transaction and is converted directly into a purchase order, which then follows the standard District approval process. For eligible transactions, managers may use an assigned P-Card to facilitate the purchase, subject to a transaction limit of $1,000 per transaction, $3,000 per day, and $15,000 per month. All P-Card purchases must reference the associated work order number and be signed by both the employee and the manager. Receipts and invoices are to be turned in to the manager daily with the appropriate work order number referenced.

Work Order Closure

Upon completion of the assigned work, the work order is closed through a defined process managed by accounting clerks. The responsible accounting clerk locates the work order in PeopleSoft, enters the completion date and completion comments in the description field, and updates the work order task status from “Open” to “Awaiting Time and Labor”. The actual start and end dates are entered in the Actuals tab, and the appropriate cause and resolution codes are recorded in the Problem Reporting tab. Once all required fields are completed, the work order status is updated to “Time Entered” and saved. Following closure, email notifications are sent to the end user, principal, and head custodian confirming that the work order has been completed, including a brief description of the work performed and the associated service request and work order numbers. Work orders must be signed off by the site administrator, designee, or head custodian to verify that the work has been completed satisfactorily prior to closure.

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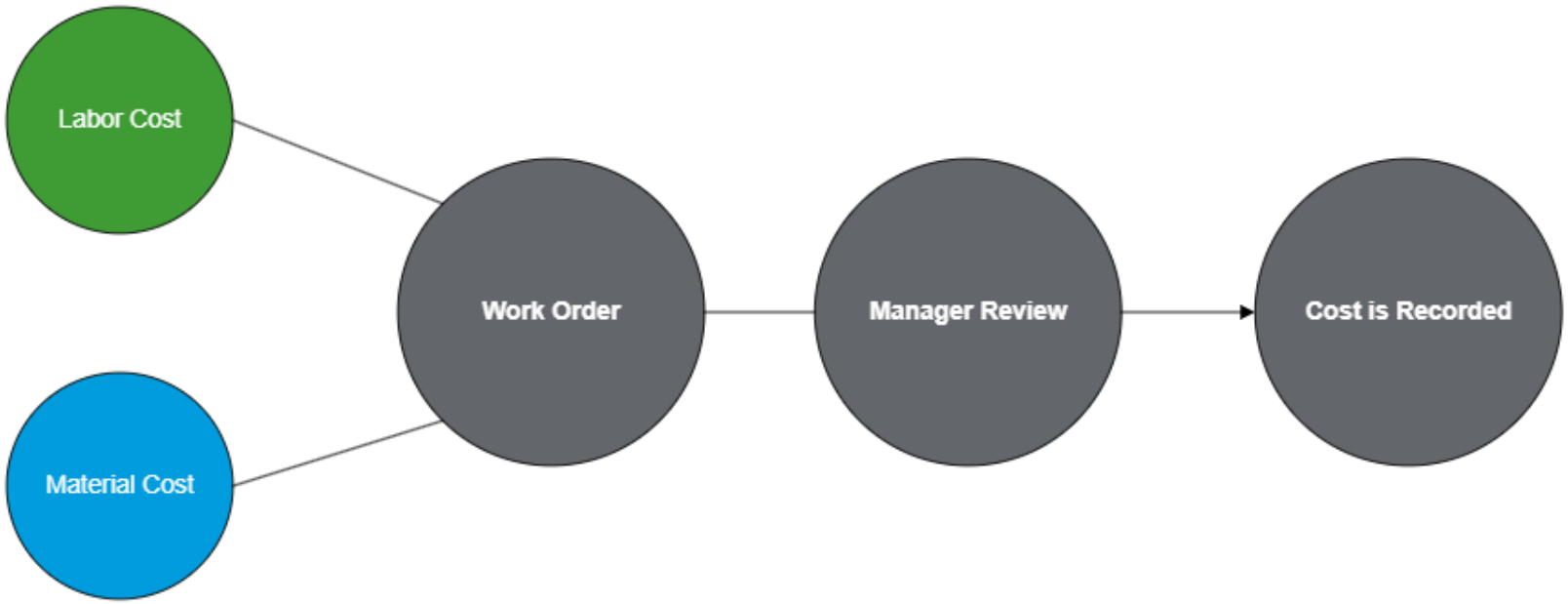
BACKGROUND (CONTINUED)

Cost recording

Labor costs are recorded using standard rates established by the District for each trade classification. As part of the work order process, technicians document the time spent on assigned activities through paper-based timesheets and supporting work tickets, which identify the applicable work order and describe the work performed. These submitted records serve as the basis for capturing labor hours within the work order, where standard rates are subsequently applied to calculate total labor costs.

Materials and parts costs are similarly attributed to work orders. Managers facilitate purchases through P-Cards or purchase orders, with each transaction referencing the associated work order number. Supporting documentation, including receipts and invoices, is collected by the technician, and reconciled by the manager to confirm costs are appropriately recorded. These material costs are then applied to the work order to reflect the full cost of resources used to complete the repair. Managers review submitted labor records and supporting documentation prior to finalizing work orders and, for higher-cost or material-intensive repairs, may perform site validation to confirm that quantities and charges are appropriate.

All labor and material costs are consolidated within the work order prior to closure. Work orders are not finalized until supporting documentation has been received and reviewed.



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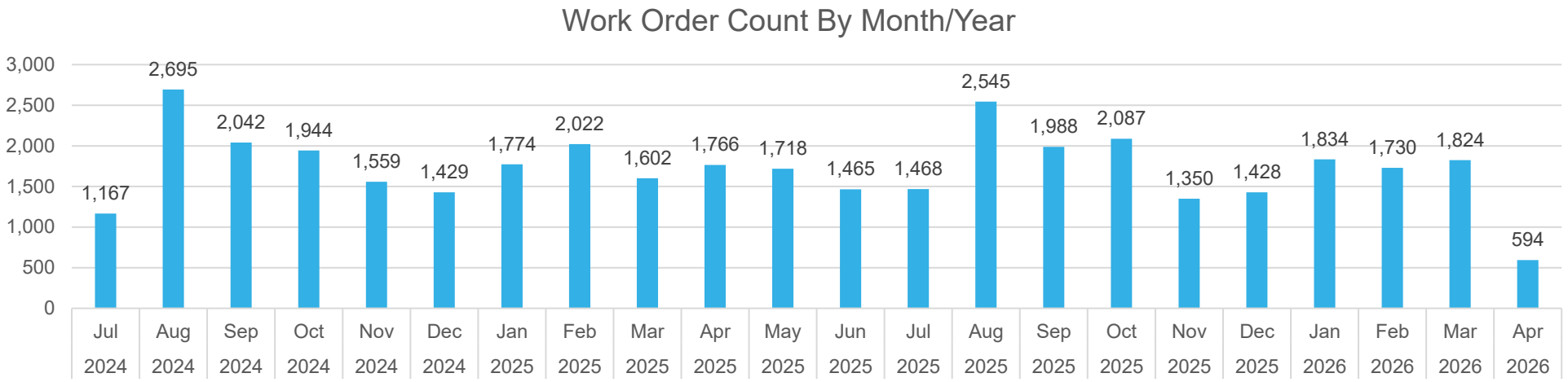
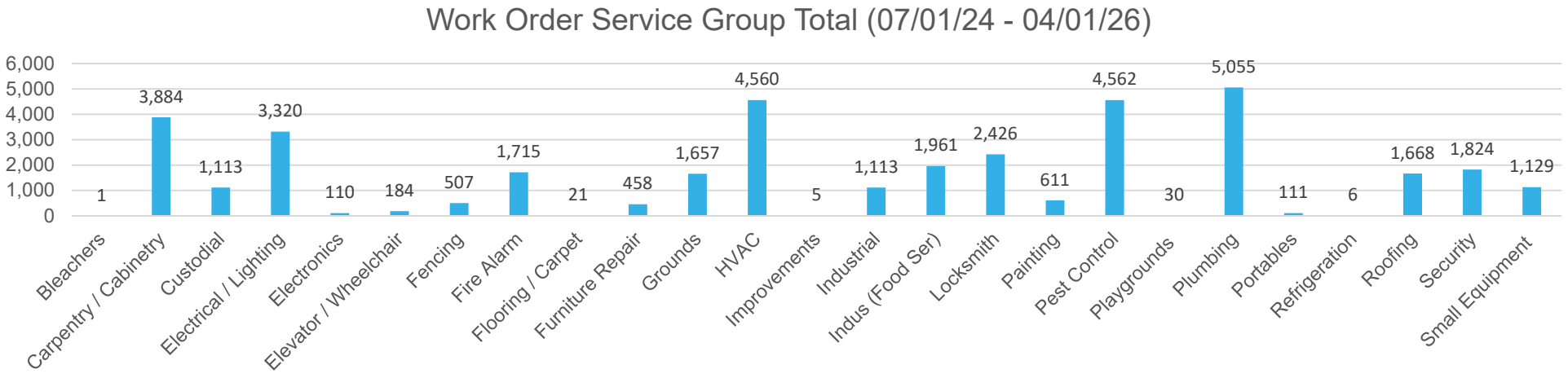
BACKGROUND (CONTINUED)

Overview of Work Order Data

The data below highlights key characteristics of work orders created from July 1, 2024 through April 9, 2026. Please note that the data is for the internal audit period, and does not encapsulate the entirety of fiscal years 2025 and 2026, but falls between them.





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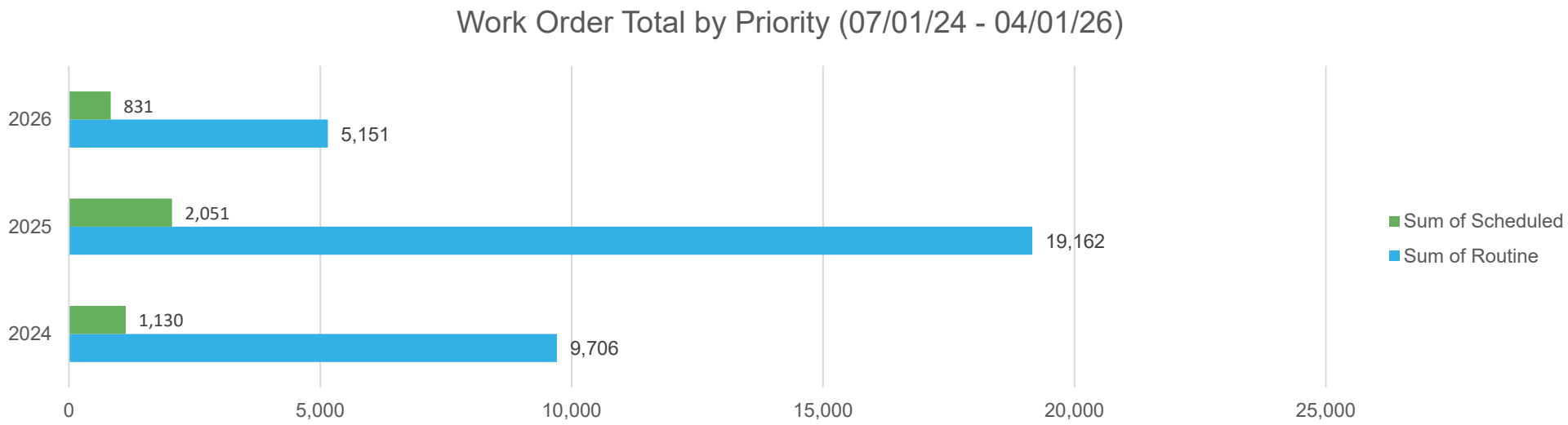
BACKGROUND (CONTINUED)

Overview of Work Order Data (Continued)



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OBJECTIVES AND APPROACH

Objectives

The primary objective of this internal audit was to assess maintenance standard operating procedures to determine whether they are sufficient and cover the numerous aspects of the maintenance work order system, including the work order process and associated controls. The audit period was July 1, 2024 through April 9, 2026.

Approach

Understanding and Documentation of the Process

This phase consisted primarily of inquiry and walkthroughs to obtain an understanding of the current operating policies and procedures, monitoring functions, and control structures as they relate to the processes within our scope. The following was performed as part of this phase:

- Conducted an entrance conference with key stakeholders to discuss the scope and objectives of this audit, obtain preliminary data and establish working arrangements.
- Obtained and reviewed key documents, including policies and procedures related to the function, as well as relevant state and District regulations and reporting.
- Conducted interviews with personnel from key departments (including Maintenance and Operations) to obtain a detailed understanding of applicable policies and procedures, and roles/responsibilities to the in-scope processes.
- Developed a risk-based work plan for the evaluation of the design and operating effectiveness of processes and controls based on the information obtained through our review, inquiry, and walkthrough procedures.

Evaluation of the Design and Effectiveness of Process and Controls

The purpose of this phase was to evaluate the design of key processes and controls and test compliance and internal controls for operating effectiveness based on our understanding of the processes obtained during the first phase. We utilized sampling and other auditing techniques to meet our audit objectives outlined above. Our testing procedures included, but were not limited to:

- Evaluated the procedures for submitting and authorizing work requests, including evaluating which District personnel can initiate work orders and what information is required.
- Reviewed the process for prioritizing and assigning work orders to maintenance staff.
- Assessed the process by which required goods and services are procured for maintenance functions.
- Assessed the process by which parts and labor are tracked and reviewed.
- Evaluated the segregation of duties across work order creation, utilization of inventory and contractors, work order approval, and completion procedures.
- Performed detailed testing over a sample of forty (40) maintenance work orders. For each sample, verified the following:
    - Each work order was appropriately initiated, authorized, and contained all required details through the duration of its life cycle.
    - Identified whether each work order was reviewed and appropriately triaged to the corresponding maintenance supervisor and technician.
    - Verified each work order was reviewed and approved prior to closure.
    - Verified work orders that utilized third-party vendors were properly supported and invoices were submitted to the District timely.
    - Evaluated parts required for a work order were appropriately procured and accurately accounted for.
    - Evaluated the timeliness of each stage of work order completion, including work order receipt, assignment, and closeout procedures.

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OBJECTIVES AND APPROACH (CONTINUED)

Approach (Continued)

Evaluation of the Design and Effectiveness of Process and Controls (Continued)

- Examined the District's policies and procedures for vendor selection and qualification, verifying alignment with regulatory requirements and best practices. Including the following, for eleven (11) work orders utilizing third party vendors:
  - Verified contracted third party was active on vendor master file.
  - Verified a requisition for work was received and uploaded.
  - Verified vendor invoice agreed to corresponding work order.
  - Verified Invoice was reviewed by supervisor prior to payment.
  - Verified Invoice was paid within 30 days of receipt.
  - Verified vendor performance was documented.
- Evaluated utilization of the work order system and internal performance monitoring.

Reporting

At the conclusion of this internal audit, we summarized our findings into this report. We have reviewed the results with the appropriate management personnel and have incorporated management's response into this report.

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Observations Matrix

1. Manual Work Order Procedures	Risk Rating: High

Observation

The District's work order process within the Maintenance and Operations function relies heavily on manual, paper-based procedures, resulting in limited system utilization and reduced transparency. While service requests are entered into the system and converted into work orders, subsequent processing activities occur outside of the system environment. These manual processes may directly correspond to missing or incomplete records, delays in work order closeout, and reduction to work order processing efficiencies (see **Observation #3**).

Key manual processes include, but are not limited to:

- Printing and physically distributing work orders to maintenance staff;
- Recording labor hours on paper timesheets and manually recording job progress in the field;
- Re-keying or selectively entering labor and job status data into the system after the fact;
- Handling vendor invoices and supporting documentation outside of the system; and
- Printing, scanning, and manually uploading supporting documentation into the system.

Due to the manual work performed outside of the system, work order supporting documentation, including vendor invoices and other cost-related materials, is not natively captured or processed. Instead, documentation must be printed, scanned, and manually uploaded, resulting in delayed and potentially incomplete recordkeeping. This approach introduces multiple points where documentation can be misplaced, omitted, or inaccurately recorded, reducing the reliability of information maintained within the system. Testing performed over a sample of forty (40) work orders identified multiple instances of incomplete or missing data fields and supporting documentation:

- Six (6) samples were identified where labor hours and assigned technician (i.e., technician name, employee ID, trade, etc.) information were not recorded.
- One (1) sampled scheduled work order lacked requester information (end user name, contact, etc.) and evidence of supervisory review prior to work order closure.
- One (1) sampled work order was marked completed through verbal confirmation by the manager, but no signed work order was provided which documented this.
- One (1) sampled work order did not have a date completed by the technician in the "date work completed" field.
- Two (2) sampled work orders were erroneously created.
- One (1) sample was identified where the assigned work was performed under a different work order without a cross-reference to the original, which was subsequently closed during the review process.
- Two (2) instances were noted where supporting invoices to allocate and substantiate material costs were not retained, and where materials were charged to work orders without corresponding supporting documentation.
- Two (2) sampled work order invoices listed a purchased quantity that did not match what was recorded on the completed work order. In total, the invoiced materials were $1,871.16 in excess of the quantities needed per the work order detail.

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OBSERVATIONS MATRIX (CONTINUED)

1. Manual Work Order Procedures (Continued)

Due to the extent of offline processing, the system does not function as a complete or real-time source of work order activity. As a result, the District lacks visibility into the status of open work orders, including whether tasks are pending, in progress, or completed, as well as associated labor and material costs. This limits management's ability to monitor workloads, assess performance, and identify delays or bottlenecks in a timely manner.

In addition, limited system utilization reduces the effectiveness of automated controls, including validation checks, audit trails, and exception monitoring. The absence of real-time tracking and centralized data increases the risk of incomplete or inaccurate work order records, delays in identifying issues, and inefficient use of resources. Overall, the reliance on manual processes reduces operational efficiency, weakens accountability, and impairs the District's ability to effectively manage and oversee maintenance operations.

Recommendation

Our recommendations are aggregated and organized by recommended action step towards a maturity roadmap in **Appendix: Results Roadmap** section of this report. The intent of the results roadmap is to provide management with detail of how to organize and prioritize remediation actions. The **Results Roadmap** includes references to each recommendation item, (i.e. Observation 1A).

The following is recommended:

A. Transition the work order process from a paper-based approach to a fully system-enabled workflow, requiring all work orders to be created, assigned, updated, and closed within the District's system to promote real-time visibility and centralized tracking of all maintenance activities.
B. Eliminate the use of printed work orders, where practicable, and implement mobile or system-based tools that allow technicians to record labor hours, update job status, and document completion directly within the system at the point of service.
C. Configure system controls to capture and maintain required supporting documentation, including labor hours and vendor invoices, within the system at the time of entry, reducing reliance on manual transcription, scanning, and delayed uploads.
D. Establish standardized procedures requiring timely entry of work order updates, including status changes, labor hours, and material costs, to promote accurate and complete records and improve visibility into work order progress.
E. Implement system-based reporting and dashboards to provide management with real-time visibility into the status of open work orders, including backlog, aging, completion timelines, and associated costs.
F. Develop and enforce a supervisory review and approval process requiring management to validate work order completion, supporting documentation, and recorded costs within the system prior to closure.
G. Provide targeted training and communication to maintenance personnel and supervisors on system usage, documentation requirements, and accountability expectations to support consistent adoption of system-based processes and reduce reliance on manual practices.

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OBSERVATIONS MATRIX (CONTINUED)

1. Manual Work Order Procedures (Continued)

Management's Response

Response: District will research PeopleSoft abilities to fully system enable workflow with the new maintenance service provider who starts working for the District on 7/1/26. (Items B- G will be used as KPIs for the new maintenance provider to consider in their research. Item D- Until the system is automated, item D will be addressed by updating standard operating procedures and providing staff training and accountability.) Additional research for a consultant/vendor to enhance capabilities for a paper-less system will be pursued if the PeopleSoft system is not able to perform such function efficiently and effectively.

Responsible Party: Director, Maintenance Operations and Central Distribution

Estimated Completion Date: For research to be complete by October 13, 2026

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OBSERVATIONS MATRIX (CONTINUED)

2. Work Order System Data Completeness and Accuracy	Risk Rating: High

Observation

During our review, we performed data analytics to assess whether all labor and material costs incurred by the Maintenance and Operations department were fully captured and recorded within corresponding work orders. Our analysis was intended to reconcile departmental expenditures and recorded labor hours to work order–level cost data. However, we noted that the current data capture processes, report query parameters, and system outputs are not sufficient to support a complete and accurate reconciliation of these amounts.

Specifically, work order records contain inconsistencies, missing data elements, and incomplete cost inputs that limit the District's ability to verify whether all relevant labor hours, materials, and vendor-related costs have been fully and accurately recorded at the work order level. Specifically, we noted:

- A report on vendor spend for the period of July 1, 2024, through April 9, 2026, totaled $77,629,652 of maintenance and operations spend. However, a report query specific to work order cost allocated expenditure of $126,258,706 indicating that work order report queries are incorrectly allocating costs that were not actually incurred.

Through inquiry with management and review of system reporting, we noted that current report queries pull duplicate or inaccurate cost information into the work order detail report, limiting management's capability to monitor total spending. The inaccuracy of the reportable data available prohibits any analysis, either through our review or by management, to identify whether all work order associated costs are recorded and complete.

Additionally, in many instances, key cost components are either not systematically captured within the system or are recorded outside of the work order lifecycle. As a result, the District does not maintain a complete or reliable data set to effectively monitor maintenance performance or track the total cost of work performed. Incomplete and inconsistent cost data reduces visibility into critical operational metrics, including labor utilization, work order ownership, cost per work order, and the nature and status of maintenance activity. This limits management's ability to evaluate productivity, assess trends in maintenance spending, benchmark performance across schools or job types, and identify inefficiencies, delays, or unusual cost patterns. Examples of data fields that are not currently captured within the system to accomplish these initiatives include, but are not limited to:

- Supervisor or reviewer approval field and timestamp of approval.
- Technician start and end time of work performed.
- Labor type (regular, overtime, contractor).
- Purchase order or procurement reference tied to the work order.
- Invoice number and payment linkage.
- Asset or system impacted, including asset ID number.
- Contract reference or agreement number for contracted labor work.
- Completion time vs. target (cycle time).

Furthermore, because system-generated reports are dependent on the accuracy and completeness of underlying data, these data quality issues reduce confidence in the reliability of reporting used for operational oversight and decision-making. Without consistent, complete, and reconcilable cost information, management is constrained in its ability to rely on the system as a source of truth for maintenance operations as the system data may not be leveraged effectively as part of ongoing monitoring procedures, or to perform trend analysis of maintenance operations.

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OBSERVATIONS MATRIX (CONTINUED)

2. Work Order System Data Completeness and Accuracy (Continued)

Recommendation

The following is recommended:

A. Update reporting capabilities and investigate and resolve inaccurate data queries for work order cost data.
B. Establish and enforce standardized data governance requirements for work order cost tracking that clearly define required data elements, including labor hours, material costs, vendor invoices, work order ownership, and completion status and timestamps, to promote consistent and complete cost recording across all maintenance activities.
C. Configure system-based controls, where practicable, to require entry of all key cost components within the work order system, including mandatory fields and validation checks to prevent work order closure when required cost information (e.g., labor hours or materials) is missing or incomplete.
D. Integrate or align data sources between financial systems, timekeeping, and the work order system to enable reconciliation of departmental expenditures and labor hours to work order–level cost data and facilitate periodic validation of completeness and accuracy.
E. Implement routine reconciliation procedures to compare recorded work order costs to underlying labor and expenditure data, with clearly defined thresholds for investigation and correction of discrepancies.
F. Develop standardized reporting and dashboards that provide management with reliable, real-time visibility into work order costs, labor utilization, and maintenance activity, to support performance monitoring and data-driven decision-making.
G. Establish a formal and documented supervisory review process requiring management to validate the completeness and accuracy of recorded order costs, including supporting documentation, prior to work order closure.
H. Provide targeted training and communication to maintenance, finance, and supervisory personnel to reinforce expectations for cost recording, documentation, and accountability, and to promote consistent and accurate use of the work order system.

Management's Response

Response: District will research PeopleSoft abilities to standardize reporting, governance requirements, and configure system-based contracts to integrate data resources between financial systems. This will also provide the ability to capture costs and implement routine reconciliation procedures with correct underlying data as developed by the new maintenance service provider. We estimate the results from the service provider to be January 20th, 2027. Estimated completion date will be determined after receipt of results by the service provider. The revised cost allocation query for work orders has already been identified a high priority and communicated to the new service provider with an earlier estimated completion date of September 30, 2026.

Responsible Party: Director, Maintenance Operations and Central Distribution

Estimated Completion Date: September 30th, 2026 and results from provider January 20, 2027.

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OBSERVATIONS MATRIX (CONTINUED)

3. Work Order Service Level Expectations	Risk Rating: High

Observation

A key component of the maintenance function is the ability to effectively prioritize work and timely complete it. While the District's work order system allows Maintenance staff to assign priority levels to work orders, emergency requests are not currently tracked or managed within the system, impacting management's ability to track and monitor urgent requests. Additionally, service time expectations have not yet been established.

Tracking and Oversight of Urgent Requests

The District's work order system primarily distinguishes between "routine" and "scheduled" work; emergency requests are not tracked with their own categorical identifier. To address urgent issues, the District utilizes an alternative process whereby emergency requests are communicated directly to management via the Maintenance Departments customer service hotline, to facilitate immediate response. However, this process operates outside of the system and is not supported by standardized procedures or system functionality to formally capture, classify, and track emergency work orders. Once an emergency request is received, staff must manually track its progress and make prioritization decisions based on their own discretion, without visibility into the rest of the maintenance workload. Because the system does not currently allow staff to log emergency work orders, department leadership is unable to monitor the volume or nature of these requests, making it difficult to identify trends or repeat within specific locations, using specific equipment, or assets.

Timeliness of Work Order Completion

The District has not established formal service level expectations to define work order response or completion timelines. In addition, as noted in **Observation 3**, timestamps documenting the progression of each work order may not be consistently documented, limiting the ability to identify where delays occur or to assess performance at each stage of the process. These factors combined make it difficult for management to monitor staff utilization, efficiency of maintenance work, and any delays in closing out requested work orders. As a result, work order processing and completion are not managed within a consistent, measurable framework, and timeliness is largely dependent on managerial judgment and resource availability. Analysis of sampled work orders identified an average of approximately 154 days between creation and close-out, with completion often recorded significantly after work was performed.

	Work Order Created from Requisition	Work Order Assigned to Technician	Work Completed by Tech	Work Order Reviewed and Approved by Manager	Work Order Closed out in System	Total
Average Days to Complete	1	1	31	Not Captured	121	154

The absence of a standardized and system-integrated prioritization framework and defined performance expectations limit the District's ability to prioritize work effectively and consistently, identify delays or backlogs by priority type, and track critical maintenance activities. This reduces visibility into performance and accountability and increases the risk of delayed response to urgent needs, inefficient resource allocation, and inconsistent service delivery.

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OBSERVATIONS MATRIX (CONTINUED)

3. Work Order Service Level Expectations (Continued)

Recommendation

The following is recommended:

A. Establish standardized prioritization frameworks that assign work orders to clearly defined categories - such as preventive maintenance, scheduled (planned) maintenance, routine service requests, urgent repairs, and emergency work - each supported by defined response and completion expectations.
B. Incorporate emergency request tracking within the work order system.
C. Establish and formally document service level expectations for work order response and completion targets across all maintenance activities, including clearly defined response and completion targets by work order type and priority (e.g., emergency, urgent, routine).
D. Configure system-based capabilities within PeopleSoft, where practicable, to support monitoring of work order timeliness, including tracking response times, completion durations, and work order aging, and identifying exceptions where work orders exceed established thresholds.
E. Develop and implement routine performance monitoring and reporting practices, including KPI reporting related to work order aging and completion.

Management's Response

Response: Service provider has been given a request to address emergency service requests. Estimated completion of updates to occur by December 15th, 2026. District will research PS abilities to define and use appropriate categories for work orders as well as develop reporting capability for performance monitoring. Service provider has been given a request to address emergency service requests.

Responsible Party: Director, Maintenance Operations and Central Distribution

Estimated Completion Date: December 15th, 2026

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Observations Matrix (Continued)

4. Standard Operating Procedures	Risk Rating: Moderate

Observation

The District has developed a series of procedures and guiding documents supporting discrete components of the maintenance process, including service request creation, work order conversion, time entry, work order completion, and billing processes. While existing documentation provides step-by-step instructions for specific tasks, a comprehensive, standardized framework governing the end-to-end maintenance workflow does not yet exist. Key components of the maintenance process that are not currently defined by standard operating procedures ("SOPs") include:

- Emergency work order handling and prioritization;
- Performance monitoring;
- Inventory management;
- Roles and responsibilities across maintenance tasks;
- Required data elements within the work order system; and
- Supervisory review procedures and cadence;

The absence of a comprehensive set of SOPs limits the Department's ability to promote consistency, accountability, and control across maintenance operations. As a result, the execution of maintenance activities varies across personnel and functions, with processes often dependent on individual experience, interpretation, and informal communication rather than consistently applied standards (as described in **Observation 1** and **2**). Additionally, reliance on decentralized knowledge reduces the District's ability to effectively train new personnel, sustain process improvements, and maintain consistent service delivery over time.

Recommendation

The following is recommended:

A. Perform a SOP gap assessment to identify current procedures that may be performed that are not captured within a documented standard operating procedures. This assessment should include an evaluation of current standard operating procedures to identify their applicability and completeness.
B. Develop and implement comprehensive standard operating procedures governing the end-to-end maintenance work order lifecycle, from initiation through completion and closeout. Consolidate and build upon existing procedural documents into a unified framework that standardizes processes across all maintenance functions and personnel.
C. Formalize procedures for key processes that currently lack documentation or rely on informal practices, including but not limited to emergency work order handling, work order prioritization criteria, performance monitoring, and inventory management.

Management's Response

Response: Research possible strategies to address the more efficient strategy to develop the SOP, such as obtaining example SOP for similar school districts and/or hiring a consultant with K-12 facilities operations experience, CMMS/work-order process expertise, and the ability to perform both SOP development and a gap assessment of current maintenance practices.

Responsible Party: Deputy Superintendent of Operations

Estimated Completion Date: December 15th, 2026

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OBSERVATIONS MATRIX (CONTINUED)

5. Warranty Management	Risk Rating: Moderate

Observation

Certain high-cost equipment and complex assets purchased by the District come with a manufacturer's warranty. These warranties exist to provide assurance to the District that the product they are purchasing is of good quality and will perform as expected. If the product fails within the warranty period, and the District has complied with any required maintenance activities for that asset, the manufacturer is responsible for repairs or replacements.

During our review, we noted the District does not track active warranties at the asset level within a centralized or formalized platform. Instead, warranty management is a decentralized process that relies on individual shop supervisors to manually identify and initiate warranty claims. Although we did not identify any samples with missed opportunities for warranty usage or inappropriate management of warranties, without a centralized listing of assets and their active warranties, there is no consistent or efficient way to monitor warranty coverage, increasing the risk of missed opportunities for cost savings and potential compliance issues.

In addition, the District does have a process to closely monitor certain assets with unique warranties, such as roofing, which is calculated by square footage. Without a formal tracking system for all other asset types, the District may fail to meet these obligations, leading to warranty voidance and unnecessary out-of-pocket repair costs.

Without a comprehensive, centrally managed warranty system, assets under warranty may be inadvertently repaired at the District's expense rather than under the manufacturer's agreement, resulting in avoidable financial expenditure. The lack of a centralized warranty system also creates operational inefficiencies, as supervisors must manually determine coverage, which can lead to delays, inconsistent warranty claims, and extended asset downtime.

Recommendation

The following is recommended:

A. Extend the use of PeopleSoft's asset management module to cover maintenance warranty tracking. Through our discussions with Management, we learned the District already uses PeopleSoft for asset management, which also has the capability to integrate warranty tracking. Since asset information is already recorded in the system, incorporating warranty tracking may be a logical extension of existing processes, providing a streamlined and centralized approach to managing warranties.
B. Develop and implement warranty standard operating procedures, defining responsible parties, data upload requirements, and monitoring procedures.

Management's Response

Response: The district staff will explore use of PeopleSoft's Asset Management module for warranty tracking and develop standard operating procedures.

Responsible Party: Deputy Superintendent of Operations

Estimated Completion Date: December 15th, 2026

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APPENDIX: RESULTS ROADMAP

Maintenance Operations Maturity Model

The Maintenance Operations Maturity Model below provides an assessment of the District's current capabilities across key functional areas and outlines a clear path for advancing toward more standardized, data-driven, and optimized maintenance operations.

Assessment Dimensions	Ad hoc	Defined	Managed	Optimized
	Informal and reactive maintenance operations. Processes are paper based with minimal standardization.	Core Processes documented. Basic system utilization in place with some consistency across teams.	Standardized processes across the department. Data-driven decision making with active monitoring of KPIs.	Forward looking operations. Predictive maintenance, real-time dashboards, and strategic resource planning.
Work Order Management & Documentation	Paper-based work orders. Technicians carry notebooks and turn in tickets inconsistently. Key fields are frequently missing.	Work orders are entered into the system with required fields enforced. Technicians submit documentation within defined timeframes.	Work order data is captured electronically in real time. Mobile applications allow field entry.	Automated workflows route work orders through intake, planning, execution, and QA.
Priority Classification & Emergency Response	No formal priority classification in the system. Work orders are prioritized from knowledge or site request.	Priority levels are defined and documented (e.g., Emergency, Critical, Urgent, Routine). The system flags work orders by priority.	Priority levels are enforced in the system with defined response and completion times. Compliance is monitored through KPIs.	Predictive analytics identify potential emergencies before they occur. Real-time dashboards track response times against agreements.
Technology & System Utilization	ERP system not in place or underutilized. Supplemental tracking done outside of system.	PeopleSoft work order module is configured with required data fields. Staff are trained on system entry.	Full utilization of PeopleSoft for work order lifecycle, cost tracking, and reporting. Integration with procurement.	Advanced reporting dashboards, mobile field applications, automated workflow routing, and integration with asset management and inventory
Workforce & Contractor Management	Minimal in-house staff and informal contractor oversight.	Workforce needs identified. Contractor performance is tracked. Roles and responsibilities are documented.	Workforce is defined with in-house/outsourced technician thresholds. Contractor KPIs monitored. Staff cross-training in place.	Strategic workforce planning aligned to facility needs. Succession planning, talent pipeline, and contractor performance-based renewals.
Quality Assurance & Supervisory Oversight	Work order completion relies on paper trail. Some technicians may not return tickets timely.	QA review checklist is established. Supervisors review work orders before closure. Timelines for ticket submission are enforced.	Multi-level QA review. Systematic spot checks. Requestor satisfaction feedback loop established.	Automated compliance checks. Real-time exception reporting and trend analysis.
Inventory & Parts Management	No centralized parts inventory.	Critical parts inventory is established. Min/max stock levels defined for high-use items. Parts costs are tracked by work order.	Centralized inventory management integrated within management system. Vendor relationships formalized through contracts	Predictive parts forecasting based on maintenance history. Vendor-managed inventory for high-volume items. Full cost visibility by asset/work order.

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APPENDIX: RESULTS ROADMAP (CONTINUED)

Recommendations Roadmap

The roadmap below is a suggested prioritization and timeline schedule to help management identify quick wins, mid-term improvements, and long-term goals. Estimated time to complete reflects a prospective approach, and may not reflect or capture operational limitations, resource constraints, or additional factors that may affect implementation of one or more of the suggested recommendations.

Recommendation	Obs. #	Month 1	2	3	4	5	6	7	8	9	10	11	12
Digitize the work order process and eliminate paper-based tracking.	1	Planning	Planning	Planning	Planning	Planning	Planning	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation
Enforce required data fields on all work orders and correct data capture inaccuracies.	2	Planning	Implementation	Implementation	Implementation	Implementation	Implementation						
Establish a formal work order priority classification system and service level expectations.	3	Planning	Implementation										
Establish Asset-Level Warranty Management Process	4							Planning	Implementation	Implementation	Implementation	Implementation	Implementation
Develop/update SOPs and policies for maintenance operations.	5	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

Color Legend

Planning | Implementation

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APPENDIX: RESULTS ROADMAP (CONTINUED)

Recommendations to Implement

The following recommendations are organized into short-term, mid-term, and long-term priority levels to support management in sequencing efforts and allocating resources in a structured and practical manner. This prioritization is intended to provide a clear roadmap that reflects the relative complexity, effort, and impact of each recommendation, allowing the District to focus first on foundational improvements while planning for more advanced capabilities over time.

Short-term recommendations are designed to address immediate gaps and establish baseline consistency across maintenance operations. These actions generally require limited effort and can be implemented using existing resources or with minimal process changes. By focusing on standardizing key procedures, improving data entry practices, and clarifying roles and expectations, the District can quickly strengthen control and create a more stable operational foundation.

Mid-term recommendations build upon these initial improvements and introduce more structured processes, enhanced oversight, and expanded use of data. These efforts typically require greater coordination across departments, as well as incremental changes to systems or workflows. Implementing these actions will support more efficient resource management, improve visibility into performance, and enable more consistent monitoring of maintenance activities.

Long-term recommendations represent more advanced capabilities and are intended to support the District's transition to a more mature, forward-looking maintenance function. These initiatives often involve broader strategic changes, such as implementing preventative maintenance programs, enhancing system capabilities, or leveraging data analytics for predictive decision-making. While these efforts require more significant investment and planning, they position the District to operate more proactively and optimize long-term outcomes.

This phased approach is intended to serve as a practical roadmap; however, management's prioritization and timing of implementation may be influenced by resource constraints, competing initiatives, and evolving operational needs. As such, the recommended sequencing should be viewed as flexible, with the understanding that certain activities may be accelerated, deferred, or adjusted based on the District's broader strategic direction.

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APPENDIX: RESULTS ROADMAP (CONTINUED)

Recommendations to Implement (Continued)

1. Digitize the Work Order Process

Current State	Optimal State	Implementation Steps
• The work order process is primarily paper-based. Technicians carry physical notebooks containing their assigned tickets and submit them at the end of the day. • Paper timesheets are handwritten. This creates delays in data entry, risks of lost documentation, and limits real-time visibility into work order status.	• All work order activity is captured electronically through the District's ERP system (PeopleSoft) or a mobile extension. • Technicians enter labor hours, notes, and completion status in real time from the field. • Paper notebooks are eliminated, and supervisors have real-time visibility into work order progress and technician activity.	**Short Term** **1D:** Establish standardized procedures requiring timely entry of work order updates, including status changes, labor hours, and material costs, to promote accurate and complete records and improve visibility into work order progress. **1F:** Develop and enforce a supervisory review and approval process requiring management to validate work order completion, supporting documentation, and recorded costs within the system prior to closure. **1G**: Provide training to all technicians on electronic work order entry. **Mid Term** **1B:** Eliminate the use of printed work orders, where practicable, and implement mobile or system-based tools that allow technicians to record labor hours, update job status, and document completion directly within the system at the point of service. **1C:** Configure system controls to capture and maintain required supporting documentation, including labor hours and vendor invoices, within the system at the time of entry, reducing reliance on manual transcription, scanning, and delayed uploads. **Long Term** **1A:** Transition the work order process from a paper-based approach to a fully system-enabled workflow, requiring all work orders to be created, assigned, updated, and closed within the District's system to promote real-time visibility and centralized tracking of all maintenance activities. **1E:** Implement system-based reporting and dashboards to provide management with real-time visibility into the status of open work orders, including backlog, aging, completion timelines, and associated costs.

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APPENDIX: RESULTS ROADMAP (CONTINUED)

Recommendations to Implement (Continued)

2. Promote Accurate and Complete Data Entry and Analysis

Current State	Optimal State	Implementation Steps

• Work orders frequently lack key information:
  ○ Requestor identity is missing on emergency work orders.
  ○ Labor hours are not consistently recorded.
  ○ Assigned technician is not always documented.
• Some PeopleSoft fields are not as robust as the legacy JD Edwards system.
• District is still developing procedures within PeopleSoft.
	• All work orders contain complete and accurate data including:
	  ○ Requestor name.
	  ○ Assigned technicians.
	  ○ Labor hours.
	  ○ Parts / material used.
	  ○ Priority level.
	  ○ Start and completion dates.
	  ○ Supervisor sign-off.
	• Required fields are system-enforced to prevent incomplete submissions.
		Short Term
		2A: Update reporting capabilities and investigate and resolve inaccurate data queries for work order cost data.
		2B: Establish and enforce standardized data governance requirements for work order cost tracking that clearly define required data elements, including labor hours, material costs, vendor invoices, work order ownership, and completion status and timestamps, to promote consistent and complete cost recording across all maintenance activities.
		2E: Implement routine reconciliation procedures to compare recorded work order costs to underlying labor and expenditure data, with clearly defined thresholds for investigation and correction of discrepancies.
		2G: Establish a formal and documented supervisory review process requiring management to validate the completeness and accuracy of recorded work order costs, including supporting documentation, prior to work order closure.
		2H: Provide targeted training and communication to maintenance, finance, and supervisory personnel to reinforce expectations for cost recording, documentation, and accountability, and to promote consistent and accurate use of the work order system.
		Mid Term
		2C: Configure system-based controls, where practicable, to require entry of all key cost components within the work order system, including mandatory fields and validation checks to prevent work order closure when required cost information (e.g., labor hours or materials) is missing or incomplete.
		Long Term
		2D: Integrate or align data sources between financial systems, timekeeping, and the work order system to enable reconciliation of departmental expenditures and labor hours to work order–level cost data and facilitate periodic validation of completeness and accuracy.
		2F: Develop standardized reporting and dashboards that provide management with reliable, real-time visibility into work order costs, labor utilization, and maintenance activity, to support performance monitoring and data-driven decision-making.

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APPENDIX: RESULTS ROADMAP (CONTINUED)

Recommendations to Implement (Continued)

3. Establish Formal Priority Classification System and Service Level Expectations

Current State	Optimal State	Implementation Steps
• The current system does not flag work orders by priority. Preventative maintenance work orders are labeled as "Scheduled". All others, including Emergency work orders, are listed as "routine". • Prioritization is based on institutional knowledge and phone calls to managers rather than a systematic, documented process.	• All work orders are assigned a priority level upon intake based on defined criteria. • The system distinguishes between emergency and non-emergency work, with defined response and completion times for each level. • Priority classification drives scheduling, resource allocation, and escalation.	**Short Term** **3A**: Establish standardized prioritization frameworks that assign work orders to clearly defined categories - such as preventive maintenance, scheduled (planned) maintenance, routine service requests, urgent repairs, and emergency work - each supported by defined response and completion expectations, for example: • Emergency: 1-hour response, 24-hour completion. • Critical: 4-hour response, 48-hour completion. • Urgent: 8-hour response, 7-day completion. • Routine: As scheduled, as-needed. **3C:** Establish and formally document service level expectations for work order response and completion targets across all maintenance activities, including clearly defined response and completion targets by work order type and priority (e.g., emergency, urgent, routine). **Mid Term** **3B:** Incorporate emergency request tracking within the work order system. **3E:** Develop and implement routine performance monitoring and reporting practices, including KPI reporting related to work order aging and completion. **Long Term** **3D:** Configure system-based capabilities within PeopleSoft, where practicable, to support monitoring of work order timeliness, including tracking response times, completion durations, and work order aging, and identifying exceptions where work orders exceed established thresholds.

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APPENDIX: RESULTS ROADMAP (CONTINUED)

Recommendations to Implement (Continued)

4. Develop and Update SOPs and Policies for Maintenance Operations

Current State	Optimal State	Implementation Steps

• The District does not have comprehensive, up-to-date Standard Operating Procedures (SOPs) governing maintenance operations.
• Certain processes are understood by staff, but many activities are performed based on experience and institutional knowledge rather than formalized guidance.
	• The District maintains a comprehensive, standardized set of SOPs and supporting policies that define all key maintenance processes and expectations.
	• SOPs provide clear, step-by-step guidance for staff and are aligned with system workflows (e.g., PeopleSoft) to promote consistent execution.
	• Policies and SOPs clearly define:
	  ○ Roles and responsibilities for all participants in the maintenance process (e.g., technicians, supervisors, managers).
	  ○ Standard workflows for work order intake, prioritization, assignment, execution, and closure.
	  ○ Documentation requirements for all work orders (e.g., required data fields, timing of submission)
	  ○ Emergency work order protocols and escalation procedures.
	  ○ Inventory, procurement, and cost tracking procedures.
	• SOPs are actively used as training tools for new staff and as a reference for existing personnel.
		Short Term
		4A: Perform a SOP gap assessment to identify current procedures that may be performed that are not captured within a documented standard operating procedures.
		Mid Term
		4C: Formalize procedures for key processes that currently lack documentation or rely on informal practices, including but not limited to: emergency work order handling, work order prioritization criteria, performance monitoring, and inventory management.
		Long Term
		4B: Develop and implement comprehensive standard operating procedures governing the end-to-end maintenance work order lifecycle, from initiation through completion and closeout. Consolidate and build upon existing procedural documents into a unified framework that standardizes processes across all maintenance functions and personnel.

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APPENDIX: RESULTS ROADMAP (CONTINUED)

Recommendations to Implement (Continued)

5. Establish Asset-Level Warranty Management Process

Current State	Optimal State	Implementation Steps
• The District does not maintain a centralized process for tracking warranties across all maintainable assets. Warranty management is performed in a decentralized manner, with individual shop supervisors responsible for identifying and initiating warranty claims.	• Warranty information is centrally tracked at the asset level within a single system of record. Each asset includes associated warranty details such as coverage terms, expiration dates, vendor responsibilities, and required maintenance conditions. • Work orders are linked to asset records, allowing personnel to identify warranty applicability prior to initiating repairs. • including preventative maintenance and inspections, are monitored to oversee compliance and preservation of coverage.	**Short Term** **5B**: Develop and implement warranty standard operating procedures, defining responsible parties, data upload requirements, and monitoring procedures. **Mid Term** **Long Term** **5A:** Extend the use of PeopleSoft's asset management module to cover maintenance warranty tracking. Through our discussions with Management, we learned the District already uses PeopleSoft for asset management, which also has the capability to integrate warranty tracking. Since asset information is already recorded in the system, incorporating warranty tracking may be a logical extension of existing processes, providing a streamlined and centralized approach to managing warranties.

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AGENDA ITEM NO. 14.3

School Board of Manatee County
September 15, 2026 - Regular Board Meeting
Action Item

Title
Approval of Travel to Tallahassee for Board Member Felton to Attend the FSBA Legislative Platform Meeting in Tallahassee Florida, Not to Exceed $550.00 (General Funds)

Executive Summary
FSBA LEGISLATIVE SUBCOMMITTEE:
In keeping with the 2027 FSBA Legislative Platform Development Fall Timeline, the meeting in October 8 will allow FSBA members to meet, to review, and discuss eligible platform submissions and member feedback. Develop the proposed platform is scheduled from 9 a.m. - 3:00 p.m. EST.

The FSBA Timeline and Cost worksheet are attached for review.

Per Statute, Board Member travel that costs an excess of 500$ requires prior board approval.

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

Financial Impact
The Financial Impact to the District will not exceed $550.00. The source of funds is General Fund and is included in the School Board approved budget for the 2026-2027 FY.

Contact
Submitting Department: School Board
Initiated by: Laura Cox

Attachments:
2027 FSBA Platform Development Timeline
Expense FSBALegPlatMeetFelton

FSBA

2027 FSBA Legislative Platform Development

FALL 2026 TIMELINE

July 31

FSBA STAFF: Send all FSBA members platform development memo, timeline, and FSBA Legislative Platform Proposal Form

September 4, 6 p.m. ET [1]

FSBA MEMBERS: Deadline to submit proposals to FSBA using the Platform Proposal Form here: **https://fsba.org/2027-legislative-platform-proposal/**

September 18

FSBA STAFF: Distribute all submitted proposals to the Legislative Priority Workgroup [2]

September 25 *(virtual)*

FSBA LEGISLATIVE PRIORITY WORKGROUP: Review submitted proposals to check for compliance with specified criteria [3], identify priority items to recommend to the Legislative Subcommittee

By September 28

FSBA STAFF: Draft list of eligible platform submissions and distribute to all FSBA members for review. Members then can communicate directly with staff or leadership to provide feedback leading up to the finalization of the platform.

October 8 *(FSBIT, 800 N. Calhoun St., Tallahassee)*

LEGISLATIVE SUBCOMMITTEE: Meet to review and discuss eligible platform submissions and member feedback. Develop the proposed platform from 9 a.m. - 3:00 p.m. EST (Pending time availability, optional tour of the Capitol.)

October 30 *(virtual)* [4]

ADVOCACY COMMITTEE: Review the Platforms, draft any needed amendments, consider any new or late-filed proposals, identify priorities, and Advocacy Committee adopt [5] the final 2026 platform.

The week of November 6

FSBA STAFF: Distribute the final 2026 FSBA Legislative Platform to all FSBA members

December 4 [6]

FSBA MEMBERS: Consider any eligible emergency items for inclusion in the 2026 FSBA Legislative Platform during the General Membership Meeting at the Annual Joint Conference (*Note: IF NEEDED)*

Footnotes

1 This is a firm deadline for submission of legislative proposals to ensure all proposals are included in the complete legislative platform development process

2 The Legislative Priority Workgroup is comprised of the FSBA Executive Committee, the Chair and Vice Chair of the FSBA Advocacy Committee, the Chair and Vice Chair of the Legislative Subcommittee, and the Chair and Vice Chair of the Federal Relations Subcommittee.

3 The Legislative Priority Workgroup determines if each proposal addresses an issue of statewide concern and is consistent with FSBA's mission and strategic directions. All proposals that meet these criteria are forwarded to the FSBA Legislative Subcommittee for further consideration of the specific merits of the proposal.

4 The Advocacy Committee is comprised of school board members designated by each school district to serve as the district's representative. Only the designated representative – or designated alternate – may vote on the final adoption of the platform. A district must be a member of FSBA to participate and to designate a representative.

5 Adoption requires a 2/3 vote of the Advocacy Committee members present, allowing one vote per school district.

6 No new platform items may be considered except for emergency items for which the urgency of the subject matter arose after the final adoption of the FSBA Platform and which have been deemed an emergency by the Executive Officers and the Legislative Committee Chair and Vice Chair. The adoption of any such items requires a 3/4 vote of the members who are present at the General Membership meeting which is typically held in at the Annual Joint Conference.

Travel Expense Worksheet						
Expense	# Attending	# of Nights	Per diem			
Mileage						
628	1	1	0.725	**455.30**		
			0.725	0.00		
Hotel/Resort fee						
	1	2		**0.00**		
	1	2		**0.00**		
	1	2		**0.00**		
	2	2		**0.00**		
Flight						
	1	1		**0.00**		
Car Rental						
	1	1		**0.00**		
Food						
Breakfast	1	2	6.00	12.00		
Lunch	1	2	11.00	22.00		
Dinner	1	2	19.00	38.00		
				72.00		
Total Expenses Anticipated				**527.30**		